

DOWLING COLLEGE
OFFICE OF ENROLLMENT SERVICES
2004-05 TERMS AND CONDITIONS OF FINANCIAL AID
phone 1-800-DOWLING / fax 631-563-3827

Name

SS#

NOTE TO FINANCIAL AID APPLICANTS/RECIPIENTS:

This form must be completed annually by each student applying for financial aid. Please read and complete in full, including the Loan Entrance Form on the final page, and return to the Office of Enrollment Services.

Section A, Applying for Financial Aid

The following steps should be taken to apply for financial aid and scholarship support for attendance at Dowling College. Please read this form and any accompanying documents carefully to ensure that you have/will complete all required steps. If you have questions at any point in the process please contact us.

- 1) The Free Application for Federal Student Aid (FAFSA) must be sent to the federal government for processing. It can be sent after January 1, 2004 for the 2004-2005 academic year. You may apply electronically at *fafsa.ed.gov*. To receive priority consideration for institutional funding, the SAR must be received by Enrollment Services by June 1, 2004. In addition, all required paperwork (e.g. taxes, promissory notes) must be received by Enrollment Services by the semester bill due date in order to use your expected financial aid or loans to defer your tuition. If you wish to apply for financial aid and student loans for Summer enrollment, your SAR must be received by April 30, 2004. Our school code is #002667. **No federal or need based Dowling College financial aid will be disbursed without receipt of a valid Student Aid Report. Further, federal regulations require this valid SAR be received by the College prior to the last day of attendance.** An otherwise-eligible student who does not submit a valid SAR may not receive financial aid.
- 2) If you are a legal resident of New York State and plan to study full-time (at least 12 credits per semester), you must submit the New York State Express TAP Application. This may be done electronically after filing the fafsa electronically, or a paper copy can be submitted. Our undergraduate school code number is 0011, our graduate school code is 5011. Submit a copy of the TAP award certificate to Enrollment Services upon receipt.
- 3) If you are a legal resident of New York and plan to study at the undergraduate level on a part time (between 6-11 credits per semester) basis, you should complete the New York State Aid for Part Time Study (APTS) application. Applications are available in the Office of Enrollment Services after the New York State budget has been passed. They should be completed and returned to Enrollment Services.
- 4) We often request other documents in support of your application. If this is the case, no federal or Dowling College need-based aid will be disbursed until those documents are received. Examples of such documents include signed copies of tax returns, proof of untaxed income, proof of U.S. citizenship or eligible non-citizenship, and proof that the applicant's social security number is correct.

Section B, Our Policies

- 1) Aid is granted for one academic year at a time. Aid recipients must reapply each year by the priority deadline (June 1st) to ensure renewal of financial aid. Unless otherwise noted, one half of the total award is made available for each semester. All aid is subject to final legislative approval of federal and state educational budgets.
- 2) If a student is not permitted to return to Dowling College, either due to academic performance, disciplinary reasons, or an outstanding balance with the College, any financial aid offered will be withdrawn.
- 3) Students will not be permitted to register for a subsequent term unless or until their financial obligations for a previous term(s) have been satisfied. Students are required to pay the appropriate deposit to register for a subsequent semester.
- 4) If a student wishes to leave a tuition credit on their account for a subsequent academic period, they must notify the Bursar's Office in writing.
- 5) Dowling College merit scholarship recipients must maintain a minimum grade point average while completing a minimum number of credits in an academic year. Recipients receive a scholarship letter detailing the terms and renewal guidelines.
- 6) Financial aid applicants must complete all of the steps necessary to obtain any estimated sources of aid. Dowling College cannot guarantee substitute awards if estimated sources are not available or if the applicant chooses not to apply for or chooses to decline a particular form of assistance.
- 7) Students are responsible for the College fee once they complete the registration procedure. If the tuition balance is not paid in a timely manner after the final due date, the College may employ a collection agency or attorney for which the student will be required to pay collection fees and other related costs, including reasonable attorney's fees, in addition to any past balance due and fees, fines and or interest charged.

Section C, The Student's Rights and Responsibilities

Financial aid applicants will be "packaged" and have their aid eligibility determination based on their anticipated enrollment status as indicated on the FAFSA. If enrollment plans change, and actual enrollment is less than anticipated, the aid applicant must notify the Office of Enrollment Services in writing so that a recalculation of aid eligibility can be done. **To be eligible for most forms of financial aid, including a federal student loan, students must be enrolled in at least 6 credits per semester.**

- 1) The aid applicant should notify the office, in writing, about any change in their financial circumstances, including the receipt of external grants, scholarships, or tuition remission. Aid may be reduced as a result of increased resources. The Office of Enrollment Services reserves the right to revoke awards at any time if there is evidence that the conditions of financial need and merit are not as represented in the original applications and supporting documents. Under federal law, suspected cases of fraud can and will be referred to the Regional Inspector General's Office.
- 2) The applicant is required to maintain satisfactory academic progress towards the completion of the degree requirements in order to receive federal, state, and institutional aid. The standards for determining academic progress differ based on the type of aid received. Once an undergraduate student has reached his/her junior standing a 2.0 grade point average must be maintained.

