

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

Office of Financial Aid Financial Aid Handbook 2022-2023

Garrett-Evangelical Theological Seminary, a graduate school of theology related to The United Methodist Church, was founded in 1853. Located on the campus of Northwestern University, the seminary serves students from various denominations and cultural backgrounds, fostering an atmosphere of ecumenical interaction. Garrett-Evangelical creates bold leaders through master of divinity, master of arts, master of theological studies, doctor of philosophy, and doctor of ministry degrees. Its 4,500 living alumni serve church and society around the world.



Financial Aid Contact Information

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garrett.edu/admissions/costs-and-financial-aid

Types of Financial Aid

Listed below are the different types of financial aid available to students who qualify. For more detailed information about each type of aid, please see later sections of this manual.

Gift Aid (Scholarships, Fellowships, and Grants)

Gift aid can come directly from Garrett-Evangelical or other outside sources. As the name implies, gift aid does not have to be paid back.

Institutional Scholarships – Master's Degrees

Garrett-Evangelical awards scholarships to master's level, degree-seeking students at the time of admission to recognize merit, leadership, service, and accomplishment. Scholarships cover a percentage of a student's tuition while enrolled for a degree; that percentage remains constant, as long as the student meets both the registration and GPA requirements of the scholarship.

Institutional Scholarships – Doctoral Degrees

Garrett-Evangelical awards fellowships to PhD at the time of admission. Fellowships cover a fixed percentage of the student's tuition while enrolled for the degree. The fellowship covers all coursework, research tools, a semester of pre-candidacy, and two semesters of candidacy.

All Doctor of Ministry students receive a scholarship upon admission into the program. Award amounts vary.

Outside Grants

Outside (non-institutional) grants and scholarships are typically awarded by denominational foundations, conferences, and/or local churches. Any outside scholarship awarded to a student must be reported to the Office of Financial Aid, as the award could impact the eligible amount of federal financial aid. A database of outside grants is found here ([link to database](#)).

Veteran Benefits

Garrett-Evangelical is approved to certify Veterans Affairs (VA) benefits. Eligible students must submit a copy of their Certificate of Eligibility to the Registrar's Office when they first enroll. Registrations are confirmed with the VA each term.

Loan Aid

Loan aid is borrowed money that must be repaid with interest. There are both federal and private sources of loan aid, though the large majority of loan aid is federal.

Federal Direct Loans

The Federal Direct Unsubsidized Stafford and Federal Direct Graduate PLUS loan are offered to eligible students. To determine eligibility, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) each year of enrollment. For the 2021-22 academic year, students will need to complete the 2021-22 FAFSA using 2019 tax documentation.

Private Loans

A variety of banks and other agencies offer student loans, but often, these loans are not as advantageous to the student as federal loans are. Students are encouraged to consult with the Office of Financial Aid before taking out a private student loan.

Work Aid

Work aid is a broad category that includes a variety of employment options. Federal Work-Study, field education stipends, teaching and research assistantships, and personal employment opportunities are all considered work aid.

Federal Work-Study (FWS)

Federal Work-Study is a need-based financial aid award. To determine eligibility, a student must complete and submit the FAFSA each year of enrollment. Those who qualify and secure a FWS position are paid an hourly wage, which is subsidized by the federal government, and are issued paychecks typically every two weeks. Only jobs at Garrett-Evangelical or at other pre-approved sites are eligible for FWS funding.

Field Education

Students in the master of divinity program must complete two field education units as a requirement of the degree. A \$4,500 stipend is awarded during each year to help support students financially during these important experiences.

Teaching Assistants, Classroom Assistants, and Research Assistants

TA, CA, and RA positions are available, primarily to doctoral students, throughout the year. The accompanying stipends are paid to these assistants at the end of the semester or term of service.

Personal Employment

Many students work part-time in an off-campus job to help cover their personal expenses. These positions typically do not qualify for FWS funding.

Additional Sources of Aid

Families, home churches, conferences, districts, presbyteries, parishes, dioceses, etc. can often be important and generous sources of financial assistance. The Office of Financial Aid and the Office of Development at Garrett-Evangelical are pleased to discuss with student's helpful ways to ask others for financial assistance.

Tuition and Fees for 2022-23

In the interest of full disclosure and for the purpose of student financial planning, Garrett-Evangelical provides the following list of tuition and fees assessed directly to students as required.

For a comprehensive list of charges including housing and meal plans, please see the 'Affording Your Education' section of the Garrett-Evangelical website.

Master's-Level and Non-Degree

Tuition	840	per credit hour
Tuition for Clinical Pastoral Education courses	103	per credit hour
MTS research fee (course #60-693)	1680	per term
MTS continuance fee (course #60-695)	840	per term
Certificates and UM Certification	438	per credit hour
Audit fee	77	per credit hour

Doctor of Ministry (DMin)

Tuition: Spiritual Direction	680	per credit hour
Tuition: Strategic Leadership for Black Congregations	770	per credit hour
Tuition: Leadership for Social Transformation	660	per credit hour
Program Installment: Strategic Leadership for Black Congregations (Cohort 20-21)	5550	1 of 6 installments for program
Program Installment: Community Organizing (Cohort 19-20)	4260	1 of 6 installments for program
Program Installment: Spiritual Direction (18-19)	4140	1 of 6 installments for program
Program Installment: Spiritual Direction (20-21)	4400	1 of 6 installments for program
Pre-candidacy study (course #80-746)	660	per term (up to two terms)
Pre-candidacy study (course #80-748)	2040	per term (beyond two term)
Project research (course #80-795)	2040	per term
Project continuance (course #80-710)	680	per term (up to two terms)
Project continuance (course #80-720)	2040	per term (beyond two terms)

