

**Greater Lowell Technical School  
Adult Postsecondary Program**

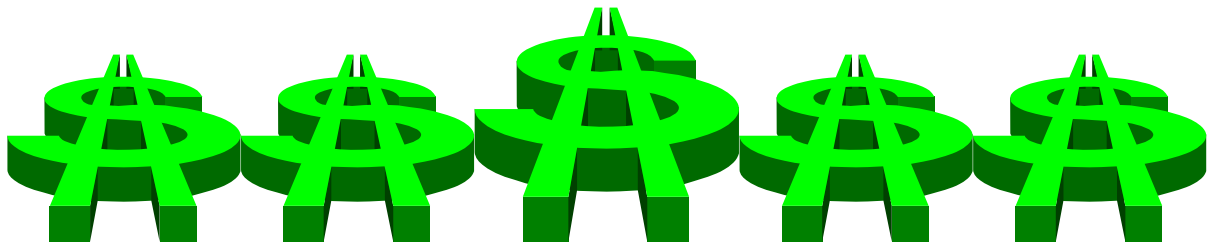
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2019-2020

**FINANCIAL AID  
HANDBOOK**



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## **1. TYPES OF TITLE IV FEDERAL FINANCIAL AID**

GLTS participates in two of the Title IV Federal Financial Aid Programs, Federal Pell Grants and William D. Ford Federal Direct Loans.

### **Pell Grants**

A Pell Grant is an award to help undergraduates pay for their education after high school. Students with prior Bachelor's Degrees, even if they are earned outside of the United States, are not eligible. Pell Grants do not have to be paid back. To determine eligibility, the United States Department of Education uses a standard formula, passed into law by congress, to evaluate the information you provide on your financial aid application.

For the 2019-2020 academic year, the maximum Pell Grant for a full-time student is \$6,195 and the minimum, if eligible, is \$657. The amount of the grant will depend upon your family's financial status, your enrollment status, and the cost of your education.

### **Direct Loans**

The Direct Loan Programs enable students and/or parents to borrow money from the federal government, at a low interest rate, to meet educational expenses. The student and/or parents must repay these loans.

There are three types of Direct Loans:

**Federal Direct Subsidized Stafford/Ford Loans** - also called Direct Subsidized Loans. "Subsidized" means the federal government pays the interest on these loans while you are in school, and during deferments (postponements of repayment). You must show financial need to receive this type of loan.

**Federal Direct Unsubsidized Stafford/Ford Loans** - also called Direct Unsubsidized Loans. The federal government does not pay the interest while you are in school or in deferment. You can receive an Unsubsidized Loan regardless of financial need.

The maximum amount a dependent student can borrow is \$5,500 and the maximum for an independent student is \$9,500.

**Federal Direct PLUS Loans** - these are for parents of dependent students, with good credit histories, who want to borrow for their children. The maximum amount for this loan is the cost of attendance minus any financial aid.

### **INTEREST RATES**

As of 7/1/19, the interest rate for the Direct Subsidized Loan and the Direct Unsubsidized Loan is 5.05%.

The Direct PLUS loan has an interest rate of 7.6%.

### **IS THERE A CHARGE FOR THESE LOANS?**

The loan fee is 1.062%, this fee is deducted proportionately from each disbursement of your loan. The Direct PLUS loan origination fee is 4.248%. Also, if you do not make your loan payments when they are scheduled, you may be charged late fees and collection costs.

