

# FINANCIAL AID HANDBOOK

2023 - 2024



Saint  
Elizabeth  
University

MORRISTOWN, NJ

# Saint Elizabeth University

## Office Hours

Monday - Friday, 8:30 a.m. to 4:30 p.m.

## Location

The Financial Aid Office is located on the second floor of Santa Rita Hall.

## Telephone

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## Email

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## Personnel

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## Introduction

- Saint Elizabeth University will assist all students in their effort to meet their financial need in accordance with Federal, State, and University regulations. A student's financial need is determined by subtracting the parents' and student's contribution from the total estimated cost of attendance. Any funds received from other sources such as civic organizations, foundations, or other benefits must be reported to the Financial Aid Office. Federal regulations require that these awards be treated as educational resources for determining the applicant's eligibility. The combination of all institutional, federal, state, and outside resources may not exceed the cost of attendance.
- Aid allocation for students demonstrating financial need is as follows: federal, state, institutional need-based grants, then loans. Financial aid offer letters are sent on a rolling basis as soon as the Financial Aid Office receives all of the required documentation.
- A student may become ineligible for financial aid if he or she fails to maintain good standing or satisfactory academic progress. See Academic Progress requirements for financial aid eligibility.
- Financial aid will be re-evaluated if and when inconsistent information is revealed on either the Free Application for Federal Student Aid (FAFSA) or the Student Aid Report (SAR).
- If a student is not permitted to return to Saint Elizabeth University, whether because of grades, disciplinary reasons, or an outstanding balance on his/her account, the student's financial aid award will be withdrawn.
- All first time students in the traditional university are required to submit their final high school transcripts prior to the beginning of their first semester of classes. If the final high school transcript is not received in the Office of Admission, the student's financial aid award will be withdrawn.
- The student must notify the Financial Aid Office if a student is awarded additional gift aid from some other source. The amount awarded by the University will be reviewed and possibly modified. It is the policy of Saint Elizabeth University that combined scholarship awards shall not be in excess of the total charges for tuition, fees, and room and board for resident students and shall not be in excess of tuition and fees for commuter students.

## Financial Aid Eligibility - Satisfactory Academic Progress (SAP)

### Policy

Federal regulations require the Financial Aid Office to monitor students' (undergraduate and graduate) academic progress. This is to ensure that students receiving funds are successfully progressing through their program of study. In order to receive federal, state, or institutional financial aid, all matriculated students must demonstrate satisfactory academic progress toward their degree, both qualitatively and quantitatively. This is in addition to any renewal criteria required for specific state, institutional, or other outside awards. At Saint Elizabeth University, **Satisfactory Academic Progress is monitored at the end of each academic year following the conclusion of the spring semester.**

**All Undergraduate and Graduate students who receive financial aid are subject to the following SAP standards.**

The financial aid programs affected by SAP are:

### Federal Programs

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program

- Federal William D. Ford Direct Loans (Subsidized, Unsubsidized and PLUS loans)

### State Programs

- New Jersey State Programs
  - Tuition Aid Grant (TAG)
  - Governor's Urban Scholarship (GUS)
  - Educational Opportunity Fund (EOF)
  - Student Tuition Assistance Reward Scholarship (NJ Stars II)
  - NJCLASS Loans

### Institutional Programs

- University Grants and Scholarships

SAP is comprised of three areas of quantitative and qualitative progress standards:

1. Completing the degree requirements within an established timeframe (quantitative) and;
2. Maintaining the minimum required grade point average (GPA) and cumulative grade point average (CGPA) (qualitative) and;
3. Achieving a minimum pace of completion (quantitative).

### 1) Timeframe:

Federal regulations allow a student to receive funding for up to 150% of the

normal timeframe required to complete their academic program, measured in credits. The formula is: The number of total credits required for graduation in a degree program multiplied by 150%. Example: a degree that requires 120 credit hours for graduation cannot exceed 180 attempted credits (120 credits x 150% = 180 credits).

### Satisfactory Academic Progress (SAP):

#### 2) Cumulative GPA required:

All matriculated undergraduate students, who receive financial aid, must:

- achieve at least an overall CGPA of 2.0 each year;
- Pass/Fail grades do not count towards GPA or CGPA;
- complete their academic skills requirements by the completion of their 63rd earned credit.

#### Undergraduate Transfer Students must:

- maintain at least a 2.0 CGPA each year;
- Pass/Fail grades do not count towards GPA or CGPA.

#### Graduate Students must:

- maintain at least a 3.0 CGPA each year;
- Pass/Fail grades do not count towards GPA or CGPA.

## Financial Aid Eligibility – Satisfactory Academic Progress (SAP) (continued)

### 3) Pace of Completion:

A student must complete at least sixty-seven percent of cumulative credits attempted to maintain satisfactory academic progress.

Example: 24 cumulative credits earned/36 cumulative credits attempted = 67%

### Treatment of Transfer Credit, W, NC, INC, AU, F, S and U Grades and Repeated Coursework

- Transfer credits and/or credits for prior learning will be counted in the total number of credits attempted and earned.
- Course withdrawals (W) after the add/drop period are not included in the CGPA calculation, but are counted as attempted but not earned coursework.
- A non-calculated (NC) grade is considered attempted but not earned coursework. It is not included in the CGPA calculation.
- Incomplete (INC) grades are not included in the CGPA calculation but are considered in the attempted but not earned coursework until the incomplete grade is replaced with a permanent grade and academic progress can be reevaluated.
- An audit (AU) grade is not considered attempted nor earned coursework. It is not included in the CGPA calculation.
- A failing grade (F) and/or (FI) are treated as attempted credits but not earned; they will be included in the calculation of the CGPA.
- All grades earned for a repeated course [ ] will be included in the calculation of the CGPA and every repeated attempt will be included in the pace of completion.

### Notification

Students not making Satisfactory Academic Progress toward their degree will receive written notification from the Financial Aid Office.

### Financial Aid Suspension

If at the end of the Financial Aid Warning

semester, a student fails to meet the SAP standards, their financial aid is suspended. Students will receive a Financial Aid Suspension letter from the Director of Financial Aid. Financial aid cannot be received while in this status. Students in this status have the right to an appeal process. See Appeal Process below.

### Financial Aid Probation

Financial Aid Probation is assigned to a student who successfully appeals a Financial Aid Suspension. See Appeals Process below. Eligibility for financial aid is reinstated while on Financial Aid Probation.

### Appeal Process

Students have the right to appeal their FA Suspension status by submitting an appeal to the Appeals Committee by the deadline stated in the Financial Aid Suspension letter. The Appeals Committee will consider appeals that involve extenuating circumstances outside of the student's control that had a negative impact upon the student's academic performance. The SAP Committee will consist of members of no less than 3 University Departments such as Financial Aid, Registrar, Academic Advising, Bursar, Retention, etc.

