

**MIFFLIN COUNTY ACADEMY
OF SCIENCE AND TECHNOLOGY**

***PRACTICAL NURSING
PROGRAM***

FINANCIAL AID HANDBOOK

GLOSSARY OF TERMS

Academy	Mifflin County Academy of Science and Technology
ACEN	Accreditation Commission for Education in Nursing
COD	US Department of Education Common Origination and Disbursement
DSL -	Direct Subsidized Loan
DUL -	Direct Unsubsidized Loan
EFC -	Estimated Family Contribution
FAFSA -	Free Application for Federal Student Aid
FAT -	Financial Aid Transcript
GED -	General Equivalency Diploma
LOA -	Leave of Absence
MPN -	Master Promissory Note
NAFTA -	North American Free Trade Act
OVR -	Office of Vocational Rehabilitation
PDE -	Pennsylvania Department of Education
PIN -	Personal Identification Number
PN -	Practical Nursing
SAR -	Student Aid Report
TRA -	Trade Reimbursement Act
USDOE	United States Department of Education
VA -	Veteran's Administration
WIOA -	Workforce Investment and Opportunity Act

INTRODUCTION TO FINANCIAL AID

With this handbook, students in Mifflin County Academy of Science and Technology's Practical Nursing Program should find out the school costs, what types of aid are available to students enrolled in the Program, what types of aid can be processed through the school and how to apply for financial aid for school. **It must be very clear however, that it is the student and the student's family who bear the responsibility for the funding of a post-secondary education.** Financial aid is a supplement to the personal contribution of the student. Financial aid may be available for payment of many school related fees but is *very unlikely* to cover **all** living expenses for the program year. **Please keep in mind that *not every student is eligible for the maximum amounts listed in the manual.*** Individual awards will be calculated based on the federal regulations governing financial aid.

PLEASE NOTE:

*The faculty and staff of the Practical Nursing Program maintains a policy not to discuss with ANYONE, besides the student, any matters regarding the student's academic, clinical or financial aid status, in any fashion (written, verbal, phone call or email) without the expressed written permission of the student. The student **MUST SPECIFY** with whom the faculty or coordinator can speak and the specific number of contacts the faculty or coordinator may have with each person designated.*

This booklet will start with the school tuition and fees. Next is a description of types of financial aid which may be available to the student. This will be followed by an outline of the general policy statements as required as a participant in the federal programs available for student aid, both the Pell Grant Program and the Federal William D. Ford Direct Loan Program, often referred to as Direct Loan programs. The Federal Direct Loan program includes Subsidized and Unsubsidized Loan programs and the Parent PLUS program for students defined as dependent by the regulations.

The Practical Nursing program is not eligible to participate in the Pennsylvania State Grant program as completion of this program is less than two years in length. However, students in the PN program may utilize the new PHEAA program for low-cost student loans called PA Forward. There is information regarding applying to this program later in this Handbook.

After the section outlining policy is the process for application for federal financial aid. Lastly, there is an outline of the process the school follows to confirm aid and how the student is notified. It is strongly advised that each student maintain their own records of financial aid from application through award. In the last appendix is a sample of how money is spread over the loan period to cover school expenses and a sample of average student debt and loan repayment.

TUITION AND FEES

Tuition - \$16,000.00

Fees - \$3,389.00 (includes uniforms, equipment, CPR, comprehensive exams, insurance, graduation and licensure fees)

TOTAL COST - \$19,389.00

A one hundred (\$100.00) dollar non-refundable, non-transferable administrative fee must be paid with the return of the acceptance agreement. This fee is applied to the Term I charge. If a student withdraws before the start of Term I this fee is kept by the school for expenses incurred as part of the application and acceptance process. Should a student request a deferral of admission to a future term, this fee is applied to that term.

All financial aid arrangements **are expected to be completed** on or before **September 1, 2025**. Students who fail to make proper financial aid arrangements prior to the first day of class will be considered Private Payers and must pay tuition and equipment costs prior to the start of each new term.

Tuition and equipment fees are due on or before the first day of each term unless appropriate financial aid arrangements are COMPLETED by the first day of class (Pell Grant, loans, TRA, OVR, VA, WIA, etc.) Payment can be made by cash, check, money order, or cashier's check. Checks and money orders are to be made out to "Mifflin County Academy of Science and Technology." A \$20.00 fee will be assessed for any check returned due to insufficient funds.

Term I - The tuition of **\$4600.00** and the equipment fee balance of **\$1745.00** are due in full on or before **September 15, 2025**. *Please note that this fee is much higher than other terms due to the inclusion of uniforms, equipment, and books to be used for the entire Program year.*

Term II - The tuition of **\$3400.00** and equipment fee of **\$548.00** are due in full on or before **January 5, 2026**.

Term III - The tuition of **\$4600.00** and equipment fee of **\$548.00** are due in full on or before **March 13, 2026**.

Term IV - The tuition of **\$3400.00** and equipment fee of **\$548.00** are due in full on or before **July 6, 2026**. *Please note that this term includes payment of fees to register to take licensure exam.*

Students will be required to purchase their own books and school supplies. A textbook and supply list will be provided with the packet received with acceptance offer. The supplies provided through the term fees include items which would be difficult to purchase as an individual (i.e. IV supplies and foley catheters).

A student will not be permitted to take the final exam of any term until tuition and equipment fees are paid in full for the term, or satisfactory arrangements have been made with the Business Office.

This results in the student not advancing into the next term or graduating with his/her class. **If a student has not paid in full by the time of graduation, the diploma will be held until fees are fully paid. Keep in mind that this will delay the student's ability to apply for licensure.**

The student is responsible for all charges the Practical Nursing Program in the event the student: (1) voluntarily withdraws from the program at any time before the disbursement of any financial aid monies (Pell Grant, outside grants, or loans); (2) is terminated from the program at any time before the disbursement of any financial aid monies; (3) is refused a student loan or other aid for any reason; and/or (4) withdraws after 60% of the term is completed.

Applications for financial aid should be submitted in sufficient time to have financial arrangements made **prior to the first day of class.** Payment plans will be considered on an individual basis and must be arranged with the Business Office prior to the first day of class. Payment plans will need to be arranged for each term by a meeting with The Academy Business Office. The Business office will notify the PN Coordinator that arrangements have been completed.

Title IV (Federal Student) LOAN PERIODS:

Students at the Academy PN Program are eligible for two loan periods due to the definitions of a school year in federal regulation. PN students are considered a first-year student (for loan purposes) for Terms I- III and a second-year student in Term IV.

Fiscal Year 25 - 26 (First Loan Period): **September 15, 2025 through June 20, 2026**

Fiscal Year 25 - 26 (Second Loan Period): **July 6, 2026 through September 10, 2026**

Federal student loan payments are made to the school on a schedule established to meet the federal requirements. The first disbursement of the first loan period is made within 30 days of the start of Term I and will be applied to Term I and half of Term II. The second disbursement of the first loan will come within 30 days of the start of Term III and will cover the remainder of Term II and all of Term III. The second loan period is Term IV only; one disbursement is made within 30 days of the start of the term. Each disbursement will have required loan fees deducted.

Any loan funds the student is eligible to receive beyond the cost of tuition and equipment will be paid as a refund to the student within 14 days of loan disbursement. The student can calculate anticipated refund based on the aid letter they receive. Disbursement notification and refunds will be sent to the student from the Business Office.

FINANCIAL AID AVAILABLE

TITLE IV FEDERAL AID PROGRAMS

PELL GRANTS

The Pell Grant program is a federal program which awards eligible students up to \$7,395.00 in a full academic year. It is a grant given based on need. The grant eligibility is determined by the federally approved formula used to calculate the Estimated Family Contribution as part of the completion of the FAFSA application. Eligible students may qualify for the full amount for the payment period, a portion of the amount or no Pell Grant based on the EFC. This is a fully federally controlled program; the school has no part in the aid determination.