## 2. THE FINANCIAL AID APPLICATION PROCESS

- STEP 1: Complete the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.gov](http://www.fafsa.gov).
- STEP 2: The G.L.T.S. Financial Aid Office may also need the following:
- A) Verification Worksheet
  - B) Federal Tax Return Transcript
  - C) Identity/Statement of Educational Purpose
- STEP 3: All men between the ages of 18 and 25 must be registered with the Selective Service (Military Registration). If you need to register, you can:
- A) Check the box on the FAFSA giving Selective Service permission to register you.
  - B) Register at your local Post Office and bring proof of registration to the G.L.T.S. Financial Aid Office.
  - C) Register on line at [www.sss.gov](http://www.sss.gov)
- STEP 4: G.L.T.S. participates in the U.S. Department of Education's electronic application process. Your on-line FAFSA generates an Institutional Student Information Record (ISIR) which is sent to G.L.T.S. You will receive by mail, or email, a SAR Information Acknowledgment form. Carefully review this form.
- STEP 5: Your financial aid file is complete when the Financial Aid Office has all of the necessary information and forms. Your file is then reviewed, and your eligibility is determined. The deadline for completing your financial aid file is **May 15, 2019. You may still apply for and be awarded financial aid after that date, but to be assured that you will be notified of your eligibility prior to the beginning of the program, your file should be completed by May 15, 2019. Late admits may be given an extension if requested, by contacting the Financial Aid Director.**

If you are eligible for financial aid, you will receive an Award Letter listing your financial aid award. If you are not eligible, you will receive a letter informing you of this.

## 3. DIRECT LOAN REQUIREMENTS

Federal regulations require all first-time Direct Loan borrowers to complete a Master Promissory Note (MPN). This is done on-line at [www.studentloans.gov](http://www.studentloans.gov). If you have an active MPN, you do not need to do this. All students must complete Direct Loan Entrance Counseling. This can be done on the same website, [www.studentloans.gov](http://www.studentloans.gov).

In addition to entrance counseling, all students are also required to complete Direct Loan Exit Counseling prior to the end of the program. The exit counseling is done at [www.studentloans.gov](http://www.studentloans.gov).

#### 4. DETERMINATION OF ELIGIBILITY

##### General Eligibility Requirements

To be eligible for any type of Title IV Federal financial aid, a student must:

- \* have a high school diploma or a 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 and Social Security card with their correct name (married name if applicable)
- \* make satisfactory academic progress
- \* register with the Selective Service, if required
- \* not be in default on a Federal education loan or owe a refund on a Federal grant

##### Financial Need

The information you provide on the FAFSA is used in a formula, established by Congress, which calculates your Expected Family Contribution (EFC). The EFC is the amount you and your family are expected to pay towards the total cost of your education. For the Federal Pell Grant program, if your EFC is below a certain number, you're eligible for a Pell Grant, assuming you meet all other eligibility requirements.

Your EFC is used in an equation to determine your financial need:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

##### Cost of Attendance

The cost of attendance for a student is an **estimate** of the student's educational expenses for the period of enrollment. It includes the following components:

Direct Costs: tuition, fees, books, and supplies

Indirect Costs: room and board, transportation, and personal expenses

**For the 2019-2020 academic year, the estimated costs of attendance are as follows:**

**In-District Students**

<i>With Parents</i>	Costs Full-Time	<i>Off-Campus</i>	Costs Full-Time
Tuition	6500	Tuition	6500
Fee	1050	Fee	1050
Books and Supplies	1100	Books and Supplies	1100
Room and Board	4250	Room and Board	11260
Personal Expenses	1990	Personal Expenses	1990
Transportation	3260	Transportation	3260
<b>TOTAL</b>	<b>18150</b>	<b>TOTAL</b>	<b>25160</b>

**Out-of-District Students**

<i>With Parents</i>	Costs Full-Time	<i>Off-Campus</i>	Costs Full-Time
Tuition	9500	Tuition	9500
Fee	1050	Fee	1050
Books and Supplies	1100	Books and Supplies	1100
Room and Board	4250	Room and Board	11260
Personal Expenses	1990	Personal Expenses	1990
Transportation	3260	Transportation	3260
<b>TOTAL</b>	<b>21150</b>	<b>TOTAL</b>	<b>28160</b>

**Out of State**

<i>With Parents</i>	Costs Full-Time	<i>Off-Campus</i>	Costs Full-Time
Tuition	10500	Tuition	10500
Fee	1050	Fee	1050
Books and Supplies	1100	Books and Supplies	1100
Room and Board	4250	Room and Board	11260
Personal Expenses	1990	Personal Expenses	1990
Transportation	3260	Transportation	3260
<b>TOTAL</b>	<b>22150</b>	<b>TOTAL</b>	<b>29160</b>

\*\*\*Please note that the total amount listed above is not the amount that the school is charging you to attend the program.