Doctor of Philosophy (PhD)

Tuition	735	per credit hour
Examination preparation (course #90-980)	735	per semester (up to two semesters)
Pre-candidacy study (course #90-985)	2205	per semester (beyond two semesters)
Research (course #90-990)	2205	per semester (year one)
Research (course #90-995)	735	per semester (year two and three)
Research continuance (course #90-997)	2205	per semester (year four and five)
PhD extension (course #90-998)	735	per semester (year six and seven)

STUDENT AND TECHNOLOGY FEES

Student Fee (if at 5 or more credit hours)	130	per term
Student Fee (if at 1-4 credit hours)	65	per term
Technology Fee (if at 5 or more credit hours)	290	per term
Technology Fee (if at 1-4 credit hours)	145	per term

Financial Aid and Student Account Calendar for 2022-23

Fall 2022

- Tuition payment is due: 8/29/22
- Payment plans submitted to business office by: 8/29/22
- Field Education stipends are disbursed: 9/12/22
- Financial aid is disbursed to students: 9/21/22
 - 2 business days after drop date of 9/19
- Refunds become available: 9/23/22

January 2023

- Tuition payment is due: 1/3/23
- Payment plans submitted to business office by: 1/3/23
- Financial aid is disbursed to students: 1/13/23
 - 3 business days after drop date of 1/10
- Refunds become available: 1/17/23

Spring 2023

- Tuition payment is due: 1/23/23
- Payment plans submitted to business office by: 1/23/23
- Field education stipends are disbursed: 2/6/23
- Financial aid is disbursed to students: 2/15/23
 - 3 business days after drop date of 2/10
- Refunds become available: 2/17/23

Summer 2023

- Tuition payment is due: 6/13/23
- Payment plans submitted to business office by: 6/13/23
- Field education stipends disbursed: 6/20/23
- Financial aid is disbursed to students: 6/14/23
 - 3 business days after drop date of 6/10
- Refunds become available: 6/16/23

****Please note that billing statements will be sent out monthly via your garrett.edu email address.***

For a detailed academic calendar, please see the 2022-2023 Academic Handbook.

Cost of Attendance

Cost of Attendance (COA) is the estimated total amount it costs to attend an educational institution for an academic year. This includes all allowable expenses such as tuition, room, board, books and supplies, reasonable personal expenses, and, if applicable, dependent care

expenses. A student's actual expenses may differ from their COA, but the total amount of financial aid (scholarships, grants, loans, and work-study) cannot exceed their COA.

Educational institutions determine a COA figure each academic year for two reasons:
1) to give students an estimate of the total costs involved in attending, and
2) to determine, according to mandatory federal guidelines, the amount of federal financial aid students are eligible for that year.

Typically, COA budgets are based on nine months of full-time attendance (September-May), but adjustments are made according to the student's actual enrollment.

Cost of Attendance (COA) is made up of two different types of costs: direct and indirect.

Direct costs (also known as billable costs) are billed to the student's account and include items such as tuition, fees, meal plan, and Garrett-based housing.

Indirect costs do not appear on a student's account. They are the estimated costs of expenses, such as books and transportation. For those not living in Garrett-based housing and/or for those not on a Garrett meal plan, indirect costs also include food and housing expenses (also known as living expenses). When determining the estimated living expenses portion of the COA for an academic year, the Garrett Financial Aid Committee uses a College Board formula, which is based on costs in the Chicago metropolitan area.

It is important to remember that indirect costs are estimates. For that reason, each student is encouraged to develop a personal budget at the beginning of each academic year. If necessary, a student can then use that document to petition the Financial Aid Committee for a COA living expenses adjustment. According to federal guidelines, the committee has the authority to exercise professional judgment to approve allowable adjustments.

Note:

Students filing petitions need to know that the Financial Aid Committee has limited adjusted COA living expenses to no more than 150% of the COA living expenses figure published for that academic year.

Costs of Attendance for 2022-2023 Degree Programs

Master's Degree Program	
Tuition (assuming 27 hours)	22,680 (840 per credit hour)
Student and Technology Fees	1110
Books and Supplies	1,755 (65 per credit hour)
Living Expenses (9 months)	22,692
Total	48,237

Doctor of Philosophy Program

Tuition (assuming 21 hours)	15,435 (735 per credit hour)
Student and Technology Fees	1,050
Books and Supplies	2,100 (100 per credit hour)
Living Expenses (9 months)	22,692
Total	<hr/> 41,277

Living expenses include estimates for rent, utilities, meals, and other miscellaneous costs. It is as estimate and will vary by student.

Estimate cost breakdown for living expense per month = 2,521.33

Doctor of Ministry

Note: Since the Doctor of Ministry programs are considered non-residential, the Cost of Attendance includes only direct costs associated with the program: tuition, fees, and Garrett-based housing and meal-plans (for the intensive terms.)