A student who holds a bachelor's degree or who has previously been awarded Pell grants to the maximum number of semesters as determined by Congress is not eligible for Pell (currently a total of the equivalent of 12 semesters). Students may also be limited in their Pell eligibility if they have had what the USDOE defines as an "unusual enrollment history". This may have occurred if a student has been enrolled in another institution, accepted Pell funds, and then withdrew before completing the payment period. A flag is placed on the FAFSA of a student with "unusual enrollment" and will need to be investigated before any Pell award can be considered.

Students in the Practical Nursing Program are eligible for Pell Grants for two different fiscal years due to the enrollment times for this program. Awards are calculated according to the number of clock hours attended in the particular fiscal year.

Students admitted to a **September class** will have loan disbursement as follows:

- First Year Loan Disbursement 1: (after 30 days enrollment) October or early November (Term I and half of Term 2)
- First Year Loan Disbursement 2: after completion of clock hours in loan period, usually February or early March (half of Term 2 and Term 3)
- Second Year Loan Disbursement 1: August (Term 4)

Students admitted to a **March class** will have loan disbursement as follows:

- First Year Loan Disbursement 1: (after 30 days enrollment) April or early May (Term I)
- Second Year Loan Disbursement 1: August (Term 2 and half of Term 3)
- Second Year Loan Disbursement 2: after completion of clock hours in loan period, December or early January (half of Term 3 and Term 4)

The first fiscal year will be awarded for eligible students for Terms I; the second-year award for Term II-IV. The first fiscal year grant is disbursed as a single payment for Term I. The second fiscal year is disbursed in two payments in the same way federal loans are disbursed. One half of the grant is disbursed in Term II and covers payments for Term II and the first half of Term III. The second disbursement is paid in Term IV and covers the remainder of Term III and Term IV. Each student is notified of the disbursement and how the grant is applied to their account.

FEDERAL SUBSIDIZED DIRECT LOAN (DSL)

The Subsidized Direct Loan is a loan in the student borrower's name based on financial need as part of the calculation of the EFC and the cost of attendance. The Subsidized Direct Loan has no interest applied to the amount borrowed while the student is enrolled in school (until the student withdraws or graduates). Eligible dependent and independent students may apply for this loan. For Term I, the student will be considered a grade level 1 student for financial aid purposes. The student may be eligible to borrow a pro-rated amount (based on clock hours of attendance) of up to \$1227.00, pro-rated for the single term in school, depending on the cost of attendance and other sources of financial aid. For the second loan period the maximum loan amount of \$3500.00 (minimum is \$500.00) for a grade level 2 student (Terms II through IV in the Practical Nursing Program). Fees of up to 4% may be deducted from loan disbursements. Fees are set by federal regulation and will be reflected in the disbursement statements received with each disbursement.

Students should be aware that they are eligible for this Subsidized Direct Loan as long as they complete their program of study within 150% of the usual published completion time. Our program is a 12-month program. To be eligible for Subsidized Direct loans as described above the student must complete the program within 18 months of their first enrollment. A borrower is no longer eligible to receive additional Direct Subsidized Loans if the period during which the borrower has received such loans meets or exceeds the 150% of the published length of the program. These borrowers may still receive Unsubsidized Direct Loans.

Loan periods for Subsidized Direct loans for this class will be:

Students admitted to a **September class** will have loan disbursement as follows:

- First Year Loan Disbursement 1: (after 30 days enrollment) October or early November (Term I and half of Term 2)
- First Year Loan Disbursement 2: after completion of clock hours in loan period, usually February or early March (half of Term 2 and Term 3)
- Second Year Loan Disbursement 1: August (Term 4)

Students admitted to a **March class** will have loan disbursement as follows:

- First Year Loan Disbursement 1: (after 30 days enrollment) April or early May (Term I)
- Second Year Loan Disbursement 1: August (Term 2 and half of Term 3)
- Second Year Loan Disbursement 2: after completion of clock hours in loan period, December or early January (half of Term 3 and Term 4)

Each student is notified of the disbursement and how the loan is applied to their account. A student may cancel or decrease their loan at any time during the loan period by contacting the program Coordinator or the financial aid consultant.

All students are required to complete a process called **“Entrance Counseling”** before they can be given a student loan. This counseling can be completed online while completing the application for a loan, called a **Master Promissory Note** (MPN). Entrance counseling information describes student eligibility, the loan disbursement process and responsibility regarding repayment. After graduation or when a student leaves school, **“Exit Counseling”** must be completed. This process is completed online and includes details on repayment options and responsibilities in repayment. All of the rights and responsibilities as a student borrower are clearly outlined at www.Studentaid.gov.

The student will be held responsible to re-pay this loan. Loan repayment begins after a six (6) month grace period after the student leaves school (withdrawal or graduation). Students will have up to ten years to repay the loan. Payment plan options are determined by federal regulation and are explained during Entrance counseling. During the repayment period, under certain circumstances, the US Department of Education may grant deferments, forbearances, or cancellations. A list of deferments and cancellations is provided at the time the student signs their Master Promissory Note. Interest rates are determined for each loan disbursement period and can be found on the federal student aid website- www.studentaid.gov.

The school can refuse to certify a student's loan application OR certify the loan for an amount less than the student would otherwise be eligible. The school must document the reason for its action and explain the reason to the student in writing. The decision of the school is final and cannot be appealed to the U.S. Department of Education.

There is an aggregated total loan limit for federal loans (both subsidized and unsubsidized) for undergraduate students. This includes the total of loans borrowed from any school attended and includes loans deferred or in forbearance. The total loan aggregate for a dependent student is \$31,000.00 and for an independent student is \$57,500.00.

FEDERAL UNSUBSIDIZED DIRECT LOAN (DUL)

The Unsubsidized Direct Loan is a fully insured loan for both independent students and dependent students taken in the student borrower's name. For grade level I students (Term I) approximately \$1600.00 for independent students and \$545.00 for dependent students, based on the overall cost of attendance for each fiscal year with variable interest rates (minimum \$500.00). Students who qualify for less than the maximum Subsidized amount may qualify for higher Unsubsidized loan amounts. For a grade level 2 student (Terms II -IV) the maximum loan amount is \$6000.00 for independent and \$2000.00 for dependent students who have full subsidized eligibility. Students who qualify for less than the maximum Subsidized amount may qualify for higher Unsubsidized loan amounts. **The student is responsible for all the interest on this type of loan from the date it disbursed. The federal government does not pay any interest.** This type of loan is limited to the cost of attendance minus any other form of financial aid. A student may cancel or decrease their loan at any time during the loan period by contacting the program Coordinator or the financial aid consultant.

Loan periods for Unsubsidized Direct loans for this class will be:

Students admitted to a **September class** will have loan disbursement as follows:

- First Year Loan Disbursement 1: (after 30 days enrollment) October or early November (Term I and half of Term 2)
- First Year Loan Disbursement 2: after completion of clock hours in loan period, usually February or early March (half of Term 2 and Term 3)
- Second Year Loan Disbursement 1: August (Term 4)

Students admitted to a **March class** will have loan disbursement as follows:

- First Year Loan Disbursement 1: (after 30 days enrollment) April or early May (Term I)

- Second Year Loan Disbursement 1: August (Term 2 and half of Term 3)
- Second Year Loan Disbursement 2: after completion of clock hours in loan period, December or early January (half of Term 3 and Term 4)

Each student is notified of the disbursement and how the loan is applied to their account. A student may cancel or decrease their loan at any time during the loan period by contacting the program Coordinator or the financial aid consultant.

All students are required to complete a process called **“Entrance Counseling”** before they can be given a student loan. This counseling can be completed online while completing the application for a loan, called a **Master Promissory Note** (MPN). Entrance counseling information describes student eligibility, the loan disbursement process and responsibility regarding repayment. After graduation or when a student leaves school, **“Exit Counseling”** must be completed. This process is completed online and includes details on repayment options and responsibilities in repayment. All of the rights and responsibilities as a student borrower are clearly outlined at www.Studentaid.gov.