**Dependency Status**

Certain questions you answer when you complete the FAFSA will determine whether you're considered **dependent** on your parents and must report their income and assets as well as your own, or whether you're **independent** and must report only your income and assets (and those of a spouse). Income and asset information are used in determining your eligibility for federal student aid.

Students are classified as dependent or independent because federal student aid programs are based on the idea that students' parents have the primary responsibility of paying for their children's education.

You're an independent student if you meet one of the following criteria:

- \* You were born before January 1, 1996
- \* As of today, you are married
- \* You are enrolled in a master's or doctorate program
- \* You are currently serving on active duty in the U.S. Armed Forces
- \* You are a veteran of the U.S. Armed Forces
- \* You have children who receive more than half of their support from you
- \* You have legal dependents who live with you and who receive more than half of their support from you
- \* At any time since you turned 13, both your parents were deceased, you were in foster care or were a dependent or ward of the court
- \* You are or were an emancipated minor as determined by a court in your state of legal residence
- \* You are or were in legal guardianship as determined by a court in your state of legal residence
- \* At any time after July 1, 2018, you were a homeless unaccompanied youth as determined by either you high school or school district homeless liaison, a director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or by the director of a runaway or homeless youth basic center or transitional living program.

If you claim to be an independent student, G.L.T.S. may ask you to submit proof before you can receive any Federal Student Aid. If you think you have unusual circumstances that would make you independent, even though you normally would be considered dependent, you should schedule an appointment with the Financial Aid Director. The Director can change you status to independent if she thinks your circumstances warrant it. But remember, the Director won't automatically do this. That decision is based on her judgment, and it's **final** - you can't appeal it to the U.S. Department of Education.

## 5. **BOOK REIMBURSEMENT**

Some Pell-grant eligible students are eligible for book reimbursement checks. Students will be notified of their book reimbursement eligibility after their financial aid has been awarded and finalized.

## 6. **DISBURSEMENT OF FINANCIAL AID**

Pell Grants and Direct Loans are disbursed in two equal payments. The first half will be disbursed at the beginning of the program, usually within the first 60 days. The second half will be disbursed after you have completed one-half of your scheduled hours.

When financial aid funds are received from the federal government, the school will credit your account with the school. After your tuition is paid in full, any remaining amount will be paid to you by check.

**NO PROCEEDS FROM ANY FINANCIAL AID PROGRAMS WILL BE GIVEN TO THE STUDENT UNTIL THE BALANCE OWED G.L.T.S. IS PAID IN FULL. THERE ARE NO EXCEPTIONS TO THIS RULE.**

**7. RETURN OF TITLE IV FINANCIAL AID**

When a student withdraws from school, Greater Lowell Technical School is required to apply a pro-rated reduction on the financial aid that has been awarded. This pro-ration is required to be in effect through the 60% point in your program, which is until you have completed at least 659 clock hours. The effect of this policy is that even if you have a financial aid award that covers your institutional costs, you will have a balance with Greater Lowell Technical School if you withdraw.

**EXAMPLE**

Financial Aid Award:	Pell Grant	\$5,730	1 <sup>st</sup> disbursement	\$2,865
	Direct Loan	\$5,500	1 <sup>st</sup> disbursement	<u>\$2,722</u>
			<b>Total</b>	<b>\$5,587</b>

Student withdraws on 12/01; completed 329 hours of the 1097-hour program.

$$329 \text{ hours} / 1097 \text{ hours} = .30, \text{ or } 30\%$$

The student had completed 30% of the program and therefore, had earned 30% of the financial aid that had been awarded.

$$\$11,174 \text{ aid awarded} \times 30\% = \$3,352 \text{ earned financial aid}$$

GLTS must return the unearned aid to the U. S. Department of Education:

$$\$5,587 \text{ aid received} - \$3,352 \text{ earned aid} = \$2,235 \text{ unearned aid}$$

GLTS must return \$2,235 to the U.S. Department of Education.

<b>Tuition, in-district:</b>	<b>\$6,500</b>	<b>Tuition, out-of-district:</b>	<b>\$8,200</b>
July 9 Payment:	<u>-\$2,500</u>	July 9 Payment	<u>-\$3,000</u>
	\$4,000		\$5,200
Pell & Loan:	<u>-\$5,587</u>	Pell & Loan	<u>-\$5,587</u>
Refund Check:	\$1,587	Refund Check	\$ 387
<b>Balance</b>	<b>zero</b>	<b>Balance</b>	<b>zero</b>
Return to Direct Loan	\$2,235	Return to Direct Loan	\$2,235
<b>Amount Owed to GLTS:</b>	<b>\$2,235</b>	<b>Amount Owed to GLTS:</b>	<b>\$2,235</b>

Please contact the Financial Aid Director if you have any questions regarding this calculation.



## **8. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require Greater Lowell Technical School to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

In order to be making satisfactory academic progress toward a certificate, students must maintain specific grade averages and are expected to complete their program within 150% of the published length of the program.

Satisfactory academic progress is measured at the end of each Term. In order to maintain satisfactory academic progress and advance to the next Term, a student must meet the following requirements:

1. A minimum of 77% in each nursing course and 73% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each course.

If a student does not meet the above stated requirements, she/he is terminated from the program. A student who has been terminated can apply for advanced placement for the following academic year.

The student is mailed a letter informing her/him that she/he has been placed on Financial Aid Warning. If the student is re-admitted into the program, the student is on Financial Aid Warning for one term. A student on Warning is still eligible to receive financial aid, but if the student does not successfully complete the Warning term, the student will be denied financial aid.

When a student is denied financial aid due to not meeting the academic progress guidelines, the student may appeal this decision to the Financial Aid Director. The appeal must be in writing and must indicate the extenuating circumstances that caused him/her to not meet the minimum requirements, and also what the student is planning on doing differently in the future to improve her/his academic performance. The Financial Aid Director reviews the appeal and determines whether the student's eligibility can be reinstated. If the appeal is approved, the student is placed on extended Financial Aid Probation. The student is advised, in writing, of the decision.

## **9. FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

In compliance with the Family Education Rights and Privacy Act (FERPA) and Greater Lowell Technical School policy, the Financial Aid Office cannot release any information pertaining to a student's record. In order for any information to be released to anyone, other than the student, the student must provide our office with written consent.

## 10. THE RESPONSIBILITIES OF A FINANCIAL AID RECIPIENT

It is your responsibility to:

- \* Review and consider all information about a school's program before you enroll.
- \* Complete the Financial Aid Application process as outlined on page 4, Step 1 through Step 5.
- \* Provide all documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- \* Notify the school of any information that has changed since you applied for financial aid, including your enrollment status.
- \* If you are over awarded federal financial aid, you must pay back the entire over awarded money you received. If you do not, you will become ineligible to receive Title IV Federal Student Aid in the future.
- \* You must maintain Satisfactory Academic Progress as outlined in this Handbook. This involves maintaining your grade point average and completing the required clock hours of your program.
- \* Repay any student loans you have. When you sign a promissory note, you are agreeing to repay your loan.
- \* You must complete Direct Loan Entrance and Exit Counseling if you have a Direct Loan. You must notify the school of a change in your name, address, or attendance status. You must also notify the Direct Loan Servicing Center of these changes.
- \* Understand the school's refund policy. If you drop out of school within a short time after you start, you may be able to get a part of your tuition refunded to you. But after a certain date, you won't get any money back.

More detailed information on financial aid programs can be found in "Funding Your Education: The Guide to Federal Student Aid". This publication can be found at [www.studentaid.gov/resources](http://www.studentaid.gov/resources). Note that Greater Lowell Technical School does not participate in all of the programs in this guide, only those listed in this handbook.

**FINANCIAL AID**  
**STUDENT SIGN OFF FORM**

I RECEIVED, READ AND UNDERSTAND THE INFORMATION IN THE FINANCIAL AID HANDBOOK.

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

**\*THIS FORM MUST BE SIGNED AND RETURNED TO JACKIE CROTTY,  
FINANCIAL AID DIRECTOR.**