

Financial Aid

The Office of Financial Aid is dedicated to assisting students and their families in understanding the complexities of financial aid and navigating the process so that every student knows how to access the various types of financial aid for which they may be eligible. The Financial Aid Office is located on the first floor of Wiley Hall. The staff of this office coordinates State, Federal, private, and institutionally funded aid programs. The requirements and regulations that govern the types of aid sometimes differ. Many programs require that a student demonstrate need. There are loan programs that do not require need as a determining factor. It is important to remember that it is necessary to apply each year for financial aid. The Free Application for Federal Student Aid (FAFSA) is the cornerstone for financial aid eligibility, so be sure to take care of this year. Also, don't forget to list the financial aid code for Emory & Henry University. Use this code 003709 to list Emory & Henry University as the school of choice. The web address for FAFSA is [FAFSA® Application | Federal Student Aid](#). The priority deadline is March 15 to allow time for processing so awards can be made before registration. For a full description of the types of financial aid available, application procedures, timeline, and other requirements, please see the [Emory & Henry University Financial Aid Handbook](#).

To be eligible for financial assistance, a student must have a high school diploma or GED; be enrolled as a regular student in an eligible program be a U.S. citizen or eligible non-citizen; have a Social Security number; make satisfactory academic progress; and not be in default on any federal loan or owe a refund on a federal grant. Financial aid is generally awarded based on academic achievement and demonstrated financial need. The responsibility of financing a student's education is the student and family first. Parents are expected to contribute to college expenses as they are able from income and assets. The student has a role in paying for college expenses as well through savings, summer work, and other resources. Each student is considered based on the family's financial situation.

In compliance with NCAA Division II regulations, the composition of the financial aid package of student-athletes shall be consistent with the established policy of the institution and financial aid procedures for student-athletes shall be the same as for non-athletes. Institutions may not consider athletic ability, leadership, participation, or athletic performance in the financial aid packaging. Institutions must submit an annual report to the NCAA that includes data regarding financial aid packages for student-athletes, as well as for non-athlete students. For a summary of NCAA regulations, see: <http://gowasps.com/information/compliance/index>

Student Responsibilities

A student who desires aid has the following responsibilities: Be a newly admitted or continuing student at the university.

Read the Emory & Henry University Financial Aid Handbook found online under Costs & Financial Aid, Resources.

Apply for financial aid each year by filing a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov (beware of any site other than the .gov site).

Complete and submit all required documents to the Financial Aid Office or appropriate agency prior to each semester of enrollment or as requested.

Enroll in a minimum of 12 semester hours each semester or notify the Financial Aid Office in writing of the intent to be less than full time. Some types of aid (see the Emory & Henry University Financial Aid Handbook online) may not be available for less than full-time enrollment.

Maintain satisfactory academic progress, as defined below.

Notify the Financial Aid Office of any unusual change in the family's financial situation, including any types of aid or outside scholarships being received from sources other than Emory & Henry University, whether paid directly to the student or to the university. This assures that no student is receiving an over-award of federal, state, or institutional funds that may have to be repaid in the future. Over-awards can impact eligibility for future federal, state, or institutional aid.

Use financial aid funds, including student and parent loans, solely for educational purposes, including personal expenses supporting student education.

If an over-award of a loan or grant occurs, repay any amount due within that semester.

If any student loans were taken, complete exit counseling for student loans, when no longer enrolled at least half time.

Provide the Office of the Registrar with current mailing and email addresses, along with home and cellular telephone information.

Students should beware of any person or agency offering scholarship search services for a fee.

Satisfactory Academic Progress

For the purpose of satisfactory academic progress, financial aid includes all federal, state, and Emory & Henry University funded scholarships, grants, discounts, work, and loans.

The 150% Rule

The maximum timeframe for undergraduate students completing degree requirements is six years for full-time study and twelve years for part-time study. Therefore, financial assistance will not be available beyond the maximum timeframes. For a degree requiring 120 credit hours to complete financial aid eligibility ends after 180 credit hours are attempted. For a degree requiring 124 credits to complete financial aid eligibility ends after 186 credit hours are attempted. Withdrawals, and repeated courses, will be counted toward total credits attempted.

Emory & Henry University institutional aid (scholarships and grants) is not available for more than eight (8) semesters - four (4) full-time years of study.

Students should also be aware that completing the minimum 24 credit hours per year on a full-time basis would not allow the degree to be completed in four (4) years. Students enrolling for 12 credit hours per year on a part-time basis will not be able to complete the degree in eight (8) years.

Quantitative Standards

To be eligible for continued receipt of financial aid, full-time students enrolled in a degree program must complete at least 75% of all attempted credit hours.

Satisfactory progress standards are cumulative and will include all semesters of the student's enrollment, even those for which the student did not receive student aid.