The appeal letter must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation. Extenuating circumstances can include, but are not limited to, illness or injury; death of a family member, or other special circumstances.

Appeals will only be approved if the Appeals Committee determines that the student:

- will be able to meet the University's satisfactory academic progress after the next semester of enrollment. The student is placed on Financial Aid Probation for the next semester of enrollment and is eligible to continue to receive financial aid; or
- has agreed to follow an academic plan that will be developed for the student by the SAP Committee. If followed,

the academic plan will ensure that the student can meet the University's SAP standards by the end of the prescribed period of time outlined in the academic plan. SAP will be reviewed at the end of each semester while the academic plan is in effect to determine if the student is meeting the requirements of the academic plan. The student is placed on Financial Aid Probation and is eligible to continue to receive financial aid as long as the student continues to meet the requirements of the academic plan.

The SAP Committee will review the appeal and notify the student in writing whether the appeal has been approved or denied. If the appeal has been approved, the student's financial aid will be reinstated and the student will be placed on Financial Aid Probation. The Financial Aid Probation will begin the next semester the student is enrolled.

All decisions made by the Appeals Committee are final and will not be subject to further review.

### Reinstatement of Aid after Financial Suspension

Reinstatement of financial aid after a student is placed on suspension is achieved as follows:

- The student attends Saint Elizabeth University during the suspension semester, pays for tuition and fees without financial aid, and satisfies their deficiency in the SAP standards. The student must notify the Financial Aid Office if they are planning to attend without financial aid; or
- The student may attend summer school at SEU in an effort to satisfy their deficiency in the SAP standards. The student must notify the Financial Aid Office if they are planning to take classes during the summer.
- Students may take classes at another institution in an attempt to satisfy the deficit in the attempted and earned coursework. Taking classes at another institution has no impact on a student's CGPA.

## Financial Aid Policies

### Approved Study Away Programs

Students need Consortium Agreements when they take classes at another institution, but would like to receive financial aid through Saint Elizabeth University. The only types of aid that may be available under these circumstances are Federal Direct Loans, Federal Pell Grants, and Private Educational Loans. The student should meet with the Financial Aid office to discuss financial aid eligibility and options. Students must be in good academic and financial standing. Applications can be obtained in the Financial Aid Office located in Santa Rita Hall, 2nd floor.

### Federal Compliances

Saint Elizabeth University does not discriminate on the basis of sex, physical handicap, race, age, color, and national or ethnic origin in the administration of its admissions, educational policies, scholarship and loan programs, or other university policies, including employment.

Saint Elizabeth University has filed compliance information with The Department of Education under Title VI - Civil Rights Act of 1964; Title IX, Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, as amended.

Student inquiries concerning the implementation of these policies should be made to the Vice President for Student Life, ext. 4203. Employees should address inquiries to the Vice President for Finance and Administration and Treasurer, ext. 4498. The address of appropriate federal agencies regarding these compliances may be obtained upon request.

Saint Elizabeth University, in compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and amendments there to, makes information available concerning campus security procedures, and campus crime statistics on the University's website ([www.steu.edu/clery](http://www.steu.edu/clery)) and in the following offices: Admission; Business; Vice President for Student Life; Financial Aid; Registrar; Human

Resources; Security; Center for Ministry & Spirituality; and Dean of Professional Studies.

In compliance with Title I of Public Law 101-542, the Student Right-To-Know and Campus Security Act, as amended by Higher Education Technical Amendments of 1991, Public Law 102-26, and the final regulations published in December 1999, the University reports the graduation rate of full-time, first-time first-year students who entered in Fall 1996 and subsequent years to all current students by personalized e-mail and to prospective students who request the information.

The report will be available in the Admission Office, Financial Aid Office, and in the Registrar's Office for all who request it. The University informs students of the provisions in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of that record. The University also informs students of their right to prevent disclosure of personally identifiable information. The University also adheres to the regulations of the Solomon-Pombo Amendment, which allows the United States Military access to university campuses for recruitment. This amendment also allows the military access to student directory information without the student's prior approval. Students may obtain a Request to Prevent Disclosure of Directory Information Form from the Registrar's Office. The University assumes that failure to request the withholding of directory information indicates approval for disclosure. Copies of the University's policies are available from the offices of the President, the Vice President for Academic Affairs, and the Vice President for Student Life, or Registrar. Written complaints concerning allegations of failure to comply with the Act can be filed with: FERPA, the Department of Education, Room 4072, Switzer Building, Washington D.C.

### NCAA Division III

NCAA Division III rules do not allow financial aid to be awarded based on the student's athletic participation or accomplishments. No exceptions to this rule are allowed. According to financial aid policy, an athlete's financial aid package must be consistent with the institution's general policy for all students and special consideration is never given to a student because she or he is an athlete. Like all students, athletes are awarded financial aid based on their calculated financial need or academic accomplishments.

# General Information

## Direct and Indirect Costs of Attendance 2022-2023

### Tuition

Traditional University.....	\$33,886
Continuing Studies .....	\$824 per credit
RN-BSN Program.....	\$476
Graduate Degree Programs ..	\$1,001 per credit
M.A. Educational Leadership.....	\$650 per credit
Act I and Act II Programs.....	\$667 per credit
Ed.D. Educational Leadership Program .....	\$1,019 per credit
Psy. D. Program.....	\$19,236 per year

### Room and Board

On Campus.....	\$13,126
Off Campus.....	\$14,000
With Parent .....	\$7,000
Physician's Assistant Program Off Campus.....	\$18,900

### Transportation

Undergraduate On Campus.....	\$1,000
Undergraduate Off Campus/With Parent .....	\$2,000
Graduate .....	\$1,574
Physician's Assistant Program .....	\$2,000

### Health Insurance

Undergraduate Full-Time (Enroll Fall).....	\$2,878
Undergraduate Full-Time (Enroll Spring).....	\$1,655
Graduate Full-Time (Enroll Spring).....	\$5,392
Graduate Full-Time (Enroll Spring).....	\$3,118

### Fees\*

Traditional University.....	\$1,950
Continuing Studies .....	\$552
Nursing (Traditional) .....	\$1,400
Graduate Degree Program .....	\$700
Physician's Assistant Program .....	\$880

### Books and Supplies

Traditional/Continuing Studies/Graduate .....	\$1,700
Physician's Assistant .....	\$2,400

### Personal Expenses

Undergraduate .....	\$2,000
Graduate .....	\$2,000
Physician's Assistant Program .....	\$3,000

\* Additional fees may apply, depending on courses

## Application for Aid

### Requirements for First Year and Transfer Students

As an incoming first year student, you are asked to complete the Free Application for Federal Student Aid (FAFSA). This can be done at <https://studentaid.gov/h/apply-for-aid/afsa>. Students must first create a FSA ID and Password and if dependent, so do their parents. The FSA ID and Password are used to sign the application electronically. This form is used to apply for federal, state, and institutional financial aid, which includes grants, loans, and work-study. In addition, it is also used by New Jersey and the university to award non-federal student financial aid.