The student will be held responsible to re-pay this loan. Loan repayment begins after a six (6) month grace period after the student leaves school (withdrawal or graduation). Students will have up to ten years to repay the loan. Interest rates are determined for each loan disbursement period and can be found on the federal student aid website- www.studentaid.gov.

Payment plan options are determined by federal regulation and are explained during Entrance counseling. During the repayment period, under certain circumstances, the US Department of Education may grant deferments, forbearances, or cancellations. A list of deferments and cancellations is provided at the time the student signs their Master Promissory Note.

The school can refuse to certify a student's loan application OR certify the loan for an amount less than the student would otherwise be eligible. The school must document the reason for its action and explain the reason to the student in writing. The decision of the school is final and cannot be appealed to the U.S. Department of Education.

LOAN LIMITS

There is an aggregated total loan limit for federal loans (both subsidized and unsubsidized) for undergraduate students. This includes the total of loans borrowed from any school attended and includes loans deferred or in forbearance. The total loan aggregate for a dependent student is \$31,000.00 and for an independent student is \$57,500.00.

Differences between the Federal Subsidized and Unsubsidized Stafford Loans

Federal SUBSIDIZED Stafford Loan	Federal UNSUBSIDIZED Stafford Loan
Eligibility is based on financial need.	Eligibility is NOT based on financial need.
The Federal Government pays the interest on the loan as long as the student enrolled and during the six month grace period.	The Federal Government DOES NOT pay the interest on the loan. Interest is charged from the time the loan is disbursed until it is paid in full. The student has two options in the repayment of the interest. It can be paid while enrolled in school (check the box on the MPN indicating you wish to pay the interest) OR the loan interest can be capitalized - that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.
Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.	Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.

FEDERAL PARENT PLUS LOAN

Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. The minimum loan amount is \$500.00 and the maximum based on a percentage of the school cost of attendance. Parent Plus Loans do have a credit check as part of the application process. In many situations, the combination of maximum Direct Loans and PLUS loans will meet most of the financial need of the student. Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. Parents can elect to have the PLUS loan placed into forbearance until the student completes their training. Parent PLUS Loans interest rates are determined by disbursement periods and can be found at www.StudentLoans.gov. Application for parent loans can be made through the same process as outlined for student loans. More information on Parent Plus loans can be found on the Direct Lending website www.StudentLoans.gov.

PLEASE NOTE: A student whose parent does not qualify to participate in the PLUS loan program may be qualified to borrow additional monies from the Direct Unsubsidized Loan Program up to the maximum allowed per lending period.

PA FORWARD STUDENT LOAN PROGRAM

In the spring of 2019, a new student aid program was launched by the Pennsylvania Higher Education Assistance Agency (PHEAA). While the state grant program also administered by PHEAA is not available to Practical Nursing Program students, the new loan program is. The PA Forward Program has the following highlights:

- Low cost, fixed interest rate loans (rates between 4.49% - 10.18% as of 10/3/24 based on repayment option chosen)
- Zero fees – no application, disbursement, or late payment fees
- Ability to borrow up to 100% of the certified cost of attendance (the figure that includes tuition, fees, room and board and other expenses – see Appendix A of this Handbook)
- No pre-payment penalty
- Multiple repayment plans – can choose between 10- and 15-year plans
- Credit check required, but option to have a co-signer. Co-signer release option after certain number of loan payments have been completed
- Interest rate lowered upon graduation (0.50%)
- Interest rate lowered if direct deposit option chosen (0.25%)
- Parent loan options with similar benefits related to interest rates

PA Forward funds would come directly to the school once loan has been approved.

To find out more information and to apply for this type of loan go to www.pheaa.org/student-loans/pa-forward/

ALTERNATIVE LOANS

Alternative loans are those loans provided on a private basis and are not sponsored by the federal government or PHEAA. Some may allow for repayment to be deferred until 6 months after graduation. Fees for these types of loans vary greatly between lenders. Students should do some thorough research on alternative loans by checking with their own bank or credit union loan officer about student loans. *Please use great caution with personal research and carefully review the terms and conditions of aid. Interest rates vary greatly for student loans, especially now that the federal programs have been significantly changed.* Our school has been made aware of students who borrow money through programs they find either online or on TV, only to learn that they will pay back 3 and 4 times the amount they borrow. *Please approach all loan information with questions about repayment conditions.*

OTHER AID SOURCES

There are state programs for qualified students administered through the local Career Link offices in all PA counties. Some money has been designated by the state for qualified individuals are studying to work in occupations designated as high demand by the state. At this time LPN's are considered a high demand occupation. Persons who have been laid off from their jobs and decide to consider nursing, may be eligible for support for re-training. The Career Link office has information on the qualifications for these programs. Monies are limited and do not cover full tuition and fees. Mifflin County residents call 717-248-4942 to inquire. Juniata County residents call 717-582-8971.

Veterans Education Benefits

Veterans may qualify for aid for education. Contact the local Veterans Administration office for further information. Spouses of active duty military may also qualify for education benefits – look at <https://www.va.gov/education/eligibility/> for details. Any covered individual (A *Covered Individual* is defined as any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.) is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Many students find their religious organization has scholarships for students. Individual students should contact their own organizations for information on the application process.

Students who receive aid from agencies other than the US Department of Education need to make the Program aware of the awards through the PN Coordinator. The funds may require information from the school in order for the student to remain eligible. Also, grant funds from outside sources may affect the need calculation. Federal regulations apply to reporting of student aid from sources other than the US DOE to prevent fraud in use of aid funds.

POLICY INFORMATION

The following paragraphs have general information about the Practical Nursing Program and considerations for students as required of all schools which receive Title IV funding from the federal government. Please review this policy section before reading the application section of this handbook. Any questions you have about policy can be addressed during the Financial Aid presentations at the school.

PROGRAM LENGTH

The Practical Nursing Program provides approximately 1500 clock hours of instruction over a twelve (12) month period divided into four (4) terms. Terms I and III are 14 weeks in length; Terms II and IV are 10 weeks in length. Classes enter every March and September. Graduation is held twelve (12) months after the start date. Financial aid for the March 2025 class is based on an academic year of approximately 430 hours for fiscal year 24/25 over a 14-week period. This is the first loan period, all of Term I. Financial aid for fiscal year 25/26 is based on an instructional period of approximately 1070 hours over 34 weeks. For the second loan period, Terms II-IV, the student borrower will be considered a grade level 2 student for financial aid purposes.

ACCREDITATION

The Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (www.acenursing.org). The program is approved by the Pennsylvania State Board of Nursing. The program is approved as an educational entity able to confer diplomas through the Pennsylvania Department of Education, Bureau of Career and Technical Education. Documents to verify the approval status are on file in the Coordinator's office and may be reviewed upon request.

ACADEMIC QUALIFICATIONS

The student must be a high school graduate or have earned a General Equivalency Diploma (G.E.D.) or have been home schooled in a program meeting state law with appropriate documentation. Documentation must be in the form of an **official** high school transcript (issued and signed by the guidance counselor or principal; reflects actual graduation date and contains school seal) or a copy of the official G.E.D. grades and diploma (with certificate number imprinted on it). Students who earn a G.E.D. in a state other than Pennsylvania must apply for a Certificate of Preliminary Education from the Pennsylvania Department of Education in order to verify the educational equivalency between the states. Home schooled students must submit valid credentials from a qualifying accrediting agency, apply for a Certificate of Preliminary Education through the Pennsylvania Department of Education, or take the Pennsylvania G.E.D. Exam. Students who graduated from a high school program outside the United States will need to have their program evaluated for equivalency at their own expense. Approved agencies providing this evaluation are available upon request.

Each student in the Practical Nursing Program must have completed a ATI TEAS exam as part of the admission process. Any exceptions to this must have been approved by the faculty admission committee.

STANDARDS OF ACADEMIC AND CLINICAL PROGRESS

In order to continue to receive financial aid each student must continue to show academic progress. The Academy Practical Nursing Program defines progress as follows.

