Student Aid Handbook
2026-2027

Financial Aid Contact Information

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Garrett Financial Aid Website

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.

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 or other outside sources. As the name implies, gift aid does not have to be paid back.

Institutional Scholarships – Master's Degrees
Garrett 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 GPA requirements of the scholarship.

Institutional Scholarships – Doctoral Degrees
Garrett awards full tuition scholarships to PhD students at the time of admission. The scholarship covers all coursework, research tools, a semester of pre-candidacy, and two semesters of candidacy. Doctor of Ministry students receive a percentage scholarship.

Outside Scholarships
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 Business Office at bursar@garrett.edu.

Veteran Benefits
Garrett 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 most of the loan aid is federal.

Federal Direct Loans
The Federal Direct Unsubsidized Loan is a federal student loan available to students who are eligible and qualify. To determine eligibility, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) each year of enrollment. For the 26-27 academic year, students will need to complete the 26-27 FAFSA using 2024 tax documentation. For details on federal student loans, please visit www.studentaid.gov.

Private Loans
A variety of banks and other agencies offer student loans, but it is highly recommended that students take advantage of the Federal Direct Loans first, since they typically offer better repayment options, benefits, and interest rates. Before considering borrowing a private student loan, please contact the Office of Financial Aid.

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 or at other pre-approved sites are eligible for FWS funding.

Field Education
Students in the Master of Divinity and Master of Public Ministry degree programs must complete one (1) unit of field education as a requirement of the degree. A $4,500 scholarship is awarded for the unit (sourced by the site, grant or Garrett donors) to help support students financially during these important experiences.

Teaching Assistants, Classroom Assistants, and Graduate Assistants
TA, CA, and/or GA positions are typically available, primarily to doctoral students, throughout the year. The accompanying stipends are applied to student accounts at the beginning of the 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.

Tuition and Fees for 2025-2026

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. The Tuition & Fees Sheet can also be found on Garrett's website.

Housing costs (if living on campus) can also be found on Garrett's website.

APPLICATION AND ENROLLMENT FEES

Application fee	$0
Enrollment deposit	$200
Initial Northwestern University net ID connection fee	$55
Initial matriculation fee (not applicable to audited courses)	$80

TUITION

Masters-Level, Certification, Non-Degree

Tuition	$963	per credit hour
Tuition for Clinical Pastoral Education courses	$115	per credit hour
MTS research fee (course 693)	$1,893	per term
MTS continuance fee (course 695)	$945	per term
Certificates, UM Certification & Enrichment Courses	$500	per credit hour
Audit Fee	$86	per credit hour

Doctor of Ministry (DMin)

For DMin students starting Fall 2025, Garrett charges tuition on a per credit hour basis each semester.

Tuition	$868	per credit hour

Prior to Fall 2025 (students' grandfathered in): Through the program's third year, tuition charges are grouped into six installments assessed each January and June.

Program Continuation and Other Fees		
Course repeats	$868	per credit hour
Leave of Absence (DM-798)	$868	per term
Pre-candidacy study (DM-784)	$868	per term (up to two terms)
Pre-candidacy study (DM-785)	$2,604	per term (beyond two terms)
Project Continuation (DM-793)	$868	per term (up to two terms)
Project Continuation (DM-794)	$2,604	per term (beyond two terms)

Doctor of Philosophy (PhD)

Tuition	$448	per credit hour
Examination preparation (course #PH-980)	$448	per semester (up to two semesters)
Pre-candidacy study (course #PH-985)	$1,344	per semester (beyond two semesters)
Research (course #PH-990)	$1,344	per semester (year one)
Research (course #PH-995)	$448	per semester (year two and three)
Research continuance (course #PH-997)	$1,344	per semester (year four and five)
PhD extension (course #PH-998)	$448	per semester (year six and seven)

STUDENT AND TECHNOLOGY FEES

Student Fee (if at 5 or more credit hours)	$149	per term
Student Fee (if at 1-4 credit hours)	$75	per term
Technology Fee (if at 5 or more credit hours)	$328	per term
Technology Fee (if at 1-4 credit hours)	$164	per term

REGISTRAR'S OFFICE FEES

Late class registration fee	$75
Student ID card replacement fee	$25
Graduation fee	$300
Diploma replacement fee	$25

Cost for an official transcript	$7.50
Faxing transcript surcharge	$3
Priority Delivery Surcharge	$30

STYBERG LIBRARY FEES

Overdue reserve books	$1 per hour (up to 30)
Overdue recalled books	$1 per day (up to 30)
Overdue laptop	$1 per hour (up to 30)
Lost book replacement fee	$135 per item
Lost/damaged laptop	$1000 per item
Interlibrary loan	$0-30 per item
Printing charges – b/w	.07 per copy
Printing charges – b/w duplex	.10 per copy
Printing charges – color	.30 per copy
Printing charges – color duplex	.48 per copy