Completing the FAFSA is the first step in the financial aid process. Once the FAFSA is submitted to the Department of Education (DOE) and processed, the university will receive an electronic copy of your information; you will receive a

report called a Student Aid Report (SAR) electronically. It is important for you to review your SAR when you receive it to make sure all of your information is correct. The SAR generates a Expected Family Contribution (EFC) which represents the amount your family is expected to contribute towards the cost of your education (although this amount may not exactly match the amount you and your family end up contributing). We will then use the EFC along with the rest of your information to prepare a financial aid offer. Please note that financial aid is for one year and must be reapplied for annually.

### Requirements for Returning Undergraduate Students

The DOE and the university will notify all returning students, that it is time to renew your FAFSA. Please note that financial aid is for one year and must be reapplied for annually via the FAFSA.

### Requirements for New Graduate and Certificate Programs Students (Dietetic Internship, Accelerated Certification for Teaching)

All students must complete the FAFSA and the university's Supplemental Financial Aid form, see the financial aid website.

### Requirements for Returning Graduate Students

Prior to the end of the fall semester, any returning student receiving any form of financial assistance (including loans) must complete the FAFSA and the university's Supplemental Financial Aid form, see SEU's financial aid website.

# Financial Aid Programs

## Financial Aid Offers

Financial aid offers are determined based on the EFC. The types of aid awarded will vary with the individual student's needs. In developing a financial aid offer, a basic calculation is used: Cost of attendance includes not only tuition, room and board, and fees, but also an average cost of books and supplies, transportation, and personal expenses. The EFC is generated by the

federal government after processing your FAFSA. The contribution takes into account parents and student's, and in the case of a married student, the spouse's taxable and nontaxable income, assets, family size, and the number of family members enrolled in university. The EFC is used to determine the student's financial need. It is not the amount that needs to be paid to

the University. Students with extenuating family circumstances such as: death of a parent, loss of income, disability, etc., should schedule an appointment with the Financial Aid Office

EXAMPLE:

COA	\$45,000
EFC	- 2,000
<u>Need</u>	<u>\$43,000</u>

## Federal Financial Aid Programs

### Federal Financial Aid Programs

Students must meet the following requirements to be considered for any federal financial aid programs:

- Have a high school diploma or a General Educational Development (GED) certificate
- Be a U.S. citizen or an eligible non-citizen
- Have a valid social security card without restrictions
- Maintain satisfactory academic progress, as described in this handbook
- Must be enrolled as a matriculated student (degree seeking) in an eligible degree or certificate program

### Federal Pell Grants

Federal Pell grants are available to undergraduate students who have not earned a bachelor's or professional degree. Pell grants are awarded to students who demonstrate financial need according to the federal guidelines. The amount of the grant is determined by the student's EFC.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal SEOG is a grant awarded to undergraduates with exceptional financial need.

### Federal Direct Loan Program

Federal Direct loans are available to students enrolled at least half time. Eligibility for the subsidized loan pertains

only to undergraduate students and is based on financial need as determined by the FAFSA.

Students who do not qualify for a subsidized loan will still be able to borrow an unsubsidized loan in which the interest is either added to the loan principal or repaid during in-school periods. The amount of the approved loan will not exceed the cost of attendance less any other aid.

The following table provides the fixed interest rates for Direct Loans made on or after July 1, 2023, and before July 1, 2024.

<u>Loan</u>	<u>Interest Rate</u>
Direct Subsidized Loans ..... 5.5% (Undergraduates)	
Direct Unsubsidized Loan..... 5.5% (Undergraduates)	
Direct Unsubsidized Loans ..... 7.05% (Graduate or Professional Students)	
Direct PLUS Loans ..... 8.05% (Parents and Graduate or Professional Students)	

Repayment of the principal begins six months after graduation, withdrawal, or change to less than half-time status. Interest repayment begins the same time as the principal for subsidized loans. Interest on the unsubsidized loans is paid during enrollment unless capitalized by the lender at the student's request.

The Higher Education Amendments of 1999 require that universities must conduct entrance and exit interviews for all

students borrowing from the Federal DL loan programs. Entrance counseling is conducted online at [www.studentaid.gov](http://www.studentaid.gov) prior to the crediting of the first student loan. Prior to graduation or withdrawal from the university, all federal loan borrowers must complete exit counseling online at [www.studentaid.gov](http://www.studentaid.gov). If you withdraw, take a leave of absence, or stop attending and borrowed from the Federal Direct Loan Program while attending Saint Elizabeth University, you must complete exit counseling before we can release your academic transcript or diploma.

### Federal Direct Parent Loan (PLUS)

PLUS loans are available to parents of dependent undergraduate students and to graduate students to meet educational expenses. The amount of the PLUS loan cannot exceed the cost of attendance minus any other financial aid. Eligibility for the PLUS loan program is based on the credit-worthiness of the borrower. The interest rate is fixed for the academic year. PLUS loans proceeds are sent in two disbursements directly to the school.

### Federal Work Study (FWS)

The Federal Work Study Program is available to undergraduate students who demonstrate financial need. Due to limited funding, the Financial Aid Office cannot guarantee work-study for all eligible students.

## State Financial Aid Programs

### New Jersey Tuition Aid Grants (TAG)

Tuition Aid Grants are available to full-time undergraduate students who demonstrate financial need. The student must be a legal New Jersey resident and have not previously earned a bachelor's degree. Students must log into their NJFAMS Account at <https://njfams.hesaa.org> following the completion of their FAFSA. Students must respond to any inquiry (if applicable) from The State of NJ Higher Education Student Assistance Authority (HESAA) in order to verify/maintain eligibility to State aid programs.

### Educational Opportunity Fund (EOF)

Educational Opportunity Funds are available to New Jersey residents who come from educationally disadvantaged backgrounds with demonstrated financial need. EOF grants are available to full-time undergraduate and graduate students. Students must be admitted to the program at the university to receive this grant. Once accepted into the program the university will determine the amount of the award.

### Governor's Urban Scholarship (GUS)

Merit award for students who rank in the top 5% of their high school class and a GPA of 3.0 at the end of their junior year in high school and a NJEI below 10500.

### New Jersey Student Tuition Assistance Reward Scholarship (NJ Stars II)

Funding provided to students attending a private college or university in NJ and received an associates degree and was a

NJ Stars recipient.

### New Jersey University Loans to Assist State Students (NJCLASS)

The NJCLASS loan program is available for the families of undergraduate or graduate students enrolled at least halftime and are legal New Jersey residents. Under the NJCLASS program, a student, parent, legal guardian, spouse, or relative may borrow for each student per academic year up to the cost of attendance minus any other financial aid. New Jersey residents attending an approved school outside of New Jersey and out-of-state students attending an approved New Jersey school are also eligible. NJCLASS Loan funds can be used to pay for school-related expenses (tuition, fees, books, supplies, room and board, etc). The loan is available to those who are credit worthy. A credit worthy co-signer may be required if the student or other borrower does not meet the credit requirements.