Qualitative Standards

Grant Point Average Requirements

When progress is reviewed, full and part-time students must meet the cumulative GPA requirement at their level of study. Students are required to have a 1.7 cumulative GPA after their first semester of enrollment. Students are required to have a 1.8 cumulative GPA after their second semester of enrollment; and a 1.9 after their third semester of enrollment. Students are required to have a minimum of a 2.0 cumulative GPA after four semesters of enrollment. If the required CGPA is not met, the student is not eligible for financial aid until it is achieved.

Measurement of Academic Progress

Academic Progress measurement includes the Fall and Spring semesters and will be measured at the end of each semester.

Failures and withdrawals are courses attempted, not completed. Incompletes are not counted towards credits completed until after the coursework is successfully completed and posted by the Registrar. Repeat courses will not count toward credits completed for SAP since the credits were already counted toward the standards the first time the course was completed and the student already received aid for these courses.

When Minimum Standards of Academic Progress are NOT achieved:

The Financial Aid office will notify students who fail to meet these requirements when information on academic progress is available at the end of each semester. Students who fail to meet these requirements the first time will be placed on Financial Aid

Warning for the following semester. If the student is still not meeting the minimum standards, their financial aid will be suspended and will not be considered until all standards have been achieved or a successful appeal has been granted. If an appeal has been granted, then the student is placed on Financial Aid probation for the following semester. Under no circumstances will student aid be awarded retroactively to the semester(s) in which the standards were not met.

Students who fail to meet these requirements are encouraged to make up the hours and grade point requirements during the summer sessions at their own expense. Once the Registrar posts the grades and credits for the summer coursework, and if the requirements have been met, the student will be considered for financial aid for the next academic year. Only coursework attempted at Emory & Henry University will contribute to the grade point average. Students with an approved Application for Transfer Credit will receive unit credit only from coursework taken at another institution.

A student who has not made progress may submit an appeal request to the Director of Financial Aid for an extension to meet the progress requirements, if they feel there were circumstances that contributed to not making progress.

Students are encouraged to meet with their Academic Advisor and/or the Dean of Student Success and Retention to create an academic plan to regain satisfactory academic progress. A student filing an appeal must explain, and document, any unusual/extraordinary circumstances that prevented their academic success and also submit their advisor approved academic plan. All appeals should be sent to the Director of Financial Aid. The student will be contacted in writing regarding the outcome of the appeal.

Dropped Courses

A course that is dropped during the drop/add period will not be considered as an attempted course. A course that is dropped after the drop/add period will be considered as attempted and not completed. Therefore, that course will count against a student's completion rate.

Readmitted Students

In order for a readmitted student to be eligible to receive financial aid that student must meet SAP standards at the time of readmission. If a student left the university in an ineligible status then, the student is still required to attain the required SAP standards before becoming eligible to receive financial aid.

Transfer Students

A transfer student who enrolls at Emory & Henry will be considered to be maintaining satisfactory progress for their first academic year of their enrollment. At the end of a transfer student's first academic year of enrollment, progress will be reviewed in the same manner as for all other students.

Transfer Credits and Credit by Exam

Credits earned through courses transferred from other institutions, through examination or testing (such as Advanced Placement (AP) or International Baccalaureate (IB) exams) or through dual credit programs will be considered when determining a student's completion rate and maximum timeframe. Only the GPA earned on hours completed at Emory & Henry will be considered when evaluating the cumulative GPA.

Withdrawals

A student who withdraws from Emory & Henry after a semester has begun will have his or her satisfactory academic progress standing re-evaluated at the end of the academic year in which the withdrawal occurred. A student who was in good standing prior

to the withdrawal will remain eligible to receive financial aid until their standing is re-evaluated. If a student withdraws from Emory & Henry while on financial aid probation, he or she will be immediately declared ineligible to receive financial aid and must submit an appeal to have his or her standing re-evaluated.

Incomplete Courses

A course in which a student receives an “incomplete” grade will be counted against the student’s completion rate for the period being evaluated. An “incomplete” grade will not be included in calculating the cumulative GPA used for the period being evaluated. When the “incomplete” grade is replaced with a final grade in the course, that student’s SAP status will be re-evaluated to determine his or her final standing.

Failed Courses

A course in which the student receives a failing grade will be considered toward the cumulative GPA, semester hours attempted, and whether a student is making satisfactory academic progress.

Repeated Courses

The hours attempted/earned for a repeat course will be considered toward the cumulative semester hours attempted/earned. The grade earned in the most recent satisfactory completion of the course will be included in the cumulative GPA.