Qualitative Measurement

Academic progress is defined as meeting both academic and clinical standards set for each Term according to grading policy. The current passing standard is a 80% average as a minimum grade for academic areas and satisfactory performance per objectives in clinical areas. Terms in the PNP are cumulative with course materials building upon each previous term. In other words, a student advances through each term consecutively (Term I must be completed in order to begin Term II, Term II before starting Term III, etc.) Each student receives a program calendar with term dates in the enrollment packet as well as a syllabus at the start of each term. Due to the cumulative nature of the curriculum, the PNP has limited advanced placement for students meeting criteria during Term I. Students requesting transfer into program are evaluated on an individual basis for Term I only. (PN Manual Policy 2009)

Students placed on academic probation due to grades below standard are notified at the mid-point of each course. (The PN Program has no financial aid probation.) An individual conference is held with the Coordinator of Practical Nursing to develop an education plan to assist the student in achieving the passing standard if possible, by the end of the term. The student is advised of the effects to financial aid in the case of academic or clinical failure if unable to improve grade to pass the term.

Quantitative Measurement

All students in the PNP are full time students. They attend the program 5 days per week with time divided between classroom and clinical sites. Program completion time is 1500 hours over 48 weeks (Term I and III are each 430 hours, Term II and Term IV are each 320 hours). Leaves of absence can be arranged for a variety of reasons but cannot exceed 6 months to make the maximum completion time 18 months. Students apply for leave of absence with the program Coordinator. When a leave is approved, the student is advised of hours completed before leave and how financial aid will be affected (if at all). Academic progress is reviewed at the end of each term with the required 80% passing grade and maximum completion time of 18 months.

GENERAL ELIGIBILITY CRITERIA FOR TITLE IV PROGRAMS

1. Have a high school diploma or be a G.E.D. recipient or completed a home schooling program approved by state law.

*Students with a G.E.D. from a state other than Pennsylvania must apply for a Certificate of Preliminary Education from the Pennsylvania Department of Education.

* Home schooled students must submit valid credentials from a qualifying accrediting agency, apply for a Certificate of Preliminary Education through the Pennsylvania Department of Education, or take the Pennsylvania G.E.D. Exam.

*International students must document that their education matches US high school equivalency

2. Be enrolled or accepted for enrollment into this program.

3. Be enrolled on a full-time basis in an eligible post-secondary program.
4. Not have exceeded annual or aggregate educational loan limits.
5. Maintain satisfactory academic progress.
6. Have financial aid transcripts on file from all post-secondary schools previously attended.
7. Demonstrate financial need (determined by federal Department of Education).
8. Sign a Statement of Educational Purpose verifying that any aid received will be used to meet education related expenses.

*All students are required to sign a Statement of Registration Status, Statement of Educational Purpose, and Certification Statement on Refunds and Defaults. These statements are located on the Statement of Updated Information printed on the Student Aid Report (SAR).

9. Not owe a repayment on a Title IV grant or be in default on a Title IV loan.
10. Be a citizen or an eligible non-citizen.
11. Have a valid social security number. (Name on social security card must match name used on FAFSA form for application year).

NOTE REGARDING ELIGIBILITY:

The federal government defines a student as “dependent” up to age 24 years. This is not negotiable. The definition of dependency defines the amount of loan money the student is eligible for and whether or not the student’s parent is eligible to apply for a parent PLUS loan. The Program cannot change the dependency status of a student except in extremely limited circumstances as outlined in federal law. A student less than 24 years of age is not considered independent *even if* the parent has not claimed the student on income tax or if the student has been living independently from the parent for a period of time.

The federal definition of an independent student is:

- a. At least 24 years old by December 31 of the award year.
- b. An orphan or ward of the court.
- c. A veteran of the Armed Forces of the United States.
- d. A graduate or professional student.
- e. A married student.
- f. A student who has legal dependents other than a spouse.

There are very limited circumstances in which a financial aid officer can override the system to create a “professional judgment”. The circumstances to apply this are very limited. The most common cause for professional judgment to be used to change dependency status is a situation related to abuse as documented by a counselor or the court. Financial aid officers are limited in their ability to change dependency status by federal law.

FUNDS RETURN POLICY

This policy is prepared in accordance with the Higher Education Amendments of 1998, Section 484B and the 2008 Higher Education Opportunity Act.

The Practical Nursing Program establishes its tuition and equipment fees on a yearly basis. A non-refundable, non-transferable administrative fee of \$100.00 is due with signed acceptance agreement sent to a candidate offered a position in a practical nursing class. This is part of the equipment fee if the student remains in the program. The first month's tuition is due thirty (30) days before the start of class. The remainder of the equipment fee and the tuition are due on or before the first day of class if no financial aid arrangements are made prior to the start of class. *A student will not be permitted to start class until all financial obligations are met.*

The funds return policy will be strictly adhered to whether the student voluntarily withdraws or is terminated from the program. The amount of refund will depend upon the date of the student's last recorded day of attendance.

In the event of a voluntary withdrawal from school, the official last day of attendance will be the date specified in the student's notification of withdrawal or the last day attended, whichever is later. The notification of withdrawal must be made in writing, dated and signed by the student and submitted in person or by mail to:

Coordinator of Practical Nursing
Mifflin County Academy of Science & Technology
700 Pitt Street
Lewistown, PA 17044

RETURN OF FUNDS

Upon withdrawal from school for any reason, the number of clock hours of attendance is calculated, and a percentage of time completed in the current term is calculated. If the student has completed 60% or more of the term, full tuition is owed to the school. If the student has completed less than 60% of a term, the amount of tuition owed to the school is calculated by dividing the total number of scheduled clock hours in the term into the number of clock hours remaining in the term as of the last recorded date of attendance by the student. This number is then multiplied by the term tuition. The equation used is:

$$\frac{\text{Hours Completed Per Term}}{\text{Scheduled Hours In Term}} \times \text{Tuition} = \text{Tuition Due to School from Student}$$

To determine federal funds to return (Pell Grants, Direct Loans) the form entitled "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program" is completed to determine aid earned by the student in the current payment period.

A student who has completed more than 60% of the loan payment period is considered to have earned 100% of the financial aid received to attend the program. There will be **NO** return of funds if the last recorded date of attendance is after completion of 60% of the current payment period. (Please note that the loan period is not the same as the Term period, the loan period is listed on the Cost of Attendance page.)

RETURN OF EQUIPMENT AND ADMINISTRATIVE FEES FUNDS

Equipment fees are used to purchase uniforms and related supplies, liability insurance for individual students, and include a simulation fee for each term. Costs of Kaplan exams and NCLEX-PN review course, application for licensure and graduation expenses are included in the equipment fee for each student. A \$100.00 non-refundable, non-transferable administrative fee is assessed along with all other expenses committed on behalf of an individual student in the practical nursing program as previously noted. There will be no return of equipment funds after distribution and acceptance of the supplies to the student.

DISTRIBUTION OF RETURNABLE FUNDS

Once a refund is calculated, distribution of funds is made to the William D. Ford Direct Loan programs, Pell Grant program, third party sponsors, and the student. The priorities for fund redistribution are in descending order as follows:

1. Direct Loan - unsubsidized
2. Direct Loan - subsidized
3. Direct PLUS Loan
4. Federal Pell Grant
5. Third Party Sponsorship (Workforce Investment Act/OVR/VA etc.)
6. Student

The program must return Title IV funds within thirty (30) days of student withdrawal or termination. **The student may be required to return Title IV funds received as living expenses to the school if the student withdraws or is terminated from the program as described above.** Notice of this requirement is included in the student aid letter.

DENIAL/CANCELLATION OF FINANCIAL AID

The Practical Nursing Program has the responsibility to deny and/or cancel any and all federal student financial aid based on a student's poor attendance (as determined by Program policy and referenced in the Student Handbook) and/or misuse of financial student aid refunds made for a student's living expenses costs. Refund monies for living expenses can be used to pay rent, purchase reliable transportation, buying food, and the purchase of a computer for educational purposes. Misuse of refund monies includes such things as obtaining body piercings or tattoos, purchasing stereo equipment, and/or purchasing drugs, alcohol, or tobacco products.