There are three repayment options under the NJCLASS program. You may actively pay the principal and the interest, defer the principal but pay the interest, or defer both interest and principal until after the student graduates. Maximum repayment time is 15 years.

### New Jersey World Trade Center Scholarship (WTC)

Eligible dependent children and surviving spouses of New Jersey residents who were killed in the terrorist attacks against the United States on September 11, 2001;

died as a result of injuries received in the attack; died as a result of illness caused by exposure to the attack sites; or were declared missing and officially presumed dead as a result of the attack, may be eligible. Recipients may attend any eligible college in-state or out-of-state. Scholarship amounts may change based on program funding and the student's other available financial assistance..

### Survivor Tuition Benefits (STB)

Eligible children and surviving spouses of New Jersey firefighters, emergency service workers or law enforcement officers who were killed in the line of duty may enroll free of tuition charges at any public institution of higher education in New Jersey. Recipients may also attend any approved independent institution in the State. The award amount cannot exceed the highest tuition charged at a New Jersey public institution. Awards are renewable.

### Law Enforcement Officer Memorial Scholarship (LEOMS)

Eligible dependent children of New Jersey law enforcement officers killed in the line of duty may receive scholarships up to the cost of attendance at an approved institution of higher education in New Jersey. The award amount cannot exceed an amount equal to the recipient's annual cost of attendance that is not otherwise covered by any other scholarship, grant, benefit or other assistance administered by HESAA. Awards are renewable for up to four years.

## Veterans Benefits

Various types of federal assistance is offered for veterans and/or spouses or dependents of veterans. Qualified persons should contact their local Veterans Administration Office or visit <http://www.benefits.va.gov/gibill/> for information regarding the GI Bill.

## Institutional Aid

Saint Elizabeth University scholarships and grants are awarded to students who have financial need and/or above average academic records. The majority of scholarship funds are restricted to full-time undergraduate students.

Students who apply for financial aid will be considered for all scholarships for which they are eligible.

Scholarships are awarded based on the student's CGPA upon entering the university and will not change if the student's CGPA increases.

Scholarships and grants are only for four years of study so long as CGPA requirements are met (see award information for specific CGPA). If

extenuating circumstances occur preventing the student from completing the program within the time permitted, she/he should contact the Financial Aid Office regarding the appropriate appeal process.

It is the policy of Saint Elizabeth University that all scholarship and grant recipients complete the FAFSA every academic year.



# Financial Aid Programs

## Institutional Aid *(continued)*

A student's institutional aid is subject to change if at any time, a combination of a student's federal, state, and institutional awards is greater than the student's direct billable costs. The student's institutional aid will be reduced to prevent an over award.

### Presidential Scholarships

Presidential Scholarships are the most prestigious scholarships offered by the university. A limited number of full tuition undergraduate scholarships are awarded to entering residential students who demonstrate the highest level of academic achievement. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 3.25.

### Elizabethan Scholarships

Scholarships of \$21,000 are awarded to freshman students who have superior academic performance. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 3.0.

### Seton Scholarships

Scholarships of \$16,500 are awarded to freshman students with outstanding academic performance in a challenging high school program. The awards are granted in recognition of Saint Elizabeth Ann Seton, Foundress of the Sisters of Charity, for her genuine and compassionate dedication to helping others. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.5.

### Founders Scholarship

Scholarships of \$15,500 are awarded to freshman students with a strong academic performance in a solid high school program. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### Xavier Scholarship

Awards of up to \$7,000 are granted to freshman or transfer students who have demonstrated the values of leadership in a spirit of service and social responsibility as exemplified by Mother Mary Xavier

Mehegan. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### SEU Grant

Institutional grants that may be awarded to residential and commuter students based on their direct costs and financial need. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### Alumni Scholarship

Award of up to \$5,000 for freshman or transfer students who are children and/or grandchildren of SEU Alumni. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### Graduate of a Catholic High School Scholarship

Award of up to \$2,500 to freshman or transfer students who are graduates of Catholic high schools. Renewable for three additional years, so long as minimum CGPA requirements are met. May be awarded in combinations with other scholarships or need-based financial aid.

Minimum CGPA: 2.0.

### Niece/Nephew of a Sister of Charity Scholarship

Award of up to \$2,500 to freshman or transfer students who are nieces/nephews or grandnieces/grandnephews of a Sister of Charity. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### Sister of Charity High School Scholarship

\$2,500 award to students in each of the Sisters of Charity High Schools. Selection for the scholarship will be based upon the Principal's recommendation addressing how the student lives out the mission of the Sisters of Charity and the student's academic records. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 3.0

### Housing Awards

Housing awards of up to \$4,000 are awarded to residential freshman or transfer students from outside of New Jersey based on financial need.

Minimum CGPA: 2.0

### Vincenzian Scholarship (up to \$21,000)

Vincenzian Scholarships are available to matriculated bachelor's students. Students applying must have a solid academic record; a minimum CGPA of 2.50 is required for undergraduate and transfer students for both initial application and renewal. Renewable for three additional years, so long as minimum CGPA requirements are met.

Applicants cannot be eligible to receive financial assistance in the form of tuition reimbursement by an employer or a Saint Elizabeth University tuition discount.

Minimum CGPA: 2.0

### Campus Visit Grant

Awards of \$1,000 are awarded to all students who visit campus. One-year only, non-renewable.

Minimum CGPA: 2.0

### Phi Theta Kappa

Awards of \$1,200 are awarded to full-time transfer students who were members of PTK Honor Society at their community college. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### O'Connor

Awards of \$2,000 are awarded to residential freshmen or transfer students from outside New Jersey. Renewable for three additional years, so long as minimum CGPA requirements are met.

Minimum CGPA: 2.0

### Renewing Institutional Aid for Academic Scholarships

All students receiving Saint Elizabeth University Academic Scholarships will have their CGPA reviewed at the conclusion of each semester in order to determine renewal eligibility of their scholarships. A letter from the Financial Aid Office will be sent to any student whose CGPA falls below the required minimum for his/her relevant scholarship.

# Financial Aid Programs

Students are given one semester to bring their CGPA up to the requirement for their specific scholarship. If the student does not attain the required CGPA in the following semester, then their scholarship

will be removed.

If there are extenuating circumstances, students who lose their SEU aid eligibility may complete a Scholarship Appeal Application and include a detailed letter explaining why they were not able to meet

the CGPA requirements for their specific awards and what they have or will do to ensure that moving forward they will be able to achieve the minimum CGPA requirements moving forward.

## Endowed Scholarships

Scholarships play an important role in providing deserving students with the opportunity to attend the Saint Elizabeth University.

