

## Policies

### **Financial Aid Deadline**

In order to receive federal financial aid, all required documentation must be received by Hanover College within a reasonable amount of time to be processed before applicable federal and institutional deadlines.

### **Financial Aid Packaging**

Graduate financial aid is offered through federal programs. Students are encouraged to seek outside aid resources as a means to reduce the amount of loan debt necessary to finance their education. Hanover College may award applicants the maximum loan funds for which they qualify.

In some cases, federal, state, and/or institutional guidelines may restrict the total amount or type of award a student may receive. Based on the student's Free Application for Federal Student Aid (FAFSA) information and remaining eligibility, the student may be awarded up to the cost of attendance for his/her enrolled program.

### **Equitable Treatment**

Hanover College does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Appeal procedures exist for anyone who feels that a violation of the above has occurred. Contact Student Affairs for more information.

### **Release of Records**

By applying for financial aid, a student grants that the Office of Financial Aid has the right to release the student's grades and enrollment records to scholarship, state, federal, and loan agencies in accordance with the rules governing the Family Educational Rights and Privacy Act (FERPA).

### **Code of Conduct**

The Hanover College Office of Financial Aid is committed to the highest standards of professional conduct. We are a member of the National Association of Student Financial Aid Administrators and follow their code of conduct as follows. We invite you to contact us if you have any questions.

- Does not require the use of particular lenders or in any way limit the choice of lenders.
- Does not recommend external lenders to students or their parents.
- Processes loan applications through any lender a student or parent chooses.
- Does not solicit or accept anything of value from any lender in exchange for any advantage sought by the lender to make educational loans to students enrolled at, or admitted to, the University.
- Prohibits employees of the financial aid office, or any employee who otherwise has responsibilities with respect to educational loans, from taking from any lender any gift more than nominal value.
- Prohibits employees of the financial aid office, or any employee who otherwise has responsibilities with respect to educational loans, from entering into any type of consulting arrangement, or other contracts to provide lender services relating to educational loans.

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- Prohibits external lenders' employees, representatives, or agents from providing staffing services to the financial aid office.
- Prohibits external lenders' employees, representatives, or agents from identifying themselves to students of the institution or their parents as employees, representatives, or agents of the financial aid office.
- Does not assign for any borrower, through award packaging or other methods, a loan to a particular lender, and does not refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender.

### **Enrollment Status for Financial Assistance Purposes**

Eligibility for Federal Title IV aid is calculated on a semester basis. For financial aid purposes, full-time enrollment for Fall, Spring, or Summer Term, in the DPT program, is **6 Credit Hours**. Half-time is **3 Credit Hours** (at least half-time is required for Federal loan programs).

### **Reporting Resources and Over-Awards**

Students are required to report all resources known or anticipated to be available to them during the period for which they are seeking financial aid. These resources include, but are not limited to: veterans' benefits, scholarships, grants, fellowships, stipends, employer reimbursement, and any other outside sources of aid.

Failure to report resources can result in a miscalculation of financial aid eligibility and the eventual revoking of a portion of or all awarded funds. Additional resources that become available after the student's initial report of outside aid must also be reported.

As required, students must inform the Office of Financial Aid of any outside aid awards or changes in their class load. This will save the frustration and inconvenience that may result from an over-award.

A student's budget, as determined by Hanover College using federal calculations, could reduce the total aid package. All institutional aid is subject to coordination with federal, state, and all other aid sources. Availability of all aid is subject to federal, state, institutional, and private funding.

Knowingly withholding or concealing information about outside aid resources may constitute fraud, as a student could receive aid to which he or she is not entitled.

An over-award occurs when a student's financial aid package exceeds his or her need. The Office of Financial Aid is required to reduce aid packages because of over-awards. In many cases, the over-award could have been prevented through the timely reporting of additional resources to the Office of Financial Aid.