FINANCIAL NEED

Financial Need is determined by the formulas set by the US Department of Education and is determined as part of the application for aid process. Financial need is the difference between the cost of your education and an amount you and your family are expected to contribute toward your education, which is called “**Student Aid Index**”. The Program has no part in this determination. Exceptions or corrections to this determination can be made in *extremely rare* circumstances as defined by federal law. The Title IV programs, William D. Ford Direct Loan and Pell Grant, are based on family financial need.

The family is expected to make a financial contribution to the student’s education. The government expects the student and/or family to make this contribution. **The primary responsibility for meeting your educational expenses lies with you and your family.** The federal government is to only provide assistance. Students and their parents have the primary responsibility for post-secondary education to the extent they are able to pay, based on a federal needs’ formula.

The PN Program Financial Aid Officer encourages all students to file the FAFSA. Excluding the Federal PLUS Loan, the FAFSA is used to determine what sources and amount of aid you are eligible to receive through the Student Financial Aid Programs.

Financial need is determined using the student’s and parents’ (if applicable as classified as “dependent”, see definitions in the handbook, page 14) financial information specified on the Free Application for Federal Student Aid (FAFSA), FAFSA on the Web, or the renewal FAFSA, if you applied for aid last year. Frequently asked questions regarding parent information that must be included on the FAFSA are in the Frequently Asked Questions section of this handbook.

The information you provide on the FAFSA is processed using a formula, established by the U.S. Department of Education (USDOE) that calculates your Expected Student Aid Index (SAI), which is used to determine if you are eligible for a Pell Grant and also used to determine what other need and non-need Title IV aid that a student qualifies for. *Please note: The outstanding balance of your bill and the EFC may differ. You are responsible for the outstanding balance only.* The federal processor will send this information to you on your Student Aid Report (SAR) which also serves as an acknowledgment that the application was processed. You may receive this acknowledgement electronically (known as an e-SAR) via email at the address you enter on your FAFSA. The federal processor also electronically transmits the analysis of the data you submitted to each of the institutions you specified on the FAFSA.

Each school determines how much it will cost for you to attend school, including tuition and fees, books and supplies, room and board, personal expenses, and transportation expenses. (see Appendix A for your class calculations) This is called your Cost of Attendance or cost of education and is unique to each school to which you apply. (This is one reason you may be eligible for more financial aid at one school than another--it may cost more to attend another school.) The Cost of Attendance at The Academy is based upon research done by school staff members who review the costs annually to ensure that they are realistic.

To determine your financial need, it is first determined if you are eligible for PELL based on your SAI. Once PELL is determined, then your $COA - SAI - PELL = \text{Other financial need}$

Cost of Attendance
-Student Aid Index
=Financial Need

Example: Sara is a Pennsylvania Resident who is entering her first year of post-secondary school at the Academy for 2024-2025. Sara filed her FAFSA using her and her parents' information, since she is a dependent student. When she received her SAR, the SAI was listed at \$5,782. We determine her PELL Grant by using the Full PELL Grant Award amount minus the SAI. In Sara's case her PELL award is the difference between \$7395-\$5782=\$1613. To calculate the rest of need based aid the calculation below is used.

Cost of Attendance
-Student Aid Index
-PELL
= Remaining Need Based Aid

PROFESSIONAL JUDGMENT

Special Circumstances

The Financial Aid Administrator has discretion to adjust financial aid awarded to student for consideration of a student's special circumstances in calculating the SAI (Student Aid Index) and COA (cost of attendance)

The Financial Aid Administrator may use professional judgment, on a case-by-case basis as requested by the student in writing, to increase or decrease one or more of the data elements used to calculate the SAI.

1. Special circumstances should be reported to the Financial Aid Administrator.
2. Special circumstances include: unusual medical/dental expenses, family members who recently became unemployed or employed, as well as other unusual circumstances.
3. The circumstances must be documented in the student's financial aid file. Students may be asked to prove cause.

The Financial Aid Administrator may adjust only an actual data item but may not make a direct change to the EFC figures, assessment rates, or allowances.

The Financial Aid Administrator is accountable for the professional judgment made and must fully document each decision.

4. The Financial Aid Administrator will use prudence and criteria in professional judgment decisions.

Unusual Circumstance

If you have a unique situation that could change your dependency status, please contact the Office of Financial Aid regarding it. Some unique situations could include,

1. Human Trafficking
2. Refugee or asylee status
3. Parental abandonment, incarceration, unable to contact parents, contract with parents poses a risk, etc.

These cases will be evaluated within 60 days for a final determination. Supporting documents may be required.

Students requesting special circumstances and whose SAR was flagged for verification are required to complete the Verification Process prior to being eligible to have their application reviewed. See the Verification section of this handbook

FINANCIAL AID VERIFICATION POLICY

The U.S. Department of Education has implemented a system of verification of information for all federal financial aid programs as a way to monitor the application process. A certain percentage of all FAFSA applications from every school are chosen for verification. Each FAFSA application generates a “student aid report” or SAR. Any student chosen for verification will be notified in writing of the need to comply with this process. Students who apply for Pell Grant and/or a direct student loan **MUST** complete verification if requested. Verification must be completed before loans can be certified or grant money awarded. The verification process requires certain documents to be reviewed by a school’s financial aid officer to confirm the accuracy of the information that is provided on the financial aid application.

The Coordinator and the financial aid consultant will review information on the SAR. The SAR is received electronically by the school after the FAFSA is completed by the student.

Information that must be verified according to the federal Department of Education includes:

Specific items required to be verified are:

1. Household size
2. Number in college
3. Education credits
4. Adjusted gross income (AGI)
5. U.S. taxes paid
6. All other untaxed income included on the U.S. income tax return, excluding information on the schedules.
7. SNAP – Supplemental Nutrition Assistance Program

8. Child Support Paid
9. other items may be requested based on the category of verification assigned, including verification of citizenship or high school completion.

In order to comply, any student chosen for verification will receive specific instructions as to the documentation required in their written notice. This may include requesting an IRS Tax Transcript (not just a copy of the student's tax forms) if the student chose not to or was unable to use the IRS retrieval tool. Students will need to submit any documentation requested.. Applications for loan or grant monies cannot be certified without the information and materials requested in the verification letter.

CONFLICTING INFORMATION

Conflicting information must be corrected before any Pell Grant or Direct loans can be processed for payment. This is done by submitting the required and requested information from the verification process to the Coordinator of Practical Nursing. Changes will be made electronically by the Coordinator or the financial aid consultant. Pell Grant and/or Master Promissory Note applications for student or parent loans **will not be processed by this school** until all the required information is received by the Coordinator who serves as this school's Financial Aid Administrator.

APPLICATION DEADLINES: 24/25

A regular financial aid application must be received by the Department of Education's federal student aid data processor no later than May 6, 2025. Any application data corrections on the SAR must be received by August 1, 2025. Corrections are made electronically by the school's financial aid administrator.

A copy of the SAR with an eligible EFC must be received electronically by the school's financial aid administrator while the student is still enrolled for that award year, but no later than May 28, 2025. A student whose application information is being verified may be given up to sixty (60) days after his/her last day of enrollment to submit changes to the SAR to the school. However, the verification extension cannot extend beyond August 28, 2025.

LOAN LIMITS FOR TRANSFER STUDENTS

Students who transfer to the Academy from another school attended in the same financial aid year may see lower loan amounts available to them for the completion of the first academic year. This occurs when the academic year at the school from which the student is transferring overlaps the academic year at the Academy. In this situation, the student is restricted to receiving only the remainder of the original annual loan limit until the completion of the first academic year. For example, a student was enrolled at School A as a grade level 1 student from September 3 to May 25, but then transfers to an Academy program that begins Mar 4, the loan amount for the academic year cannot exceed the amount of a full year's aid minus the amount already received at School A prior to the transfer.

Annual loan limits are based on an academic year, which is at least 26 weeks in length. The 26-week limit applies to all students including those who change programs or those who transfer to another school.

OVERPAYMENT OF FEDERAL STUDENT AID

An overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Over-awards are one cause of overpayments; overpayments can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments in excess of grant or loan maximums.