*Endowed Scholarships*, established by large gifts from generous benefactors who may wish to honor loved ones or admired faculty, require that the principle be invested. The interest from that investment is used as the scholarship award.

*Annual Scholarships*, funded by substantial annual contributions from individual alumnae/i and friends as well as from Alumnae/i Association Chapters, are not endowed, but are awarded as they are received.

*The following are endowed scholarships:*

### The Mother Xavier Scholarship

Established in 1958 by Mrs. Erasmus Lindley in memory of her aunt, Mother Mary Xavier Mehegan, for the maintenance of two scholarships to be known as the Mother Xavier Scholarships. Open to any high school graduates but preferably to graduates of Sister of Charity run academies.

### The Shannon-Sheridan Memorial Scholarship

Established in 1905 by Mrs. Theresa A. Shannon- Sheridan in memory of her parents and husband.

### The Alumnae/i Scholarship

Established in 1912 by the Alumnae/i Association of the university in honor of Sister Mary Agnes.

### The Theresa A. Sheridan Memorial Scholarship

Established in 1913 by a bequest from Theresa A. Sheridan. Preference given to graduates of the Academy of Saint Elizabeth, but not restricted to them.

### The Sister Regina Clare Memorial Scholarship

Established in 1935 by the Alumnae/i Association of the university for a Catholic student.

### The Sister Mercedita Thomas Memorial Scholarship

Established in 1937 by the Alumnae/i Association of the university.

### The Campbell Memorial Scholarship

Established in 1943 by Mrs. Charlotte R. Campbell in memory of her daughter Mollie for a resident of the Archdiocese of Newark.

### The Sister Marie Jose Byrne Scholarship

Established in 1945 by the Alumnae/i Association of the university.

### The John Hyland Memorial Scholarship

Established in 1948 by the estate of John Hyland.

### The William T. and Marie J. Henderson Scholarship

Established in 1949 by William T. and Marie J. '20 Henderson.

### The Hugh and Carmelita Hurley Scholarship

Established in 1952 by Hugh and Carmelita '33 Hurley.

### The Marie McDonnell Scholarship Fund

Established in 1960 by Cyril F. O'Neil in memory of his wife, Marie McDonnell O'Neil '20.

### The Margaret M. McPadden Scholarship Fund

Established in 1961 by Anabel McPadden Davey in memory of her sister, Margaret M. McPadden '26.

### The Ann T. and Elizabeth L. McGovern Scholarships

Established in 1965 by Joseph T. McGovern in memory of his sister, Sister Marie Angele McGovern.

### The Walter A. and Margherita E. Grebenstein Memorial Scholarship

Established in 1973 by Barbara Grebenstein in memory of her

parents, Walter A. and Margherita E. Grebenstein, for a junior or senior art major at Saint Elizabeth University.

### The Virginia Margaret Milling Scholarship Fund

Established in 1976 by Frank A. Sprenger in memory of his wife, Virginia Margaret Milling '26, for a student planning to become an English teacher.

### The Delia C. and James J. Egan, Sr. Memorial Scholarship

Established in 1976 by Sister Lucille Anne Egan and Monsignor Robert P. Egan in memory of their parents, Delia C. Egan and James J. Egan, Sr.

### The Genevieve Walsh Scholarship Fund

Established in 1978 by Genevieve Walsh for physically handicapped students.

### The Sister Dorothea Henderson Scholarship Fund

Established in 1978 by the Henderson Family in memory of Sister Dorothea Henderson.

### The Commander Vincent DePaul and Dorothy Grey Farrell Memorial Scholarship

Established in 1978 by Dorothy Grey Farrell '35.

### The Frank and Esther Hevey Walsh Scholarship Fund

Established in 1979 by Esther Hevey Walsh '20 in memory of her parents.

### The Elroy Scholarship Fund

Established in 1980 by Edwina Elroy Cavanagh in memory of her parents, Edwin and Mary Elroy.

### The Richard D. and Anna M. Purcell Scholarship Fund

Established in 1981.

### The Cathleen M. Harney Scholarship

Established in 1982 by James H. Harney in memory of his wife, Cathleen M. Harney.

## Endowed Scholarships *(continued)*

### **The Rose F. Pollio Calascione Scholarship Fund**

Established in 1982 by G. William Calascione, Esq. in memory of his wife, Rose Pollio Calascione '39.

### **The Ann Strattner Vandenburg Scholarship Fund**

Established in 1983 by Mary Jane Strattner Gregory and Donald Vandenburg in memory of Ann Strattner Vandenburg '46.

### **The Julia Sterns Carleton Memorial Fund**

Established in 1983 by Dorothy F. Carleton '33 in memory of her mother, Julia Sterns Carleton.

### **The Kathryn Wilhelmina Hayes Scholarship Fund**

Established in 1983 by Kathryn Wilhelmina Hayes.

### **The Colonel Edward W. Markey and Marguerite I. Markey Scholarship Fund**

Established in 1985 by Kathleen M. Markey '69 in memory of her grandmother, Marguerite I. Markey, and her father, Col. Edward W. Markey.

### **The Sister Anna Catherine Lawlor Memorial Scholarship Fund**

Established in 1985 by alumnae/i of the biology department of Saint Elizabeth University in memory of Sister Anna Catherine Lawlor, for biology majors.

### **The Monsignor Robert P. Egan Memorial Scholarship**

Established in 1983 by Sister Lucille Anne Egan in honor of her brother, Monsignor Robert P. Egan, to commemorate the fortieth anniversary of his priestly ordination.

### **The Swenson Art Scholarship Fund**

Established in 1986 by Gertrude F. Swenson for students majoring in art (priority is to be given to graduates of the Academy of Saint Elizabeth).

### **The Schering-Plough Scholarship in the Sciences Fund**

Established in 1986 by Schering-Plough Foundation, Inc. for sophomore science majors.

### **The Claire Waldron Booth Scholarship**

Established in 1987 by Murray J. Booth in memory of his wife, Claire Waldron Booth '35, for students majoring in foods and nutrition or science.

### **The Sisters of Charity Scholarship**

Established in 1987 by the Sisters of Charity.

### **The William E. Simon Scholarship**

Established in 1988 by William E. Simon for the education of minority students.

### **The William and Caroline Holmes Memorial Scholarship**

Established in 1988 by Carolyn Holmes Neumann '45 in memory of her parents, William and Caroline Holmes.

### **The Sister Anne D'Auray Leher Memorial Scholarship**

Established in 1989 by Kathryn M. Healey '22 and Helen R. Healey '24 in memory of Sister Anne D'Auray Leher.

### **The Marie Baiocchi Byrne Memorial Scholarship**

Established in 1989 by John and Carol-Marie Kiernan '69 in memory of Carol-Marie's mother, Marie Baiocchi Byrne.

### **The Jane and Michael Demshock Memorial Scholarship**

Established in 1990 by Michael and Jane Karpinski Demshock '38 for students of Polish ancestry.