HEALTH INSURANCE AND NORTHWESTERN UNIVERSITY HEALTH CLINIC RATES

NU Health Clinic	TBA year
NU Insurance	TBA year
Students with unpaid charges from NU Health Services may be assessed additional fees.	TBA per unpaid charge

EXPLANATION OF FEES

Student Fees: The student fee helps provide Seminary-wide support services and relatedprograms for students that are not instruction-related. Expenses include such items as the Student Council Budget, LA Gym Fitness membership, pastoral care and counseling,and co-curricular events and activities.
Technology Fees: The technology fee helps provide funding to improve the overall technology infrastructure for students in classrooms and in distance learning settings.The fee supports such items as our Learning Management System (LMS), the Student Database in Jenzabar, student-related software, technology support services, server facilities, WIFI access to the Northwestern network and the WIFI infrastructure, studentgarrett.edu accounts, and myGETS.

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, meals, books and supplies, reasonable personal 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 maximum 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 can be made according to the students' 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 students' account and include items such as tuition, fees, 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. Indirect costs also include food and housing expenses (also known as living expenses). Garrett uses guidance from the College Board to determine a 9-month living expense budget (based on costs in the Chicago metropolitan area).

It is important to remember that indirect costs are estimates. If a student has other costs related to their education that exceed the COA, the Office of Financial Aid can review documentation on a case-by-case basis.

2026-2027 Cost of Attendance

Masters Programs		**Full-Time (Based on Average of 24 Credits)**
	Per Term	**Annual COA**
Tuition	$11,556	$23,112
Fees	$612	$1,224
Books & Supplies	$1,200	$2,400
Housing & Meals	$7,687	$15,374
Transportation	$1,626	$3,252
Miscellaneous Expenses	$5,469	$10,938
Total Annual COA	$28,150	$56,300

PHD Programs		**Full-Time (Based on Average of 18 Credits)**
	Per Term	**Annual COA**
Tuition	$4,032	$8,064
Fees	$612	$1,224
Books & Supplies	$900	$1,800
Housing & Meals	$7,687	$15,374
Transportation	$1,626	$3,252
Miscellaneous Expenses	$5,469	$10,938
Total Annual COA	$20,326	$40,652

		Full-Time (Based on Average of 12 credits)
DMin	**Per Term**	**Annual COA**
Tuition	$5,208	$10,416
Fees	$612	$1,224
Housing & Meals	$7,687	$15,374
Books & Supplies	$600	$1,200
Transportation	$1,626	$3,252
Miscellaneous Expenses	$5,469	$10,938
Total Semester COA	$21,202	$42,404

Institutional Scholarships

Master-Degree Level Scholarships

Awards: The Admission's Office determines and offers institutional scholarships to incoming students. Priority consideration is given to students who complete their applications by February 1 (March 1 for international students) 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.

Institutional scholarships require students to maintain a cumulative 3.0 GPA and good academic standing. Students who do not meet their scholarship GPA requirement will have one warning term. The second term of falling below the minimum GPA, scholarships are reduced by 20%. The third term of not meeting the requirement will result in scholarship being replaced with a 25% scholarship. All scholarship stipulation requirements are reviewed at the time of awarding for each semester/term.

Scholarships require recipients to write letters of appreciation annually to the donor(s) of the award.

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 a 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 typical PhD award is 100% of tuition. A PhD scholarship covers the cost of the earned credit hours, 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 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 Financial Aid Office, along with a paid invoice for the course. A language course cannot exceed the cost of a 3-credit hour Garrett course.

Doctor of Ministry Funding

Doctor of Ministry students receive a scholarship percentage.

Borrowing Federal Direct Loans

Garrett participates in the Direct Student Loan program and therefore offers Direct Unsubsidized Loans to students who have completed a FAFSA application and are U.S. citizens, permanent residents, or eligible non-citizens. Students must be enrolled at least part time to be eligible. The Financial Aid Director will review each FAFSA individually to determine if a student is eligible.

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

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 26-27 FAFSA.

The loan has a fixed interest rate that is recalculated each year by the Department of Education. The graduate Unsubsidized Loan rate for 2026-27 is 8.07%.

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 total 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 Unsubsidized Loan, you may visit studentaid.gov.