Congregational Leadership, Strategic Leadership for Black Congregations, Spiritual Direction and Community Organizing DMin Tracks

Due to the variety of registration situations and tuition differences between the different Doctor of Ministry tracks, student award letters are tailored individually for each student.

Books and supplies are packaged at 100 a credit hour.

ACTS DMin Preaching Track

The program has a set cohort tuition rate, which is packaged for each summer session.

Student and technology fees are 380

Housing is packaged at 60 a day for 21 days or 1260.

Meals are packaged at 750 for term.

Books and supplies are packaged at 100 a credit hour.

Institutional Scholarships: Awards and Stipulations

Master-Degree Level Scholarships

Awards: The Admission and Scholarship Committee at Garrett-Evangelical is charged with awarding institutional scholarships to incoming students. Priority consideration is given to students who complete their applications by the Early Action Deadline on November 15th, and the Plus Scholarship Deadline on February 1st for the following fall admission. Students entering under probation status may not be eligible for an award.

Each scholarship or grant covers a specified percentage of tuition for each credit hour taken, up to the total required to complete the degree.

Scholarships and grants also apply to credit hours taken during summer and January terms.

Stipulations: Institutional scholarships stipulate minimum registration (5 credits) and a minimum GPA. If students do not maintain minimum registration their scholarship is reduced to 25%. The only exception to the minimum enrollment stipulation is for students who are in the last semester of their degree; they may register as part-time students and still receive their scholarships at the full-time enrollment rate. Students may submit a “scholarship appeal” if they need to take courses below the minimum registration amount, in order to maintain their full scholarship award.

Institutional scholarships also require students to maintain a cumulative 3.0 GPA and good academic standing. Students who do not meet their scholarship GPA requirement or are placed on academic probation may have their scholarships reduced to 25%.

All scholarship stipulation requirements are reviewed at the time of awarding for each semester/term.

In addition, scholarships may require recipients to write letters of appreciation annually to the donor(s) of the award or share other acts of thanksgiving.

Additions: Scholarships do not cover off-site Clinical Pastoral Education (CPE) costs, but do cover CPE tuition costs at the student's stipulated scholarship percentage rate.

Except in the cases of pre-approved leaves of absence, students who are not enrolled over the course of year forfeit their scholarships.

The Admission and Scholarship Committee retains the ability to revise scholarships under special circumstances on a case-by-case basis.

Doctor of Philosophy Scholarship Awarding and Stipulations

The PhD Committee is charged with awarding scholarships to incoming PhD students. The typical PhD award is 100% of tuition. A PhD scholarship covers the cost of the earned credit hours, research tools, one semester of pre-candidacy (exam preparation), and two semesters of candidacy (dissertation) required to complete the program.

A PhD student taking a research tool outside of Garrett-Evangelical may receive the same scholarship rate to cover the cost of the outside course (e.g., If a German language course at the University of Chicago is \$1500, a Garrett PhD student with a 100% scholarship would be eligible for a \$1500 scholarship.) To receive the scholarship, a student must submit a completed Research Tool Intention Form to the Garrett-Evangelical Financial Aid Office, along with a paid invoice for the course. A language course cannot exceed the cost of 3 credit hour Garrett course (\$4275).

Doctor of Ministry Funding

Doctor of ministry cohort tracks, except for the ACTS preaching program, receive a scholarship for each of the six tuition installments. Scholarships vary and are awarded upon a student's admission into the Doctor of Ministry program.

Federal Direct Loans

Garrett-Evangelical participates in the U.S. Department of Education's Direct Loan program and therefore offers Direct Unsubsidized Loans and Direct PLUS Loans to its students who are U.S. citizens, permanent residents, or eligible non-citizens. Both loans require a student to 1) file a Free Application for Federal Student Aid (FAFSA) to establish eligibility, and 2) enroll on at least a part-time basis in a degree program.

Neither loan requires the borrower to demonstrate financial need, but a student may not borrow above their Cost of Attendance (see Cost of Attendance section).

The Department of Education assigns a servicer to the borrower when the loan funds are disbursed. Students must continue to maintain satisfactory academic progress (SAP) to be eligible for federal loan aid. Neither of these loan programs penalizes a borrower for early repayment.

Federal Direct Unsubsidized Loan

Graduate students may borrow up to \$20,500 annually. The aggregate loan limit, which includes undergraduate federal loans borrowed, is \$138,500.

A credit check is not required for an Unsubsidized Loan. You will automatically receive this loan as part of your financial aid offer if you are eligible and have completed a 22-23 FAFSA.

The loan has a fixed interest rate that is recalculated each year by the Department of Education. The graduate level Direct Unsubsidized Loan interest rate for 2022-2023 is 6.54%.

The Department of Education assesses a 1.057% origination fee that is deducted at the time of each loan disbursement. Therefore, the total amount a borrower receives at each disbursement will be 1.057% less than what the student borrowed for that period of enrollment. The borrower is responsible for repaying the gross amount of the loan borrowed.

Interest accrues on this loan while the student is in school and during the six-month grace period after separation, or if the student falls below half-time status.

Repayment begins six months after the borrower graduates or when the student drops below part-time enrollment.

For more details on the Direct Unsubsidized Loan, you may visit <https://studentaid.gov/understand-aid/types/loans>.