The TAP (NYS) Satisfactory Academic Progress Table										
Before being certified for this payment:										
1	2	3	4	5	6	7	8	9	10	
A student must complete this many credits in the previous term:										
0	6	6	9	9	12	12	12	12	12	12
And must accrue at least this many cumulative credits										
0	3	9	18	30	42	54	69	84	99	
With at least this grade point average:										
0.0	1.0	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Academic progress for New York State aid is checked at the end of each semester.

Federal and institutional financial aid recipients will have academic progress checked at least once per year.

For full time students, the following standards will be used:

At the end of year

1	2	3	4	5	6
12	28	48	72	96	120

Students must have completed at least this many cumulative credits

With at least this grade point average:

1.7	2.0	2.0	2.0	2.0	2.0
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The standards are prorated for part-time students.

In general, graduate students must maintain a 3.0 grade point average.

- 3) It is the student’s responsibility to apply for all forms of external aid for which the student is eligible. The Office of Enrollment Services will assist with this upon request.
- 4) Federal work study recipients should visit Student Services for job placement at the start of the semester. Students will be paid for hours worked, and, unless prior arrangements have been made, these funds are not credited to the student’s tuition account.
- 5) Students wishing to withdraw from the College must follow the published withdrawal procedures. Students should not stop attending class without formally withdrawing.
- 6) Students are expected to read, understand, and comply with all Dowling College policies and procedures.

Of special interest to student loan borrowers:

Students applying for a federal Direct Student Loan must complete the final page of this brochure. In addition, new borrowers are required to undergo an entrance interview prior to the disbursement of their loan.

Students must be enrolled for at least 6 credits per semester to be eligible for a federal student loan.

Students applying for a federal student loan must have signed and completed promissory notes prior to the disbursement of their loan. Acceptance of a loan on an award letter is not sufficient.

Many previous borrowers will have a “master promissory note” on file and should not need a new note. New borrowers will receive promissory notes from our office. Also, the federal government charges an origination fee of 3% to all Direct Loan borrowers, and credits back a 1.5% rebate. Tuition bills will be deferred for the net amount of the loan.

Certification:

I understand that the Office of Enrollment Services may be required to verify the information supplied on my application for financial aid and further understand that payments may be withheld pending completion of this process. I authorize the Office of Enrollment Services to discuss my application with other colleges, donors, agencies, or organizations that may be considering me for assistance. To assist in determining my financial need, I authorize the Enrollment Services staff to discuss my application with my parent(s) (dependent students only).

I am aware that I must be enrolled in an eligible program and attending class to receive financial aid for that academic period.

I have read and understood this document and the Dowling College catalog and agree to adhere to all Dowling College policies and procedures.

Signature

Date

Section E
Loan Entrance Interview

Understanding your Rights and Responsibilities as a Student Loan Borrower

please read, check and sign the affirmation at the bottom of this checklist

I understand that I have a right to the following:

- written information on my loan obligations and information on my rights and responsibilities as a borrower
- a grace period and an explanation of what this means
- a disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and the number of payments
- deferment of repayment for certain defined periods, if I qualify and request it
- forbearance, if I qualify and request it
- prepayment of my loan in whole or in part without an early-repayment penalty
- a copy of my promissory note either before or at the time my loan is disbursed
- documentation that my loan(s) are paid in full
- I understand that I am responsible for
 - attending exit counseling before I leave school or drop below half-time enrollment
 - repayment of my loan even if I do not complete my academic programs
 - notifying my school and the Direct Loan Servicing Center if I
 - move/change my address
 - change my name
 - withdraw from school or drop below half-time enrollment
 - transfer to another institution
 - fail to enroll or re-enroll in school for the period for which the loan was intended
 - change my expected graduation date
 - graduate
- making monthly payments on my loans(s) after I leave school, unless I have a deferment or a forbearance
- notifying the U. S. Department of Education's Direct Loan Servicing Center of anything that might alter my eligibility for an existing deferment
- I have read and understand my rights and responsibilities as a borrower. I also understand that, as a condition of this loan, I must attend classes and make satisfactory academic progress as determined by my school.
- I understand that I am receiving a loan from the federal government that must be repaid. I authorize Dowling College to use Title IV aid for bookstore charges, parking violation charges and any other costs related to my enrollment. I may waive this authorization, in writing, at any time. I understand I may cancel my loan within 14 days of disbursement

student's name (please print)

social security number

student's signature

date