Applying for Federal Loans

<u>Step One – Complete the annual FAFSA</u>
A student seeking federal loans must complete an online Free Application for Federal Student Aid (FAFSA) at [studentaid.gov.](studentaid.gov)

The 2026-2027 FAFSA requires students to use 2024 tax information. If you have completed this FAFSA already for another institution, you can simply make a "correction" to the FAFSA and add our school code of G01682.

To be eligible for federal aid, a student must have a high school diploma or GED. The institution admits as regular students only persons who have a high school diploma; and/or, have the recognized equivalent of a high school diploma; and/or are beyond the age of compulsory school attendance in Illinois. Garrett has the right to evaluate the validity of high school completion if it has reason to believe that the high school diploma or GED is not valid or was not obtained from an entity that provides secondary school education.

<u>Step Two – Accept your loan</u>
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.

<u>Step Three – Complete a Master Promissory Note and Entrance Counseling</u>
Students borrowing for the first time at Garrett must complete a Master Promissory Note and Entrance Counseling at studentaid.gov. Once a student completes both processes (each takes about 20 minutes), a receipt of completion is sent to the student.

Given all the above is complete by the start of classes, a student's Direct Loan will disburse approximately 2-3 weeks after the add/drop period has ended. If a refund is due to the student, the funds will be provided within two weeks of disbursement. Loans can be applied for after the term begins, but to have sufficient time to process the loan, we ask that you make the request at least one month prior to the end of the term.

Federal Verification Policy

Verification is a federal financial aid process that ensures the information submitted on a student's Free Application for Federal Student Aid (FAFSA) is accurate. If a student is selected for the verification process, they will be required to submit documentation to the Financial Aid Office. Financial Aid will reach out to the student directly regarding what information is required, which can vary by student. Students are typically selected for verification randomly by the Department of Education. The verification process will need to be completed before a student can receive any federal aid (federal work study and/or Direct Loans). The deadline to submit the verification documents is four weeks prior to the end of the term for the term that the aid is being requested.

Satisfactory Academic Progress (SAP)

Federal regulations require educational institutions to review regularly the academic progress of students who receive federal financial aid. At Garrett, reviews are conducted at the end of each Fall and Spring semester. 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. SAP 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. 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 successfully complete 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 attended, regardless of whether 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 semesters)
Master of Arts and Master of Theological Studies – 6 years (24 semesters)
Doctor of Ministry – 6 years (24 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 by email 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 by email. A student has the right to appeal the suspension.

Suspension Appeal Process
Students under suspension have the option to appeal to potentially 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 meet the SAP requirements in future terms or to have an appeal approved 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 are 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 filing an appeal with the Financial Aid Office should do so within two weeks 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

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 Garrett's Academic Calendar. If a student fully withdraws during the term, Garrett must perform a federal calculation called R2T4. This calculation determines the amount of federal student aid that the student "earned" and if there are "unearned" disbursed funds that need to be returned to the U.S. Department of Education, using the dates from the academic calendar. Federal regulations mandate the return of unearned Title IV funds (Federal Direct Unsubsidized or Grad PLUS Loan) if a student officially or unofficially withdraws. An unofficial withdrawal is when a student stops attending classes (and earns all W's or F's), on or before completing 60% of all courses in the academic term.

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. Documentation of extenuating circumstances may be required and may vary by the situation. You may reach out to the Director of Financial Aid for additional guidance.

Failure to Return from Approved Leave of Absence (LOA) Date– If a student does not return from an approved leave of 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.

Any unearned Title IV funds will be returned within 45 days of the date the school determined the student withdrew.

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.

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% earned = 64.7% 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 45 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.

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. If the R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed within 14 days of the R2T4 calculation being performed.

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 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 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 Financial Aid or 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

Any credit balance caused by a Direct Unsubsidized Loan and/or Grad PLUS Loan will automatically generate a refund to the student within 14 days of disbursement. When a student's account reflects a credit balance not generated by federal loans, this balance may be withdrawn by sending a Check Refund & ACH form to the Bursar at student.refund@garrett.edu. We highly recommend setting up direct deposit for timely issuance of refunds. If a physical check is issued, this can typically take 5-7 business days.

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).

Garrett Tuition Refund Policy for Withdrawals

Tuition for classes *dropped* before the add/drop deadline will be 100 percent refundable to the student (and any applied institutional scholarships will be reversed).

Course withdrawals – For course *withdrawals* after the drop/add period, tuition reversals will be considered based on whether there are extenuating circumstances. The student may be asked to provide documentation of extenuating circumstances, which include but are not limited to family or medical emergency -- someone the student is a caregiver for -- or military deployment.