Terms for Disbursement of Aid

All financial aid administered by Emory & Henry University is credited directly to the student’s tuition account in the university’s Business Office, with the exception of Federal work-study wages which are disbursed in the form of paychecks or direct deposit to the students each month following submission of a timesheet. For each regular semester a student is enrolled in at least 12 semester hours and eligible to receive aid, one-half of his or her total financial aid award for that academic year is credited to his or her account after the end of the registration add/drop period, as actual funds are received from the source of the financial aid. All financial aid funds are disbursed with priority given to students who complete the application process by the deadlines specified in the Financial Aid Office. Late applicants, even if qualified, may fail to receive funds. Students who have not previously made arrangements to be less than full time and had their aid appropriately recalculated will find their financial aid adjusted after the end of the add/drop period of registration, based on the number of hours for which they actually enroll.

The university may withhold payment of financial aid funds, in whole or in part, for any semester during which any of the following conditions is found to exist:

The student fails to comply with all federal aid regulations;

The student is not maintaining satisfactory academic progress as defined above;

The student is in default on a loan made from any student loan funds or on a loan made, issued, or guaranteed under any of the federal loan programs; or

The student is not enrolled at least half-time in a degree program.

Veterans Benefit Delayed Policy

Students using Chapter 33 Post 9/11 GI Bill® or Chapter 31 Voc Rehab benefits will be allowed to enroll even though VA has not yet paid tuition and fees to the university by the published payment deadline. These students will not be assessed a late penalty fee. The student must produce the VA’s Certificate of Eligibility by the first day of class in order for the tuition amounts to be certified. The VA certifying Official will notify the Business Office of all students that are eligible for Chapter 33 and Chapter 31 benefits.

For more detailed information on any financial aid program or on application procedures, visit the Costs and Financial Aid section of the university website (particularly the Financial Aid Handbook under Resources) or contact the Financial Aid Office at Emory & Henry. Current or prospective students and their parents are welcome to make an appointment to talk in person with the Financial Aid Staff. Please write the Financial Aid Office, Emory & Henry University, P. O. Box 947, Emory, Virginia 24327-0947; email ehfinaid@ehc.edu; or call 276-944-6826.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Refunds in the Event of Withdrawal from the University

The university operates on an annual budget that necessitates advance planning and financial commitments to teaching staff and others whose services are essential to its operation. For this reason, no semester charges are removed for those persons who are dismissed from the university for disciplinary reasons. Likewise, students who withdraw from the university, even for illness or other emergencies, receive no refunds of room rent or other fees. Adjustments for tuition and board are pro-rated as indicated below. The date of withdrawal used to compute a student's balance is the date on which the Dean of Students signs the official university withdrawal form. The student who leaves school at one date and waits to withdraw officially at a later date receives appropriate adjustments based on the date of official withdrawal. For an explanation of the procedures for official withdrawal, consult the catalog section on Academic Policies.

Student Account Adjustments for University Withdrawals During the Regular Academic Year:

Before the first class 100% (less advance deposits)

Before end of first week of class 90% adjustment to tuition and meals

Before end of second week of class 75% adjustment to tuition and meals

Before end of third week of class 50% adjustment to tuition and meals

Before end of fourth week of class 25% adjustment to tuition and meals

No adjustments are made to tuition or meals after the fourth week of class.

During Summer Session

During first week of session 75% adjustment to tuition

No adjustment to tuition after first week of summer session

Financial Aid Adjustments

Federal regulations require financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of funds that he/she was originally scheduled to receive. The return of federal funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A prorated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of class has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60 percent of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds to the federal government. Federal law requires schools to calculate how much federal financial aid a student has earned if that student completely withdraws OR stops attending before completing the semester. Therefore, return of federal funds may result in a balance due to the university. In such case, the entire balance is due to the university immediately.

Refunds in the Event of Withdrawal from a Class

The schedule of refunds for withdrawal from a class is different from the above. No adjustments are granted for a course dropped later than seven calendar days after registration day. For full details on the procedures to be completed for official withdrawals, see the catalog section on Academic Policies. Note that the timetable for withdrawal from class without academic penalty is different from the timetable for withdrawal accompanied by refund.

Refunds of Excess Financial Aid

Students receiving financial aid funds, including student and/or parent loans, are entitled to a refund of any excess funds remaining after all current charges, in accordance with federal regulations, have been paid in full. Please note that financial aid may be subject to change before refund calculation if a student is not enrolled full time at the end of the registration drop/add period. Refunds will not be made from any funds that have not been credited to the student's account in the Business Office. A refund will automatically be issued for an account with a credit balance unless the student (or parent for a PLUS loan) signs an Account Authorization Form which authorizes the university to hold the funds in excess of current charges on the student's account, or refund only the credit balance after bookstore and other authorized charges are deducted. Any student whose refund is the result of a parent PLUS loan must have that parent authorize in writing if the refund goes to the student rather than to the parent(s). Refunds will be generated within fourteen days after financial aid is transferred to the student's account.