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## **Satisfactory Academic Progress (SAP)**

Students who wish to receive federal financial aid must be in good academic standing and make satisfactory academic progress toward a degree program in addition to meeting other eligibility criteria.

### **Standards of Academic Progress**

As per federal regulations, Hanover College requires standards of academic progress be achieved in order to maintain financial-aid eligibility. There are three academic requirements for receiving financial aid. Failure to maintain all standards listed may result in loss of aid. The policy on Satisfactory Academic Progress and the process for appealing financial aid probation or disqualification can be found at [www.hanover.edu/docs/financial\\_aid\\_sap.pdf](http://www.hanover.edu/docs/financial_aid_sap.pdf).

#### 1. **Grade Point Average**

Students are required to maintain a GPA of a 3.00 and good academic standing as determined by the Registrar's Office and by the academic department. Students failing to meet these standards should review the policies on academic probation, academic dismissal, and appeal of dismissal.

#### 2. **Incremental Progress Requirement**

Students must complete 67 percent of the credit hours attempted in an academic year. Students failing to meet this requirement due to extenuating circumstances should contact the Office of Financial Aid.

#### 3. **Time Frame Requirement**

The DPT program is 127 credit hours and students will be limited to taking 150 percent of the total credit hours required for the program. Students are expected to complete the DPT degree in 2 years. However, individual circumstances may vary. The DPT Faculty will review student time frames for completion on a case-by-case basis.

## **Federal Return to Title IV (R2T4) Policy**

Hanover College is required by federal regulations to use a prescribed formula to calculate the unearned portion of the financial aid received and return it to the Title IV programs. For more information, please contact the Office of Financial Aid.

## **Financial Impact of Withdrawal**

At Hanover College, when a change occurs in a student's enrollment status, the Office of Financial Aid is required to calculate the amount of loan that must be refunded to the sources of federal government. A brief summary of each policy is listed below.

Federal Title IV aid (Direct Loans) is based on 16-week semesters and is prorated based on the percentage of the semester a student has attended up to 60 percent. No Federal Title IV refunds are calculated beyond the 60 percent point of the semester.

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Students who withdraw from school or request a drop from courses during an enrollment period will be granted adjustments of tuition and fees in accordance with policy. Students that make a drop or withdrawal request prior to the Drop Deadline will receive a 100% refund of their tuition.

Students that request to withdraw or drop courses after the Drop Deadline are subject to a graduating refund scale.

Students that are dismissed or requesting a withdraw prior to the beginning of the 2nd mini-mester in each semester will receive a 100% refund of that subsequent 8-week mini-mester they are enrolled in.

The withdrawal date used in determining the appropriate refund rate will be the date on file in the Registrar's Office. Withdrawing can also affect a student's financial assistance. Please refer to the financial assistance section of this catalog.

### **Withdrawal Refund Calculation**

Students may drop a course until the Last Day to Drop Classes to receive 100% tuition refund. In the event a student withdraws from a class, Hanover College's refund of tuition will be prorated based upon the number of weeks of instruction that all students have received in each course as follows:

<b>If courses are dropped by the end of the first week (End of Day Friday)</b>	<b>100% refund</b>
<b>If withdrawing by the end of the 2nd week (End of Day Friday)</b>	<b>75% refund</b>
<b>If withdrawing by the end of the 3rd week (End of Day Friday)</b>	<b>50% refund</b>
<b>After beginning of 4th week</b>	<b>0% refund</b>

Note: Tuition deposits and application fees are not refunded under any circumstances. The above refund schedule applies to all courses in the semester.

Students that have extenuating circumstances or believe they are not subject to the Withdrawal Refund Calculation and associated policies, may appeal the determination that is made. Each appeal is reviewed on a case-by-case basis and approval is not guaranteed upon submission.

### **Veterans Affairs (VA) Benefits Recipients**

Hanover College complies with Title 38 of the U.S. Code Section 3679(e) for students entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

For more information, contact the School Certifying Official (SCO) in the Registrar's Office.