- *No extenuating circumstances* – With no extenuating circumstances, there is no tuition refund, and you will keep your full institutional scholarship that was applied to that course.
- *Extenuating circumstances* – With extenuating circumstances, if *<u>less than 50 percent</u>* of the semester has been completed, the student can petition Academic Affairs for full tuition reversal. If approved, any applied institutional scholarship for that course will be removed. If *<u>more than 50 percent</u>* of the semester has been completed and the student is passing the course, the student can request an extension ("Y" grade) from the professor and keep their applied institutional scholarship.

Seminary withdrawals (all courses) – If a student withdraws from the seminary (or takes a leave of absence) at any point in the semester, tuition reversals will be considered based on the following:

- *No extenuating circumstances* – If *<u>less than 50 percent</u>* of the semester has been completed, the student will pay tuition on a sliding scale based on the number of days/weeks completed. Any applied institutional scholarship will be adjusted based on this sliding scale calculation. If *<u>more than 50 percent</u>* of the semester has been completed, the student will pay full tuition for the term, and any applied institutional scholarship will remain on the student's account.
- *Extenuating circumstances* – If *<u>less than 50 percent</u>* of the semester has been completed, the student can petition Academic Affairs for full tuition reversal (the student may be asked to provide documentation of extenuating circumstances). If approved, any applied institutional scholarship will be removed. If *<u>more than 50 percent</u>* of the semester has been completed, the student will pay tuition on a sliding scale based on the number of days/weeks completed. Any applied institutional scholarship will be adjusted based on this sliding scale calculation.

Emergency Loans

An emergency loan may be requested 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 time frame agreed upon. 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. Circumstances will be reviewed by a committee, and the student will be notified of a decision. If an emergency loan is offered, a student must complete a promissory note.

Potential Errors in Financial Aid Awarding

Though the Office of Financial Aid works to minimize awarding errors, system and/or human errors may occur. In the event that an awarding error occurs, the Office of Financial Aid will work to resolve the issue and notify students as quickly as possible. The Office of Financial Aid will not be held liable for honoring funds that may be made in error.

Frequently Asked Questions

Types of Aid

Q1: How do I apply for scholarships at Garrett?
Every degree-seeking student receives an institutional scholarship that covers a percentage of tuition and is awarded upon admission. The scholarship applies to 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 increase.

Q3: What is the difference between a Subsidized and Unsubsidized Direct Loan?
Subsidized loans do not accrue interest while a student is enrolled at least half-time in a degree-seeking program. Interest begins accruing immediately on an unsubsidized loan regardless of a student's enrollment status. Direct unsubsidized loans are available to students in graduate/professional degree programs, but subsidized loans are not.

Q4. Do I have to reapply for financial aid every year?
If you plan to borrow a Federal Direct Unsubsidized or PLUS Loan, you will need to complete a FAFSA application each year at www.studentaid.gov.

Q5. I received an outside scholarship. Where do I report this?
If you are receiving any kind of financial aid from an outside source, you must report the scholarship to the Bursar’s Office and Office of Financial Aid. Outside scholarships are counted as aid towards your Cost of Attendance and can potentially lower the amount you are able to borrow.

Applying for Aid

Q1: 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 long does it take to process my FAFSA submission?
Depending on the time of year, FAFSA applications are typically imported on a weekly basis. It can take approximately 2-3 weeks for your FAFSA to be reviewed and aid to be offered (if applicable).

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 made a lot of money last year. Could I still be eligible for federal aid?
Yes. For financial aid purposes, you should know that graduate students are considered *independent* regardless of age or tax-filing status. Unsubsidized Loans do not consider personal finances when determining eligibility.

Q3: What GPA do I need to remain eligible for aid?
Scholarship stipulations require students to maintain a cumulative 2.5 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.

Processing Aid

Q1: How can I get an outside scholarship processed?
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 Bursar's Office. Once received, an outside scholarship will be placed on the student account as anticipated aid until the aid is officially disbursed (after the add/drop date).

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 2-3 weeks after classes begin).

Q2: When will I have access to excess financial aid?
If a student is borrowing a loan that creates a credit balance, the Bursar's Office will release those funds to the student within two weeks of disbursement.

Q3: How can I use my financial aid to buy my books?
Financial aid funds are applied to any outstanding directs education expenses such as tuition, housing, fees, etc. Any remaining funds/overage can then be used towards the purchase of textbooks and other educational expenses associated with attendance.

Q4: Can I keep excess financial aid on my student account?
If your funds are being generated due to federal loans, we will automatically release those excess funds. If you wish to apply those back to your account, you can do so, but we will not be holding any excess funds created by federal loans.

Q5: I have previous student loans. Do I continue repayment while enrolled?
If you are registered at least half-time each semester, 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, which will automatically update your repayment status.