In the case where the school is liable for the over-award, the school will immediately restore an amount equal to the overpayment to the appropriate FSA account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for the overpayment, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

DRUG ABUSE

The Mifflin County Academy of Science and Technology is a drug free school. A copy of the school's Drug Policy is provided in the Student Handbook and will be reviewed on the first day of class. The Anti-Drug Abuse Act certifies that Pell Grant recipients, as a condition of their Pell Grant, will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by their Pell Grant. The Anti-Drug Abuse Act gives judges the authority to deny federal benefits to any person convicted of drug distribution or possession. Under these provisions, students receiving any form of federal student financial aid could be affected.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Student Right-to-Know: This information was shared with each student with the acceptance offer. It can be reviewed in the Coordinator's office upon request.

Campus Security Policy: This information was mailed to each student with the acceptance offer. It is also found in the Student Handbook and will be reviewed on the first day of class.

APPLICATION FOR TITLE IV AID

The next section of this handbook describes how to apply for federal financial aid. Read through this whole section before starting the application process. The Free Application for Federal Student Aid, or FAFSA, completion is the application for the federal Pell Grant and is the first step needed to determine the EFC as part of application for federal loans.

Loan application is a separate process from the FAFSA form. All US citizens and eligible non-citizens who have documented needs are eligible for federal programs. Please review the information on loans on the direct loan website www.StudentLoans.gov. The federal government has approved Financial Aid Servers which assist in the management of federal loans. Each student borrower will be assigned to a federal loan servicer. Each student can monitor their loan online at www.myfedloan.gov. Funds from student loans are transferred directly to the school from the COD. Loan certification and any changes during the life of the loan can be made by the school. The Program Coordinator acts as the financial aid officer for the Program. The school employs a financial aid consultant, Ms. Melissa Heller, to work with students regarding eligibility and to process loan applications. The loan application starts with the completion of a Master Promissory Note (MPN).

As of 2008-09 school year FAFSA applications are required to be submitted by electronic means. It is very helpful to have an email address. If you do not currently have an email address, please call the school and we will assign you your email account for use while in school. You can also sign up for free email accounts through Goggle (www.gmail.com) or Yahoo (www.yahoo.com).

The school no longer has paper FAFSA applications. **(You may always call the Federal Student Aid Center 1-800- 4FED- AID, 1-800-433-3243 with any questions regarding FAFSA or to request a paper form. The Center is open from 8AM through midnight Eastern Time. An alternative phone number is: 334-523-2691 or for TTY service for hearing impaired- 1-800-437-0833)** If you choose to submit a paper FAFSA, keep in mind that your application processing time will be increased due to the time to mail and proceed through the federal processing office.

You can complete the FAFSA using a mobile app. You can find video tutorials on completing the FAFSA at this website: <https://studentaid.ed.gov/sa/fafsa/filling-out>

Please note that you are welcome to come into the school to utilize the computer lab if you need computer access or use of a printer.

Your first step in the application process will be to submit the Free Application for Federal Student Aid, or FAFSA form. ***You will be completing a 2024 FAFSA.*** You may call the Federal Student Aid Center at the number listed in the paragraph above for questions you may have while completing your FAFSA. There is also a “Frequently Asked Questions” section in Appendix D at the end of this Handbook.

To complete your 2024 FAFSA you should have gathered information you will need to complete the form. In your enrollment packet you have a FAFSA worksheet which may be helpful to fill in

before logging on to your computer. Please remember the definition of “dependent” described earlier in this handbook. You will need to have the following:

1. Your social security number
2. Your parents’ social security numbers if you are considered dependent.
3. **2022 W-2 forms** and other records of money earned (by you and if dependent, your parents)
4. Your 2019 Federal Income tax returns and your parent’s if you are considered dependent, for review. *****Please note that the application process will ask you to allow the IRS access to fill in your form with information already submitted to the IRS. Please allow this access.** It will help to decrease your chances of being selected for verification due to inaccuracy in data entry.
5. Any 2022 untaxed income records (Social Security, Veteran’s benefits, welfare benefits)
6. Current bank statements, business and investment information, business, and farm records; stock, bond, and other investment records.

YOU ARE NOW READY TO BEGIN:

Application for federal financial aid:

Step 1. Have an email address in order to have notices sent to you. You may call the school to be assigned an email address to use while in school or go to free email providers such as G-mail (www.gmail.com) or Yahoo (www.yahoo.com)

You will be asked to create a Federal Student Aid ID (FSA-ID)

Your FSA-ID will be the personal identification to be used with all transactions for federal aid. You use it to apply and electronically sign your FAFSA and the MPN for loans. You use it to make any online corrections to your information and to renew your FAFSA in the next school year. Keep the number with all your other financial aid information. If you decide to go back to school at some time in the future, you can use this same FSA-ID. You can use this number to review your records online, including your student loan history.

Please note that if a parent is completing a Plus application, they will need their own FSA-ID. Parents and students cannot share an ID.

TO APPLY FOR AID:

1. Go to <https://studentaid.ed.gov> Bookmark this page as you are likely to return to it often.
2. Click on the tab at the top of the page titled “Apply for Aid”
3. Please remember that you must have an email address to match your ID.

Step 3. Click on “Complete FAFSA” to complete the FAFSA application. The process should take 1-2 hours if you have all the needed information. You can request a worksheet from the website to complete before entering information if you wish.

1. Go to www.FAFSA.ed.gov or you can access through the website listed in the FSA-ID instructions

2. Select the FAFSA year you are completing: **2025-2026**
3. You will be asked to enter your personal information at this time. You will be asked to create a password to use to get back into your information at a future time.
4. Complete the pages as instructed. When asked to enter the school code please enter: **School code: 015206**
5. If you are asked to allow access from the “IRS Data Retrieval System”, **allow this access.**

You can save your form and return to it at a later time, but if you have your worksheet information, that should not be necessary.

Step 4. Apply for federal loans. On the home page, click on “Complete Aid application”. Complete the loan application, or the Master Promissory Note (MPN)
You will need approximately 30 minutes to complete. Your MPN must be completed in a single session, be sure you allow enough time to complete.

You will need the following information to be able to complete the MPN:

- Your FSA-ID
- Your personal information including full name, mailing address and street address, social security number and an email address
- Employer information
- School information including School Code: **015206**
- The names of 2 persons who have known you for at least three years to act as references, one should be a parent

Once you have completed these three steps, the school should receive notification of completion of the MPN in 7-10 working days.

You may go ahead and apply for loans even if you are not sure you would accept a loan. The application is only the first step in the process. You can review general terms of all direct loans on this website. You may decline a loan if offered and cancel at any time throughout enrollment, even after a disbursement has occurred. You can return funds to the school to be returned in your behalf.

STUDENT AID PACKAGE

Now your part of the application process is complete. The following paragraphs describe the process completed by the school. Take note of the information you should be receiving which will let you know what kind of package is being put together for you. Please note that a student may decrease the loan awarded if they wish at any time during the loan period by notifying the Coordinator.

Once the FAFSA has been submitted it should take 7 – 10 working days for the information to be made available to the school. The financial aid consultant will receive and review the Student Aid Report (SAR) electronically. This report includes the Student Aid Index (SAI). The consultant will determine PELL grant eligibility by using the SAI as well as to determine eligibility for Need based and Non-Need based aid. *Our consultant works for a number of schools and processes our school's information for this class beginning in mid-July – if you have applied earlier, you may not hear from us until late July or early August.*

Once the Master Promissory Note has been processed, the school financial aid consultant can view, originate, and set up anticipated disbursements. The first loan payment will come within 30 days of the start of Term I – the dates will be noted in your award letter. This loan is paid in two payments as noted in the descriptions of the loans (pages 6-8 in this Handbook). At the time of each disbursement the student will receive a statement from the Business Office detailing when the payment is expected to be deposited to the student account. This notice will include how the disbursement is being applied to the student account, either to the tuition account, the equipment account or as a refund to the student. The notice will also advise the student that the loan can be cancelled or reduced and the time period to notify the school to make changes. The message will be sent to the student's preferred email account unless the student has signed that they prefer to have a paper notice. Refunds will be sent to the student within 14 days of the crediting of their account.