### **The Elizabeth and Joseph Ward Memorial Scholarship**

Established in 1990 by Elizabeth Murphy Ward '27.

### **The Ursula M. Uttley Scholarship**

Established in 1991 by Ursula M. Uttley '33 in memory of her parents, Thomas Harker and Mayme Hackett Uttley and her beloved uncle, William Hackett for students majoring in English.

### **The Mary Teresa Rocco Fitzsimons Award**

Established in 1992 by Robert and Christine Gero Rocco '53, in memory of their daughter, Mary Teresa Rocco Fitzsimons '84, for a full-time, non-traditional student who is the mother of a small child.

### **The Sister Blanche Marie McEniry Scholarship**

Established in 1992 by Sister Mary Louis Moran and supported by alumnae/i gifts to honor History Professor Emerita Sister Blanche Marie McEniry. Preference given to history majors.

### **The Mary Alice Bennett Scholarship**

Established in 1993 by Margaret Bennett Rucki '38 in memory of her mother.

### **The Marilyn Miller Memorial Scholarship**

Established in 1994 by Anthony H. and Jane O'Donnell in memory of Marilyn Miller '66 for a student considering a career in non-public education/administration.

### **The Sister Rose Anita Cerna and Elizabeth O'Neill Bennett Scholarship**

Established in 1994 by Robert W. Bennett in honor of Sister Rose Anita Cerna and in memory of his wife, Elizabeth O'Neill Bennett '63, to be awarded to a qualified Spanish language major.

### **The Michael and Mary Jackson Scholarship**

Established in 1994 by Anna M. Jackson '36 and augmented by Anna Jackson and her sister, Mary J. Fitzsimmons, in memory of their parents, Michael and Mary Jackson.

### **The Burns Family Nursing Scholarship**

Established in 1995 in honor of the Burns Family, to be given to a qualified nursing student.

### **The Sister Marian José Smith Scholarship**

Established by alumnae/i in 1992 to honor Sister Marian José Smith, this award grew to an endowed scholarship in 1996. It is awarded to an incoming senior chemistry major who has demonstrated academic excellence and the spirit of Saint Elizabeth University through involvement in the campus community.

### **The Ruth Collins Devlin Scholarship**

Established in 1996 by the Devlin Family in memory of Ruth Collins Devlin '32 for students majoring in science.

## Endowed Scholarships *(continued)*

### **The Margaret Mary McBride Scholarship**

Established in 1996 by Margaret Mary McBride '33 to be awarded at the discretion of the University President.

### **The John J. Riordan Scholarship**

Established in 1997 in memory of his sister, Julia Riordan Harmon. Priority given to students of Irish descent who demonstrate potential leadership and academic excellence.

### **The Rosse Family Scholarship**

Established in 1997 by Thomas and Florence Meehan Rosse '70 for minority students demonstrating financial need, academic stability and soundness of character.

### **The Sophie Zavada Memorial Scholarship**

Established in 1998 by Mary Zavada '57 in memory of her mother Sophie Majowicz Zavada, with priority to be given to students of Polish ancestry.

### **William L. DeSenti Memorial Scholarship**

Established March 18, 1999 by Joyce DeSenti Polio '73 and Dennis Polio to honor Joyce's father, William L. DeSenti. Priority is given to students with an Education major but is not restricted to a student seeking a B.A. in Elementary Education.

### **Evangeline F. and Zita M. Deckert Memorial Scholarship**

Established October 7, 1999 by Joan Fissell Hall, Class of '65, as a memorial to her aunts, Evangeline F. and Zita M. Deckert. Preference will be provided to students majoring in chemistry or foods and nutrition and is provided on the basis of financial need.

### **Sister Kathleen Ann Marinan Memorial Scholarship**

Established March 28, 2000 by J. Barry Marinan and Barbara Marinan as a memorial to Mr. Marinan's sister, Sister Kathleen Ann Marinan. Preference will be given to students from Hudson County and Essex County, New Jersey.

### **The Frances Mary Yang Conti Nursing Scholarship**

Established in 2000 by the bequest of Frances Mary Yang Conti, '35, for a nursing student, preferably in the mental health field.

### **The Cecelia Claire Lucey Memorial Scholarship**

Established in 2000 by Mary Lucey Rowan, '54 in memory of her mother, for a female student over age 23 with financial need who completed her freshman or sophomore year and who interrupted her studies to raise a family.

### **The Alice Lopes Memorial Scholarship Fund**

Established in 2001 by the bequest of John Jentz, in memory of Alice Lopes, Class of '53.

### **The Hilda and Henry Hartenstein Scholarship Fund**

Established in 2001 by the family of Hilda M. Hartenstein and Henry G. Hartenstein, in their parents' memory, for elementary education students with an emphasis on science.

### **The Marie Dolores Henderson Griffin Scholarship**

Established in 2001 by the bequest of Marie Dolores Henderson Griffin, '34. To be awarded to Foods & Nutrition majors by competitive exam.

### **The Elizabeth and Robert J. Farrell Scholarship**

Established in 2003 by bequest of Sybilla Farrell, '32, in memory of her parents.

### **The Dr. Sydney W. Tompkins Memorial Scholarship**

Established in 2003 by bequest of Dr. Sydney W. Tompkins, '41, for math majors.

### **The Francis Pietroniro Memorial Scholarship**

Established in 2004 by bequest of Elena Pietroniro Lasko, '39, in honor of her mother.

### **The Beatrice Pietroniro Nielsen Memorial Scholarship**

Established in 2004 by bequest of Beatrice Pietroniro Nielsen, '34.

### **Saint Elizabeth Music Performance Scholarship**

Established in 2003 by Anita Falla, M.D., '43, for training in classical music performance for an exceptional music student.

### **Margaret Maichle Schlegel Scholarship Fund**

Established in 2006 by Donna Marie Schlegel, William Maichle Schlegel, Richard Paul Schlegel, and Barbara Jean Schlegel, in memory of their mother, Margaret Maichle Schlegel, '43, for Traditional University liberal arts students.

### **Mary Malone Foley Scholarship**

Established in 2006, in memory of his wife by Adrian M. Foley, Esq., and by the family and friends of Mary Malone Foley, '44. To be awarded to an English major.

### **Marian K. Cooke Memorial Scholarship**

Established in 2007 by the bequest of Marian Spiegel Cooke, '41, for undergraduates.

### **Elizabeth Singers Scholarship**

Established in 2013 by alumna Mafalda Faillace to expand programs and scholarships.

### **Etta Marie Martorano Rizzuto Scholarship**

Established in 2012 by her children in honor of the alumna who graduated in 1951 to award one partial scholarship.

### **The Leon and Yolanda Mazza Scholarship**

Established in 2012 by Yolanda Mazza Kuns in memory of her parents for a partial scholarship in the Education department.

### **The Sister Francis Raftery Scholarship**

Established in 2013 in honor of the former SEU president.