Federal Direct Graduate PLUS Loan

If you have already borrowed your aggregate Unsubsidized Loan and need further assistance, you can apply for a Direct PLUS Loan. A credit check is required and conducted by the Department of Education. If a student does not pass the credit check, a qualified endorser (co-signer) may be used to qualify for the loan, or a student may appeal the credit decision. A student may borrow a PLUS Loan up to the difference between the Cost of Attendance and other financial aid.

The loan has a fixed interest rate that is recalculated each year by the Department of Education. The Graduate PLUS Loan rate for 2022-23 is 7.54%.

The Department of Education assesses a 4.228% origination fee that is deducted at the time of each loan disbursement. Therefore, the total amount a borrower receives at each disbursement will be 4.228% less than what the student borrowed for that period of enrollment. The borrower is responsible for repaying the gross amount borrowed.

Interest accrues on these loans while the student is in school and during the six-month grace period after separation, or if the student falls below half-time status.

Repayment begins six months after the borrower graduates or when the student drops below part-time enrollment.

For more details on the Direct Graduate PLUS Loan, you may visit <https://studentaid.gov/understand-aid/types/loans/plus/grad>.

Applying for Federal Loans

Step One – Complete the 22-23 FAFSA

A student seeking federal loans must complete an online Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>.

The 2022-23 FAFSA requires students to use 2020 tax documents. Students may complete the 2022-23 FAFSA (used only to calculate eligibility for the 22-23 academic year) on October 1, 2021. If you have completed this FAFSA already for another institution, you can simply make a “correction” to the FAFSA and add our school code below. Garrett-Evangelical's school code FAFSA code is: G01682.

Step Two – Accept the financial aid award

After the Financial Aid Office receives a student's FAFSA information, a financial aid offer email is created and sent to the student's Garrett email address and email listed on the FAFSA. The aid offer email will include institutional scholarship and federal loan eligibility.

Students will be directed to their Financial Aid Portal to accept or reduce the amount of the loan offered. The Financial Aid Office cannot process a student's loan until the student has completed this step.

Step Three – Complete a Master Promissory Note and Entrance Counseling

Students borrowing for the first time at Garrett-Evangelical must complete a Master Promissory Note and Entrance Counseling and at studentaid.gov (under Complete Aid Process tab). Once a student completes both processes (each takes about 20 minutes), a receipt of completion is sent to the student. The requirements will be imported into the Financial Aid system within 1-2 business days.

Given all of the above is complete by the start of classes, a student's Direct Loan will disburse approximately 2-3 weeks after classes begin. If a refund is due to the student, the funds will be provided within a week of disbursement. Loans can be applied for after the term begins, but it is highly recommended that this decision is made one month prior to the end of each term in order to allow time for processing.

Verification

Verification is a requirement of the U.S. Department of Education (ED) if a student is selected by ED to complete verification. The process is designed to confirm the accuracy of data submitted on the FAFSA and suppress the likelihood of errors to ensure applicants receive the correct amount of financial aid. Students are responsible for submitting requested information to complete the verification process no later than thirty (30) calendar days before the last day of the student's enrollment.

Federal student aid will remain estimated and will not be credited to the student's account until verification is complete. Additionally, students awarded Federal Work Study may not begin employment until verification is complete. Students who fail to complete verification will forfeit priority funding of Federal Work Study and forfeit consideration for Title IV funds.

If a student is selected for verification after federal aid has already disbursed the school will postpone future disbursements of federal student aid until the verification process is complete. If verification results in the student's ineligibility for aid that has been previously disbursed, then the student is responsible for repaying aid that he/she is not eligible for. The school will notify the student in writing requesting full payment of the overpayment of aid he/she is not eligible for.

Any student in an overpayment status who fails to repay the overpayment or make satisfactory repayment arrangements will be reported to the U.S. Department of Education and/or to the National Student Loan Data System (NSLDS) and remain ineligible for further federal student aid until the overpayment is resolved.

Student selected for verification will receive notification in the comments of their Student Aid Report (SAR) upon submitting their Free Application of Federal Student Aid (FAFSA). Student will also receive written notification from the Financial Aid Office that will detail the steps or documents that are required to resolve the verification process. Students satisfying the verification requirements and who do not require reprocessing of financial aid forms will be notified within fourteen (15) business days of their eligibility for financial assistance. Applicants whose financial aid requires reprocessing will have corrections electronically processed by the Financial Aid Office unless instructed to submit changes through FAFSA website.

For 22-23, the U.S. Department of Education (ED) is waiving certain verification requirements (V1 tracking status) and are strictly focused on identity and fraud. Institutions must still verify Identity/Statement of Educational Purpose when the applicant is selected for verification under Verification Tracking Flag "V4" and "V5,"

V4 Custom Verification Group

- Identity/Statement of Educational Purpose.

V5 Aggregate Verification Group

- *Tax Filers:*
 - Adjusted Gross Income
 - U.S. Income Tax Paid
 - Untaxed Portions of IRA Distributions and Pensions
 - IRA Deductions and Payments
 - Tax Exempt Interest Income
 - Education Tax Credits

- *Nontax Filers*
 - Income Earned from Work

- *Tax Filers and Nontax Filers:*
 - Number of Household Members
 - Number in College
 - Identity/Statement of Educational Purpose

The Financial Aid Office is required to refer applicants who may have engaged in fraud or other criminal misconduct in connection with aid application to the Office of the Inspector General of the U.S. Department of Education, or if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies must be reported on an annual basis to the Inspector General.

Applicants who may be excluded from verification are:

- Residents of Guam, America Somoa, the Northern Mariana Islands, the Marshall Islands, the federal state of Micronesia, and the Trust Territory of the Pacific Islands (Palau).
- Incarcerated students
- Immigrants
- Students who do not receive Title IV financial assistance
- An applicant who dies before verification is complete

Satisfactory Academic Progress (SAP)

Federal regulations require educational institutions to review regularly the academic progress of students who receive federal financial aid. At Garrett-Evangelical, reviews are conducted at the end of each semester (fall, J-Term, spring, and summer). Both qualitative and quantitative measures are used to assess Satisfactory Academic Progress (SAP) toward the completion of a student's degree. Students who fail to meet SAP may become ineligible to receive federal financial aid until they are in compliance with these requirements.

Satisfactory academic progress should not be confused with academic probation.

For more information on academic probation, please refer to the Academic Handbook.

Qualitative Standard

A minimum cumulative grade point average (GPA) is a qualitative standard required to maintain SAP. The minimum cumulative GPA required to meet SAP reflects the minimum GPA required for the completion of a degree. Master's degree and doctor of ministry students must maintain a 2.5 GPA, and doctor of philosophy students must maintain a 3.0 GPA. The Office of the Registrar verifies student GPAs at the end of each semester.

Quantitative Standard

To demonstrate SAP using a qualitative standard, students must continue to complete successfully 70% of all attempted credit hours. The total attempted credit hours are compared with the total number of successfully completed credit hours for the semesters/terms attended, regardless of whether or not financial aid was received. For example, first-year students who have attempted 27 credit hours by the end of their second semester must successfully complete at least 19 of those credit hours.

Maximum Time Frame

The maximum time frame for federal financial aid mirrors the academic limits for each degree program. Leaves of absence count toward these time limits.

Master of Divinity program – 8 years (32 consecutive semesters)

Master of Arts and Master of Theological Studies – 6 years (24 consecutive semesters)

Doctor of Ministry – 6 years (24 consecutive semesters)

Doctor of Philosophy – 5 years (20 semesters) for course work

5 years (20 semesters) for pre-candidacy and candidacy

No more than a total of 8 years (32 semesters)

Appeals approved by the PhD committee may allow leaves of absence to not count toward these time limits.

Clarification of Course Notation

Transfer credit hours are considered hours attempted and earned, and do not affect the student's GPA.

Audited courses neither affect attempted hours nor GPA.

Pass/Fail courses count toward the total of attempted credit hours and if passed, earned hours. If failed, the course impacts the GPA.

Repeated courses, if passed, nullify the previous failed credit hours attempted and GPA. The repeated course is then treated like any other normal for-grade course. If the course is failed again, both failed courses attempted hours and GPA are counted.

Incomplete courses are either rendered failed or withdrawn, as courses cannot be permanently left as incomplete.

Withdrawn courses impact attempted credit hours, but do not affect GPA.

Students completing a second degree are monitored like any other student under this policy.

Federal Financial Aid Warning

The first-time students do not meet either the qualitative or quantitative standards, they are

notified that they are currently not meeting SAP and placed on warning. The student will be on warning until the next SAP review. Under warning, students are still eligible for federal financial aid.

Federal Financial Aid Suspension

Students on warning who are still not making SAP after a semester are placed on suspension, meaning they are ineligible for federal financial aid. Students are notified of their suspension status. A student has the right to appeal the suspension.

Suspension Appeal Process

Students under suspension have the option to appeal so as to regain federal financial aid eligibility. It is up to the student to initiate an appeal. Academic reinstatement back to the seminary does not also provide reinstatement of federal financial aid eligibility, nor does a leave of absence. The only way to regain federal financial aid eligibility is to begin making SAP or to successfully make an appeal while on suspension.

An appeal is reviewed based on documented extenuating circumstances impacting academic performance. Extenuating circumstances are past events that will no longer impede future academic success. Some examples of extenuating circumstances to be considered for appeal: Serious illness or injury, death of an immediate family member, significant physical or emotional trauma, military service, or other unexpected circumstances beyond the control of the student.

Students are encouraged to file an appeal with the Financial Aid Office within 15 days of being notified of suspension. The appeal should provide details on the extenuating circumstances, why those circumstances will not impact future academic success, and an academic plan approved by the student's advisor. The appeal will be reviewed by the Appeals Committee; the decision of the committee is final. The student will be notified of the outcome. Federal financial eligibility will be reinstated to those students who successfully appeal. Students whose appeals are denied continue to be ineligible for federal financial aid, but this does not affect their academic standing.

Financial Aid Probation

A status the seminary assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Return to Title IV (R2T4) Policy

This policy describes the conditions and processes required by federal regulations that Garrett uses to determine the amount of federal student aid that a withdrawn student "earned" and return the "unearned" disbursed funds to the U.S. Department of Education. Federal student aid herein referred to as Title IV funds/aid is awarded under the assumption that a student will attend Garrett for the entire period in which federal financial assistance is awarded. Students who accept or intend to accept Title IV funds begin earning Title IV funds on the first day of classes in accordance with Garretts Academic Calendar.

Federal regulations mandate the return of unearned Title IV funds - Federal Work Study (FWS) and Federal Direct Loan (Unsubsidized and Grad PLUS) if a student officially or unofficially withdraws from the institution after the add/drop period. An unofficial withdrawal is when a student drops out, stops attending (and earns all W's or F's), is expelled, takes an

unapproved leave of absence, or fails to return from an approved leave of absence on or before completing 60% of the payment period. This process is called the Return of Title IV (R2T4) and uses the number of days in attendance and the total days in the enrollment period to determine "earned" Title IV funds and return the "unearned" Title IV funds.

Other non-Title IV aid may be contingent upon enrollment status and credit hours. These non-Title IV awards may be adjusted as a result of withdrawal, leave of absence, or less-than part-time status.

Determining Withdrawal Date

Official Withdrawal Date – this is the date the change of status form is received by the Office of the Registrar of a student's intent to withdraw.

Unofficial Withdrawal Date – this is the mid-point of the term or the last documented date of attendance in an academically related activity (e.g., documented attendance in a class or lab or submission of an assignment in an online course), whichever is later.

Extenuating Circumstance Date – If a student does not submit the change of status form to initiate the withdrawal process or otherwise provide official notification (including a notice from an individual acting on the student's behalf) to the institution of their intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that the institution determines is related to that circumstance. Substantiation of extenuating circumstances may be required and may vary by the situation; please reach out to the Director of Student Financial Services for additional guidance.

Failure to Return from Approved Leave of Absence (LOA) Date– If a student does not return from an approved leave absence (reviewed and granted by Registrar Services upon submission of a change of status form), the withdrawal date then becomes the date the student began the leave of absence. Students must follow the Leave of Absence or Withdrawing from Seminary policy per the Academic Handbook. For Title IV aid, the total number of days under an approved LOA within a twelve-month period (beginning from the date of the initial LOA) may not exceed 180 days.

The Return of Title IV funds calculation will commence within 30 days of the determined withdrawal date.

Determining the Amount of Earned Student Aid

The amount of Title IV funds that the student earns begins with determining what percentage of the payment period the student completed. The percentage of the payment period completed is calculated by dividing the total number of calendar days completed by the term's total number of calendar days. Scheduled breaks of five or more days are excluded.

The amount of aid the student has earned is calculated by multiplying this percentage by the total amount of Title IV aid disbursed (and that which could have been disbursed). If the student completed more than 60% of the enrollment period, they would be considered to have earned 100% of the Title IV aid for that period, and no funds would need to be returned.

- Fall 2022 60% date = 10/29/22
- January 2022 60% date = 1/15/23

- Spring 2023 60% date = 3/31/23
- Summer 2023 60% date = 7/12/23

A student who did not receive all of the funds earned may be due a post-withdrawal disbursement. Please see the Title IV Credit Balances & Post-Withdrawal Disbursements section for more details.

Students who meet all graduation requirements for their program before the end of the payment period are not considered withdrawn and will not go through the R2T4 process.

Determining the Amount of Unearned Student Aid

In instances where students did not complete more than 60% of the enrollment period, the institution will determine the amount of aid that needs to be returned to the Department of Education. The amount of Title IV aid that must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting the earned aid percentage from 100%. For example, if the earned aid percentage is 35.3%, the unearned aid percentage is 64.7% ($100\% - 35.3\% \text{ earned} = 64.7\% \text{ unearned}$).

Determining the Amount the Institution is Required to Return

Garrett will return the percentage of the unearned Title IV funds that were disbursed, or that could have been disbursed to the federal programs. The funds will be returned no later than 30 days from the official withdrawal date or the last date of attendance. Garrett will return the lesser of unearned aid or an amount equal to institutional charges multiplied by the percentage of unearned aid.

Unearned aid will be returned to the federal programs in the following order:

- 1st – Unsubsidized Federal/Direct Loans
- 2nd – Federal PLUS Loans
- 3rd – Other Title IV Programs

Garrett will bill the student for any account balance created when Title IV aid is returned. Students who officially or unofficially withdraw will retain their access to MyGets and can log in to remit payment on all outstanding balances.

Title IV Credit Balances & Post-Withdrawal Disbursements

Pending Credit Balance Before Withdrawal – Federal regulations require that a credit balance must be paid directly to the student as soon as possible, but no later than fourteen (14) days after the balance occurred if the credit balance occurred on, before, or after the first day of class of a payment period. There is an exception to this rule if a student withdraws from the institution immediately following receipt of federal student aid. Suppose a credit balance is available after covering all original allowable charges (tuition, fees, and institutionally provided room and board) for the payment period. In that case, the institution will postpone releasing that credit balance within the standard 14-day window until the date of determination is established and the R2T4 calculation is complete. Please note that pending credit balances may be reduced or eliminated following earned vs. unearned aid calculations.

Post-Withdrawal Disbursement – A student that receives less Title IV aid than earned will be offered a disbursement for the amount of earned aid that was not received. Any post-withdrawal disbursement made must meet the required conditions for a late disbursement.

When processing a return of Title IV calculation, originated loan disbursements, but not disbursed are included as "aid that could have been disbursed," given the student has a signed master promissory note.

Post-withdrawal loan disbursements will be credited to a student's account for outstanding allowable current semester charges or paid directly to the student. Before making any disbursement, the student must be notified in writing within 30 days of the school's determination that the student withdrew. This communication is referred to as a post-withdrawal notification (PWN). The PWN will identify the type and amount of the funds. If loan funds are available, the PWN will explain that the student has the option to accept/decline all or part of the loan. The PWN must also inform the student/parent that a response must be received within 14 days of the date of the notice. Any charges not covered by the post-withdrawal loan disbursement are still liable to be paid by the student. If the school does not receive a response, no further disbursement is made. If the response is received in a timely manner, the funds must be disbursed within 180 days. Exceptions can be made at the discretion of the Director of Student Financial Services for responses received after 14 days. If the request is denied due to a late response, the student will receive written notification.

“Refunds and Student Account Disbursements”

The tuition for any classes dropped within the drop period will be 100% refundable to the student. There will be NO TUITION REFUND for any class dropped after the drop period. Please refer to the chart above for the approximate dates or the most recent Academic Calendar for the exact date. Exceptions to this policy, such as a medical emergency, will be evaluated individually, see the registrar for further guidance. Any class dropped after the drop period will be recorded on a student's transcript as withdrawn.

After the drop period, the Director of Financial Aid will disburse all federal award money to students. Students receiving federal loans will not be allowed to request a disbursement from their student accounts until after the drop period. In the event of an emergency, students can contact the Director of Financial Aid for an emergency loan.

When a student's account reflects a credit balance, this balance may be withdrawn by sending a Check Refund & ACH form to the Bursar at student.refund@garrett.edu. The Check Refund & ACH Form is downloadable on this page below. During the Covid-19 restrictions, checks will be mailed to the address of record by 12:00 PM on Friday for all requests signed and submitted by 4:30 pm of the preceding Friday. We strongly suggest that you make sure that your address of record is correct as this will delay the receipt of your payment.

“Credit balance” means any amount remaining after all charges are paid for the term, including apartment rent, parking, and utility fees for apartment residents. The Bursar will evaluate each account individually to verify the amount available for withdrawal. No funds may be withdrawn from a student account that has a debit balance (i.e., money owed to the seminary).

Emergency Loans

Such a loan is available when circumstances warrant a declaration of an emergency (i.e., an unexpected circumstance, not an inadequate budget). Up to \$500 may be borrowed without interest, on the condition that the loan is paid back by the end of the semester. Only one emergency loan is available per student, per academic year. Any funds coming into the student's account (loans, scholarships, etc.) are applied to the emergency loan first. Only one loan may be approved per academic year, and no loan may be granted to pay a seminary bill. The Director of Student Financial Services manages requests and the administration this fund.

Emergency support may also be available through the Dean of Student Life's Office. Students can reach out to Rev. Dr. Karen Mosby for questions about these options at karen.mosby@garrett.edu.

Frequently Asked Questions

Types of Aid

Q1: How do I apply for scholarships at Garrett-Evangelical Theological Seminary?

Every degree-seeking student receives an institutional scholarship that covers a percentage of tuition and is awarded upon admission. The scholarship covers the total number of credit hours required for the student's degree program.

Q2: Can I petition to have my institutional scholarship increased?

Institutional scholarships are set at the time of matriculation. This is a promise to students that scholarships will not be reduced, but they also won't be raised.

Q3: What is the main difference between a Subsidized and Unsubsidized Direct Loan?

Due to changes a number of years ago, only unsubsidized loans are available to students in graduate/professional degree programs.

Subsidized loans do not accrue interest while a student is enrolled at least half-time in a degree-seeking program. When a student drops below half-time enrollment, interest will begin to accrue. Conversely, interest begins accruing immediately on an unsubsidized loan regardless of a student's enrollment status.

Q4. Do I have to reapply for financial aid every year?

It depends. If you are not borrowing federal loan aid or wanting to participate in Federal Work-Study, then no action is required to continue receiving your institutional scholarship. If you want to borrow loan aid or participate in Federal Work-Study then you must complete a new FAFSA every year.

Q5. I received an outside scholarship. Should I report it to the financial aid office?

Yes. If you are receiving any kind of financial aid from outside sources, you must report the scholarship to the Office of Financial Aid. This may affect the amount of loan aid you are eligible to borrow, but will never affect your institutional scholarship aid.

Applying for Aid

Q1: How do I apply for federal financial aid?

See "Applying for Federal Loans section above.

Q2: Do I need to fill out the FAFSA every year to apply for financial aid?

Yes, if you want to borrow loan aid or participate in Federal Work-Study, then you must complete a new FAFSA every year.

Q3: When should I submit my FAFSA?

FAFSA applications can be completed as early as October 1 for the next academic year. For graduate students there is no need to apply early. We do recommend you complete your FAFSA in the early summer to ensure timely award processing.

Q6: How do I apply for a GradPLUS loan?

If you've reached your annual or lifetime Stafford loan limit and still have unmet financial need according to your aid offer letter, then you may request a Graduate PLUS loan. These loans do require either credit approval or a co-signer.

Each year you request a GradPLUS loan the student must also complete a Graduate PLUS master promissory note and GradPLUS entrance counseling found at Studentaid.gov.

Q7: How long does it take to process my FAFSA submission?

It can take as long as 48 hours for a FAFSA submission to be received by the school. Depending on the time of the year, a student can receive an aid offer email about a week after submitting a FAFSA.