When the federal aid has been processed, the student will receive an award letter from the school which spells out the following:

1. the cost of attendance, the student SAI and the resulting "Need" calculation
2. all the aid the student is eligible to receive and when it is to be disbursed

The award letter will include any grants from outside sources if the school has been notified of these awards. A copy of all award letters will be maintained in each student's file.

The award letter will be updated any time the student aid package changes. If the student is working with any agency that is providing aid the student should notify the PN Coordinator. Aid received from sources other than the US Department of Education will need to be added to the need formula to comply with regulations. Also, the awarding agency may require reports from the school to maintain student eligibility.

Each term any student owing funds beyond their aid will receive an invoice from the Business Office. The invoice will include the date that payment is expected (see page 3 of this Handbook for term dates and charges).

Students who are eligible for Title IV funds greater than tuition and fees can utilize funds for living expenses. For federal Direct Loan funds and Pell awards refunds will be available within 14 days of the date the school downloads the funds by electronic funds transfer (EFT).

*The Business Office is unable to process any requests for advance payment on expected financial aid refunds. ***

Students will be notified of the download dates in their award letter. Students will also receive a written notice from the Business Office in their school mailbox on the day of the download. Checks will be written by the Business Office and available to students in the Main Office or with the PN Coordinator within 10 days of the download – usually the Friday of the week of the download. Students will be requested to sign that they have received the check. If the student is unable to pick up the check personally, a written statement regarding a designated person to pick up will be required. Checks that are not claimed will be kept in The Academy Main Office safe.

Students may have refund of federal loan funds created by outside grants, such as workforce grants, received by the student at any time during their enrollment. Refunds from this source will be available when the Business Office receives payment from the grant source. When the payment is received by the Business Office and credited to the student account (causing an overpayment from federal loan payments) a check will be created within 14 days and available as noted in the paragraph above.

Please note that your first award year covers Term I-III. For further aid you will need to complete a 2026- 27 FAFSA. This is used to determine Pell Grant and loans for Term IV. This can be done at any time after October 1, 2025 and is based on your 2024 income and taxes.

The financial aid consultant, Ms. Melissa Heller, is available for student questions by email at **mhellerfac@gmail.com**. Students may make an appointment with the PN Coordinator to discuss their aid package at any time. Students may contact the Federal Student Aid Center for questions at any time in the school year.

Upon withdrawal from school or graduation, each student who has a Direct Loan must complete Exit Counseling online by going to the website www.Studentaid.gov.

IMPORTANT CONTACT INFORMATION:

To discuss aid eligibility, verification or aid package send email to financial aid consultant Melissa Heller: mhellerfac@gmail.com

To make an appointment with the program Coordinator: call the school at 717-248-3933, Ext. 5611 (Please note that Mrs. Haines can answer general questions, but your specific award questions will need to go to the financial aid consultant.)

To view student accounts or inquire regarding payments needed see the **Business Manager, Ryan Wagner**. Her office is in the Main Office of The Academy. Her email address is rlw16@mcsdk12.org.

To contact the Federal Student Aid Center:

Call 1-800-4FED-AID, 1-800-433-3243. The Center is open from 8AM through midnight Eastern Time.

Website: www.fafsa.ed.gov and click on “contact us” tab at top of page

For general loan and repayment information:

Website: <http://studentaid.ed.gov>

To review your loan status :

Website: www.nslds.ed.gov (National Student Loan Data Service)

APPENDIX A

The school's estimated Cost of Attendance is a formulation of both school and living expenses for an average student. This formula is used as the basis of the calculations of need for loans and to submit as part of required reporting for the participation in federal aid programs. The calculations are based research on local costs and estimates of personal spending needed by an average student. An individual student may find their own costs different from the formula. Please be reminded that the definitions of independent and dependent are defined by the federal financial aid programs.

COST OF ATTENDANCE Year 2025-26 **MARCH ADMISSION: INDEPENDENT STUDENT**

Lending Period #1: Term 1 ONLY - Fiscal year 24/25

Tuition:	\$4,300.00
• Includes estimated loan fee of \$100	
Equipment:	\$1,948.00
• Includes books (est 400), course materials, supplies, and school related fees	
Physical Exam, Labs and Immunizations:	\$600.00
• As required for start of program	
Living Expenses:	\$8,300.00
• Housing at \$600.00 per month for 4 months	
• Utilities (elec, heat, water) \$375.00 per month/ 4 months	
• Food at \$900.00 per month for 4 months	
• Cell phone/ internet access \$200.00 per mo for 4 months	
Personal Expenses:	\$1,400.00
• Medical Coverage 4 months at \$200.00 per month	
• Prescription estimates \$60.00 per month for 4 months	
• Car Insurance 4 months at \$90.00 per month	
Travel:	<u>\$3,142.00</u>
• Avg. 70 miles per day X 67 days X \$0.67/mile	

Total **\$19,690.00**

Second Year Loan Period #2: Term 2-4 - Fiscal year 25/26

Tuition:	\$11,400.00
• Includes estimated loan fee of \$200	
Equipment:	\$1,880.00
• Includes books (est 500), course materials, supplies, and school related fees	
Living Expenses:	\$16,600.00

- Housing at \$600.00 per month for 8 months
- Utilities (elec, heat, water) \$375.00 per month/ 8 months
- Food at \$900.00 per month for 8 months
- Cell phone/ internet access \$200.00 per mo for 8 months

Personal Expenses: \$2,800.00

- Medical Coverage 8 months at \$200.00 per month
- Prescription estimates \$60.00 per month for 8 months
- Car Insurance 8 months at \$90.00 per month

Travel: \$7,738.00

- Avg. 70 miles per day X 165 days X \$0.67/mile

Total **\$40,418.00**

MARCH ADMISSION: DEPENDENT STUDENT

Lending Period #1: Term 1 ONLY - Fiscal year 24/25

Tuition: \$4,300.00

- Includes estimated loan fee of \$100

Equipment: \$1,948.00

- Includes books, course materials, supplies, and school related fees

Physical Exam, Labs and Immunizations: \$600.00

- As required for start of program

Living Expenses: \$7,200.00

- Housing at \$500.00 per month for 4 months
- Utilities (elec, heat, water) \$375.00 per month/ 4 months
- Food at \$725.00 per month for 4 months
- Cell phone/ internet access \$200.00 per mo for 4 months

Personal Expenses: \$1,000.00

- Medical Coverage 4 months at \$100.00 per month
- Prescription estimates \$60.00 per month for 4 months
- Car Insurance 4 months at \$90.00 per month

Travel: \$3,142.00

- Avg. 70 miles per day X 67 days X \$0.67/mile

Total **\$18,190.00**

Second Year Loan Period #2: Term 2-4 - Fiscal year 25/26

Tuition: \$11,400.00

<ul style="list-style-type: none"> • Includes estimated loan fee of \$200 	
Equipment:	\$1,880.00
<ul style="list-style-type: none"> • Includes books, course materials, supplies, and school related fees 	
Living Expenses:	\$14,400.00
<ul style="list-style-type: none"> • Housing at \$500.00 per month for 8 months • Utilities (elec, heat, water) \$375.00 per month/ 8 months • Food at \$725.00 per month for 8 months • Cell phone/ internet access \$200.00 per mo for 8 months 	
Personal Expenses:	\$2,000.00
<ul style="list-style-type: none"> • Medical Coverage 8 months at \$100.00 per month • Prescription estimates \$60.00 per month for 8 months • Car Insurance 8 months at \$90.00 per month 	
Travel:	<u>\$7,738.00</u>
<ul style="list-style-type: none"> • Avg. 70 miles per day X 165 days X \$0.67/mile 	
Total	\$37,418.00