# Financial Aid Programs

## Endowed Scholarships *(continued)*

### The Taylor Family Kindness in Action Scholarship

For students in undergraduate or graduate programs in need of financial assistance and demonstrating outstanding service in their communities.

### Marie Wong Tsang Scholarship

Established in 2013 by her husband Victor Tsang in honor of this alumna from class of '62. For an upperclassman studying biology, chemistry or science.

## Student Employment

The objective of the Student Employment Program of Saint Elizabeth University is to offer diverse employment opportunities which provide financial assistance to enrolled students. The program is also devoted to cultivating each student's personal and career development especially in the areas of responsibility, leadership, and professionalism. Students must meet and maintain certain requirements in order to be considered for on campus employment. To be eligible to participate in the Student Employment Program, a student must be enrolled in an academic program and working towards degree completion.

Once a student is enrolled as a participant in the Student Employment Program, they are required to comply with all provisions and regulations of the Student Employment Program as defined by the Experiential Learning Center. Many of these regulations are defined below; however, more information about the program can be obtained online at [www.steu.edu/studentemployment](http://www.steu.edu/studentemployment) or by visiting the Experiential Learning Center. The Student Employment Program for Saint Elizabeth University is divided into three employment categories: Federal Work Study (FWS), Community-Based Work Study (CBWS) and Institutional Work Study (IWS). Provided next is a brief description of each program:

### Federal Work Study (FWS)

This program is a federally sponsored program for financially qualified students, as defined by federal guidelines. Federal Work Study funds are paid, in part or totally, by the federal government. As a result, students receiving these funds must demonstrate financial need according to government standards.

Students who apply for financial aid using the FAFSA are automatically evaluated to determine eligibility for the FWS Program if they check off they want FWS consideration.

If the student is eligible, FWS funds are included in the student's financial aid offer. The offer letter will state the maximum amount a student may earn under the FWS for the academic year. The Office of Career Services, in partnership with the Financial Aid Office, notifies eligible students of the availability of these funds, and of the process of applying for a job. No student may receive FWS funds without a valid FWS award from the Financial Aid Office. Eligibility is determined on an annual basis. FWS students may work in any approved on-campus site and are subject to all provisions and regulations of the Student Employment Program. All FWS student earnings are monitored in accordance with federal regulations.

### Community-Based Work Study (CBWS)

Through this federally sponsored program, students are able to work off-campus in precontracted organizations. Participating organizations provide service to the local community and are committed to improving the quality of life for residents. CBWS is limited to FWS eligible students only and all participants must meet the same criteria as on-campus federal work study employees as defined above. Eligible students are notified about CBWS opportunities by the Experiential Learning Center in collaboration with the Financial Aid Office.

### Institutional Work Study (IWS)

All students who do not qualify for FWS are considered institutional work study

students. Students may work in any approved on-campus site, are subject to all provisions and regulations of the Student Employment Program, and are compensated by the University through institutional funds dedicated to that purpose.

### Paperwork

Students are required to complete and submit hiring paperwork to the Experiential Learning Center prior to the start of their employment. Student Employment hiring paperwork includes an agreement, a human resources form, a financial aid form, a W4, and an I9 form with the proper identification.

### Hours Worked

Students are allowed to only work 20 hours a week during the semester while classes are in session. If a student has more than one job through the Student Employment Program, the combined hours of all jobs should not exceed 20 hours a week. During scheduled school breaks, such as winter, spring and summer recess, a student may work up to 25 hours per work week, exclusive of any lunch and dinner period. If a student has more than one job through the Student Employment Program during a recess period, the combined hours of all jobs must not exceed 25 hours a week.

A student employee may work in an approved on or off campus position during a winter, spring, or summer recess. However, there are a limited number of positions available. If a student would like to work during a recess, they must be enrolled for courses in the subsequent term. If a student would like to work during the summer, they must be enrolled in summer courses and/or for the following

# Student Employment

fall semester. Campus housing is NOT provided for students working on campus when school is not in session.

## University Time

Students must record their hours online through University Time. Students are responsible for updating their account online each day that they work. Students are required to record their hours worked on a daily basis with the appropriate adjustments for meals and breaks. It is illegal to falsify any information on a timesheet. This includes falsifying a time document, estimating hours worked, forging a signature, or claiming hours that were not worked. Timesheet information is monitored and audited by the university, independent auditors, and the US Department of Education. Saint Elizabeth University Financial Aid Office and the Experiential Learning Center will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the US Department of Education and all other related parties for immediate action. This information may also be forwarded to federal authorities other than the US Department of Education for investigation.

## Paychecks

Paychecks are generated by the Business Office and distributed to student

employees through the Experiential Learning Center. Paychecks are distributed twice a month. If the payday occurs on a Saturday, Sunday, or holiday, employees will be paid on the last workday before the payday. Issuance dates are established by the Business Office for the academic year at the beginning of the fall semester. Copies of these dates are available in the Experiential Learning Center. Students who would like their paychecks directly deposited into their checking or savings account should complete the necessary paperwork in the Business Office. Student employees are subject to the withholding of taxes from their earnings. A percentage of the student's gross earnings will be withheld for Federal Income Tax in accordance with the student's W4 form. If the student meets certain conditions, they may be eligible to claim full exemption from federal withholding tax. If the student is enrolled less than full-time (12 credit hours) or if the student is working 20 hours per week or more, they might be subject to additional federal taxes that will be deducted from their paycheck. Since the University is a New Jersey employer, they are required to withhold New Jersey state income tax from wages paid to all New Jersey residents as well.

## Professional Development

Student Employment provides a valuable opportunity for students to develop

professional skills. Through working closely with their supervisors, students develop skills in areas such as effective communication, organization, research and investigation techniques, teamwork, accountability, responsibility, and time management. The Experiential Learning Center provides individualized training/counseling for students who request it, as well as group training for supervisors each year. Throughout the year, student employees are encouraged to attend campus workshops on various professional development topics.

At the end of each year, supervisors are asked to evaluate their student employee in their office. This process helps the student discover their strengths while identifying areas where development is still needed.

## Getting Started

If a student is interested in participating in the Student Employment Program, they should visit the Office of Career Services both for assistance with the process, and to receive appropriate paperwork BEFORE beginning to work. A representative from the office will help the student identify possible job opportunities and guide the student through the paperwork process.

# Additional Information

## Students' Rights

- To know the cost of attending the University
- To know how and when Financial Aid is awarded
- To know the University's refund policy
- To know how aid is distributed
- To know what the satisfactory academic progress standards are
- To know the interest rate, repayment schedule, total amount borrowed, and deferment and cancellation policy on any student loan
- To know what institutional, federal, and state Financial Aid is available
- To know how to apply for financial aid

## Students' Responsibilities

- To comply with all financial aid procedures
- To complete all required applications by the published deadlines
- To complete all financial aid applications accurately
- To complete entrance and exit counseling, if borrowing a loan
- To notify the Financial Aid Office of any changes in the information originally reported
- To read, understand, and keep copies of all forms sent to you
- To understand and comply with all loan repayment obligations
- To provide all required documentation when requested
- To understand and meet academic progress requirements necessary to retain aid

## Tuition Payment Plans

Students can choose to make monthly installments, pay using a credit card or e-check through Cashnet by calling the company directly at 1-877-821-0625 or going to <https://commerce.cashnet.com/seupay>. Cashnet charges a convenience fee per credit card and e-check transaction. Further information is available through the Bursar's Office.