Q8: How long does it take to process a loan request?

Provided the school already has your FAFSA, a loan request can be completed in around two business days.

Eligibility for Aid**Q1: What are the general qualifications of federal aid?**

In general, there are three important qualifications:

- 1) be a United States citizen or permanent resident
- 2) be admitted and enrolled at least part-time in a program leading to a degree
- 3) not be in default on a federal educational loan or be going through bankruptcy

It is important to remember that final federal eligibility is determined through the Office of Financial Aid after the submission of a FAFSA. Final eligibility is communicated to you by the aid offer email sent by the Office of Financial Aid.

Q2: I/My spouse/My parents made a lot of money last year. Could I still be eligible for federal aid?

Yes. For financial aid purposes, graduate students are considered *independent* regardless of age or tax-filing status. Unsubsidized Direct Loans are not need-based and therefore do not take income into consideration.

Federal Work-Study (FWS), on the other hand, is based on financial need. That means that the student's Estimated Family Contribution (EFC), which considers the income of the student's spouse also, is used to determine eligibility. The EFC cannot exceed the Cost of Attendance.

Q3: What GPA do I need to remain eligible for aid?

Scholarship stipulations require students to maintain a cumulative 3.0 GPA. Federal aid requires students to maintain Satisfactory Academic Progress, which indicates that master's degree and Doctor of Ministry degree students must maintain a 2.5 cumulative GPA, and doctor of philosophy degree students must maintain a 3.0 cumulative GPA.

Q4: What happens if my GPA is below the required minimum?

If you do not maintain the minimum GPA required for your scholarship, then your institutional scholarship will be reduced to a 25% scholarship. When you once again begin meeting your GPA requirement, your scholarship will be awarded at the original rate.

If you do not maintain the GPA required by the Satisfactory Academic Progress standards you risk losing access to federal loans and Work-Study.

Q5: What is the minimum number of hours required to receive financial aid?

Master's degree students must be at least part-time status for federal awards, which requires five credit hours per semester. For doctoral students, part-time status requires at least three credit hours per semester.

Master's degree students have scholarship registration stipulations that require either full-time or part-time registration to maintain full scholarship eligibility.

Processing Aid

Q1: How can I get an outside scholarship processed?

Scholarship donors should send checks directly to the Office of Financial Aid for processing. If a donor sends you a scholarship check, federal law requires that you report it to the Office of Financial Aid immediately.

If an outside donor wants to send a scholarship check to the school on your behalf, they can make the check payable to Garrett-Evangelical Theological Seminary and include your name and student identification number. The check can be sent to the school address in care of the Office of Financial Aid. Outside scholarship checks are processed and posted to student accounts within a week of being received.

Q2: Why is the Financial Aid Office requesting a tax transcript and other verification forms?

Schools that disburse federal financial aid are required to verify a certain percentage of submitted FAFSAs. This should not in any way be construed as suspicion or doubt on our part or that of the Department of Education. The FAFSA can be a difficult form, and mistakes are very common. This is just a way of making sure everything is as accurate as possible.

Receiving Aid

Q1: When are funds disbursed?

Institutional scholarships and federal loans are disbursed after the add/drop period is over for the term (about 2 weeks after classes begin).

Q2: When will I have access to excess financial aid?

You may make a check request after loans and scholarships are disbursed, about two weeks after classes begin.

Q3: How can I use my financial aid to buy my books?

Financial aid funds are applied to any outstanding direct education expenses such as tuition, housing, fees, etc. Any remaining funds/overage can then be used toward the purchase of textbooks and other educational expenses associated with attendance.

Q4: Can I keep excess financial aid on my student account?

Yes, however, if part of the excess financial aid is from federal loans, you will need to complete an authorization form from the Business Office.

Q5: I have previous student loans. Do I need to keep paying for them while in school?

A: It depends, but probably not. If you are registered at least part-time each semester (5 hours or more for master's degree programs or 3 hours or more for doctoral students) your student loans are eligible for in-school deferment status. While in deferment you are not required to make payments, but unsubsidized loans will still accrue interest. The Office of the Registrar will update the National Clearinghouse that will automatically change your repayment status. Some school-based Perkins loans do not use the Clearinghouse, so it is up to you to check and, if needed, individually request deferment status.

Q6: How do I calculate my institutional scholarship?

For master's degree students, institutional scholarships cover a percentage of tuition. So, first calculate your tuition for the term: credit hours x credit hour cost = tuition.

For scholarship aid a student must be at least part-time for the fall and spring semester.

Scholarships requires student maintain minimum GPA and registration requirements. If either isn't met, the scholarship rate is reduced to 25% of tuition.

Consider two examples:

Student 1 –

\$840 cost per credit hour, 11 hours registered, 50% scholarship, meeting GPA requirements

$$\$840 \times 11 = \$9240 \text{ tuition}$$

$$\$9240 \times 50\% = \$4620 \text{ scholarship}$$

Student 2 –

\$840 cost per credit hour, 11 hours registered, 40% scholarship, not meeting GPA requirements

$$\$840 \times 11 = \$9240 \text{ tuition}$$

$$\$9240 \times 25\% = \$2310$$

The second student is only eligible for a 25% scholarship because she is not meeting her GPA requirements.