COST OF ATTENDANCE Year 2025 -26

SEPTEMBER ADMISSION: INDEPENDENT STUDENT

First Year Loan Period #1: Term 1-3 - Fiscal year 25/26

Tuition:	\$11,900.00
<ul style="list-style-type: none"> • Includes estimated loan fee of \$200 	
Equipment:	\$3,501.00
<ul style="list-style-type: none"> • Includes books, course materials, supplies, and school related fees 	
Physical Exam, Labs and Immunizations:	\$600.00
<ul style="list-style-type: none"> • As required for start of program 	
Living Expenses:	\$18,675.00
<ul style="list-style-type: none"> • Housing at \$600.00 per month for 9 months • Utilities (elec, heat, water) \$375.00 per month/ 9 months • Food at \$900.00 per month for 9 months • Cell phone/ internet access \$200.00 per mo for 9 months 	
Personal Expenses:	\$3,150.00
<ul style="list-style-type: none"> • Medical Coverage 9 months at \$200.00 per month • Prescription estimates \$60.00 per month for 9 months • Car Insurance 9 months at \$90.00 per month 	
Travel:	<u>\$8,582.00</u>
<ul style="list-style-type: none"> • Avg. 70 miles per day X 183 days X \$0.67/mile 	
Total	\$46,408.00

Second Year Loan Period #2: Term 4 ONLY - Fiscal year 26/27

Tuition:	\$3,400.00
• Includes estimated loan fee of \$100	
Equipment:	\$552.00
• Includes books, course materials, supplies, and school related fees	
Living Expenses:	\$6,225.00
• Housing at \$600.00 per month for 3 months	
• Utilities (elec, heat, water) \$375.00 per month/ 3 months	
• Food at \$900.00 per month for 3 months	
• Cell phone/ internet access \$200.00 per mo for 3 months	
Personal Expenses:	\$1,050.00
• Medical Coverage 3 months at \$200.00 per month	
• Prescription estimates \$60.00 per month for 3 months	
• Car Insurance 3 months at \$90.00 per month	
Travel:	<u>\$2,298.00</u>
• Avg. 70 miles per day X 49 days X \$0.67/mile	

Total **\$13,525.00**

SEPTEMBER ADMISSION: DEPENDENT STUDENT

First Year Loan Period #1: Term 1-3 - Fiscal year 25/26

Tuition:	\$11,900.00
• Includes estimated loan fee of \$200	
Equipment:	\$3,501.00
• Includes books, course materials, supplies, and school related fees	
Physical Exam, Labs and Immunizations:	\$600.00
• As required for start of program	
Living Expenses:	\$16,200.00
• Housing at \$500.00 per month for 9 months	
• Utilities (elec, heat, water) \$375.00 per month/ 9 months	
• Food at \$725.00 per month for 9 months	
• Cell phone/ internet access \$200.00 per mo for 9 months	
Personal Expenses:	\$2,250.00
• Medical Coverage 9 months at \$100.00 per month	
• Prescription estimates \$60.00 per month for 9 months	
• Car Insurance 9 months at \$90.00 per month	

Travel: \$8,582.00
• Avg. 70 miles per day X 183 days X \$0.67/mile

Total **\$43,033.00**

Second Year Loan Period #2: Term 4 ONLY - Fiscal year 26/27

Tuition: \$3,400.00
• Includes estimated loan fee of \$100

Equipment: \$552.00
• Includes books, course materials, supplies, and school related fees

Living Expenses: \$5,400.00
• Housing at \$500.00 per month for 3 months
• Utilities (elec, heat, water) \$375.00 per month/ 3 months
• Food at \$725.00 per month for 3 months
• Cell phone/ internet access \$200.00 per mo for 3 months

Personal Expenses: \$750.00
• Medical Coverage 3 months at \$100.00 per month
• Prescription estimates \$60.00 per month for 3 months
• Car Insurance 3 months at \$90.00 per month

Travel: \$2,298.00
• Avg. 70 miles per day X 49 days X \$0.67/mile

Total **\$12,400.00**

APPENDIX B

SAMPLE LOAN REPAYMENT PLANS AT 6.8% INTEREST RATE

When you complete Entrance Counseling you will be made aware of the need to repay your student loans after leaving school (either by withdrawing or graduation). Remember that you are required to pay back student loans even if you are not happy with your education or do not get the job you were hoping to be able to start. Most students are eligible for a six month grace period before needing to start re-payment.

Your loan servicer will contact you regarding your choices for repayment. You will have been contacted by the servicer assigned to you or you can determine your servicer by creating a MyFedLoan account. This process can be found on the www.StudentLoans.gov or through <http://studentaid.gov> websites. You can review your choices for repayment by clicking on the box about repayment on www.StudentLoans.gov site you have used to apply for loans. You can set up automatic payments with most loan servicers. You may want to consider consolidating your loans to make a single payment. You have many options.

Repayment Plan	Loan Types Eligible	Monthly Payment and Time frame	Quick Comparison
Standard Repayment	<ul style="list-style-type: none"> • Direct Subsidized and Unsubsidized Loans • Subsidized and Unsubsidized Federal Stafford Loans • all PLUS loans 	Fixed amount for life of repayment, at least \$50.00 Up to 10 years (120 months) to repay	You'll pay less <i>interest</i> for your loan over time under this plan than you would under other plans.
Graduated Repayment	<ul style="list-style-type: none"> • Direct Subsidized and Unsubsidized Loans • Subsidized and Unsubsidized Federal Stafford Loans • all PLUS loans 	Payments are lower at first and then increase, usually every two years. Up to 10 years (120 months) to repay	You'll pay more for your loan over time than under the 10-year standard plan.
Income Based Repayment	<ul style="list-style-type: none"> • Direct Subsidized and Unsubsidized Loans • all PLUS loans made to students • Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS loans made to parents 	<ul style="list-style-type: none"> • Your maximum monthly payments will be 15 percent of discretionary income, the difference between your adjusted gross income and 150 percent of the poverty guideline for your family size and state of residence (other conditions apply). • Your payments change as your income changes. Up to 25 years	<ul style="list-style-type: none"> • You must have a partial financial hardship. • Your monthly payments will be lower than payments under the 10-year standard plan. • You'll pay more for your loan over time than you would under the 10-year standard plan. • If you have not repaid your loan in full after making the equivalent of 25 years of qualifying monthly payments, any outstanding balance on your loan will be forgiven. • You may have to pay income tax on any amount that is forgiven.

This illustration is for the two most common choices, the Standard Repayment Plan and the Graduated Repayment Plan. **Please remember that this is an estimate as illustration and not your actual payment.** You can review these plans at this website: <http://studentaid.ed.gov/repay-loans/understand/plans>. You will contact your own loan servicer to create your actual payments

Payment Plan Type	Amount Borrowed	Monthly Payment with current 6.8% interest rate	Total Paid over Full period (max 120 months)
Standard Repayment	Independent and Dependent amounts: Direct Sub Loan \$3500.00 year 1 and \$1207.00 year 2 for a total of \$4707.00 borrowed	\$54.00	\$6500.00
	Independent : Direct Unsubsidized Loan \$6000.00 year 1 and \$1600.00 Year 2 for a total of \$7600.00 borrowed	\$87.46	\$10495.33
	Dependent: Direct Unsubsidized Loan \$2000.00 year 1 and \$545.00 year 2 for total of \$2545.00	\$50.00 (will need only 60 months to pay amount back in full)	\$3011.12
Graduated Repayment Plan	Independent and Dependent amounts: Direct Sub Loan \$3500.00 year 1 and \$1207.00 year 2 for a total of \$4707.00 borrowed	Starts at \$31.25 per month and will have increased payments every 2 years	\$6994.68
	Independent : Direct Unsubsidized Loan \$6000.00 year 1 and \$1600.00 Year 2 for a total of \$7600.00 borrowed	Starts at \$50.45 per month and will have increased payments every 2 years	\$11293.29
	Dependent: Direct Unsubsidized Loan \$2000.00 year 1 and \$545.00 year 2 for total of \$2545.00	Starts at \$16.89 per month and will have increased payments every 2 years	\$3782.00