## Tuition Reimbursement Programs

Many local companies and health facilities offer tuition reimbursement for their full-time employees enrolled in the university. To find out if your company participates, contact your Human Resources Office.

## Outside Sources of Financial Aid

We encourage all of our students to actively pursue outside sources of aid. To assist our students we have created an Outside Scholarship page on our website, which includes current scholarship opportunities. Additionally, two major scholarship searches are [www.finaid.org](http://www.finaid.org) and [www.fastweb.com](http://www.fastweb.com).

## American Opportunity Credit and Lifetime Learning Credit

Certain tax credits are available to people who are paying for higher education. Students in the first two years of post-secondary education who are taking at least one-half of the normal full-time workload for at least one academic period may be able to claim a American Opportunity Credit of up to \$2,500. The Lifetime Learning Credit of up to \$2,000 is not based on the course workload, is allowed for one or more courses and is not limited to the first two years of postsecondary education. More detailed information and instructions are available on IRS Notices 97-60 and 97-73, IRS Form 8863 (Education Credits) and Publication 970 (Tax Benefits for Higher Education). Additional information is available on the internet at [www.irs.gov](http://www.irs.gov) and other sites.

## Withdrawal from the University

The Federal Government requires that all institutions of higher education determine a student's earned and unearned Federal Aid (Title IV) based on the date that the student withdrew or ceased to attend. This must be based on the number of days that the student spent attending class. A pro-rata schedule is used to determine the amount Title IV funds earned at the time of withdrawal.

Saint Elizabeth University refunds the actual percentage of unearned aid to the federal government which could result in a student's account having an outstanding

balance. If this occurs, no official transcripts will be issued by the university. After completing the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds awarded for that period and all funds will remain on the student's account.

## Withdrawal from Courses

When a student drops a course or withdraws from the college, a tuition adjustment is made based on the policies described in the current Undergraduate and Graduate Catalogs available online at [www.steu.edu](http://www.steu.edu).

If a student is receiving financial aid under the college, federal, state, and/or other programs, including private student loans, the amount of the aid may be reduced in accordance with applicable university and state guidelines. Please contact the Financial Aid Office to receive information on any possible reduction of aid in the event of a change in the number of courses taken or a withdrawal.

Refunds are distributed in the following order:

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Programs
- Awards Granted by State Agencies
- Student is Last to Receive Distributions

To determine the amount of aid the student has earned up to the time of withdrawal, the university will divide the portion of the semester completed by the total number of days in the semester. The portion of the semester completed is determined by the number of calendar days from the first day of the semester through the date of official withdrawal, usually the last day of attendance. The total number of days in the semester is determined by the number of calendar days from the first day of the semester through the last scheduled day of finals, including weekends and breaks of less than five days.

# Financial Aid Glossary

**Capitalization:** A loan arrangement whereby you may add unpaid interest to the principal.

**Citizen/Eligible Non-Citizen:** A student must fit one of the following categories to receive federal student aid: a U.S. citizen, a U.S. national (includes natives of American Samoa or Swain's Island), a permanent U.S. resident who has an I-151, I-551 or an I-551C, or has an I-94 from the INS.

**Consolidation:** A federally guaranteed program that allows you to combine qualifying student loans into one repayment plan.

**Consortium Agreements:** A consortium agreement is a contract between the student, the host institution, and Saint Elizabeth University. This agreement allows Saint Elizabeth University to process federal, state, and institutional aid for the student while taking courses at another university.

**Cost of Attendance:** The total amount it will cost a student to attend school. The cost includes tuition, room and board, fees and other educational expenses.

**Direct Costs:** Costs due directly to the university.

**Indirect Costs:** Estimated costs associated with attending school.

**Default:** Failure to repay a student loan according to the agreed upon terms. If you default, your school, lender or the government may take legal action to recover the money. You may also harm your future credit rating.

**Deferment:** A limited time during which those eligible do not have to make loan or interest payments. Deferments vary according to the loan program. Those who qualify include full-time graduate and undergraduate students and those who are suffering a period of financial hardship.

**Delinquent:** To be over due on one or more payments on a loan.

**Expected Family Contribution (EFC):** Federal calculation of the amount you are able to contribute toward your education.

**FAFSA:** Free Application for Federal Student Aid which can be obtained through any high school guidance office, any college or university financial aid office or by simply going to [www.studentaid.gov](http://www.studentaid.gov).

**Financial Aid Offer:** Notification from the Financial Aid Office detailing the type and amount of aid for which you are eligible.

**Financial Need:** The difference between the student's cost of attendance and the expected family contribution.

**Forbearance:** An arrangement whereby the lender may delay the repayment of a student loan because of financial hardship.

**Graduate Student:** A graduate or professional student is a student who for a period of enrollment is enrolled in a program above the baccalaureate level at an institution of higher education or is enrolled in a program leading to a first professional degree; has completed the equivalent of at least three academic years of full-time study at an institution of higher education, either before entrance into the program or as part of the program itself; and is not receiving aid under Title IV as an undergraduate student for the same period of enrollment.

**Guaranty Agency:** An organization that has an agreement with the U.S. Secretary of Education to administer the federally guaranteed student loan programs. The agency may be either part of your state government or a private nonprofit agency.

**Needs Analysis:** The process that determines your eligibility for student aid.

**Promissory Note:** A legal document that you sign promising to repay a student loan. It lists the conditions under which you are borrowing and the terms under which you agree to pay back the loan.

**Second Baccalaureate Degree:** A student who has already earned a baccalaureate or professional degree is eligible for additional loan assistance, provided all applicable eligibility criteria is met. The loan level will depend upon the number of transferable credits that the academic department will allow from the student's first degree.

**Self Help Aid:** Financial aid such as loans that require the student upon graduation to begin repayment on loans borrowed.

**Student Aid Report (SAR):** Received by the student after applying for federal student aid. SARs contain your FAFSA information and indicate if you are eligible for the Federal Pell Grant.

**Subsidized Loan:** A subsidized loan is awarded on the basis of financial need. You won't be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

**Title IV code:** Code number assigned to every school by the United States Department of Education. Saint Elizabeth University's federal code is **002600**.

**Unsubsidized Loan:** An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it's paid in full. If you allow the interest to accrue (accumulate) while you're in school or during other periods of nonpayment, it will be **capitalized** - that is, the interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount.