



LAMBDIN HALL

Gordon College Financial Aid Office

2009-2010 APPLICATION INFORMATION

***FALL SEMESTER 2009
SPRING SEMESTER 2010
SUMMER SEMESTER 2010***

Gordon College Financial Aid Office

419 College Drive
Barnesville, Georgia 30204

Telephone (678) 359-5990 □ Fax (770) 358-5120

<http://www.gdn.edu/FinancialAid/>

An Equal Opportunity/Affirmative Action Institution

Dear Student:

Whether you are a new or returning Gordon College Student, the Gordon College Financial Aid Office is pleased to offer Web information (www.gdn.edu/FinancialAid) as well as access to a well-trained staff who are prepared to assist with questions you may have about our student financial aid programs. As you review our Web information please make note of any questions you have and call or email us at finaid@gdn.edu.

The most important thing you can do to eliminate problems in the student financial aid application process is to apply as early as possible. The 2009-2010 Free Application for Federal Student Aid (FAFSA) will be available on or after January 1, 2009 for Web-based completion at www.fafsa.ed.gov. We strongly encourage you to file via the Web as the processing time is half that required for a paper application. For those who are applying for the first time via the Web, you may request a PIN at www.pin.ed.gov. If you are a dependent student, one of your parents will also need to apply for a pin number. The pin number(s) may be used to electronically sign the FAFSA. If you do need a copy of the paper FAFSA you may call us and follow the instructions to request that a copy be mailed to you.

Completing the 2009-2010 FAFSA will allow the Gordon College Financial Aid Office to determine your eligibility for federal and state need-based student financial aid programs. While the first responsibility for paying for college expenses belongs to students and their families there are a number of grant, loan and work programs available to assist with those costs.

If you file the FAFSA and are also eligible for the HOPE Scholarship you not need complete any other application to apply for HOPE. If you are interested only in the HOPE Scholarship and this is your first year at Gordon College, please refer to the Gordon College website (www.gdn.edu/FinancialAid) for instructions on completing the HOPE Application Process.

In order to provide more timely responses to your application for student financial aid the Gordon College Financial Aid Office uses your Gordon College assigned email address to inform you when new information is available for you to review on your Banner Web for Students Account. Those who are applying for admission to Gordon College will receive instructions on how to access their email once a significant decision is made. It is very important you regularly check your email for messages from us.

Our office has a staff of counselors available Monday through Friday from 8:00 to 5:00 to answer your questions. If you are on campus, you are welcome to visit us in Lambdin Hall, Room 224 or by calling us at (678) 359-5990. Our staff looks forward to providing assistance as you plan for this very important part of your educational experience.

Sincerely,

Larry G. Mitcham

Larry G. Mitcham
Director

Gordon College Financial Aid Fact Sheet

Applying for Financial Aid

- Complete the FAFSA if you are interested in applying for federal student aid (including a student loan) as well as the HOPE scholarship. The link for the application is: www.fafsa.ed.gov
- The student and parent must both apply for a pin in order to sign the FAFSA electronically. This can be done at the following link: www.pin.ed.gov
- Students that are only interested in applying for the HOPE scholarship may do so at the following link: www.gacollege411.org. Please complete the GSFAPP application on this website. Indicate you are applying for the HOPE Scholarship program and list Gordon College as a recipient of the application. Please note that this application is for the HOPE Scholarship program only; a student cannot receive other financial aid (including loans) by the use of this application.

Applying for a Student Loan

- In order to receive a student loan from Gordon College, the 2009-2010 Stafford Loan Request must be completed for the appropriate award year. For the 2009-2010 aid year, which includes the Fall 2009 semester, the Spring 2010 semester, and the Summer 2010 semester, the application can be accessed at the following link: <http://www.gdn.edu/FinancialAid/>. Select the 2009-10 Stafford Loan Request located in the tan box on the right side of the screen.
- If this is the first time you are applying for a student loan at Gordon College, you must create an account in order to access the loan application. You will need to establish a username and password (this is not your Gordon access information) and complete the form.

General Information Regarding the HOPE Scholarship Program

- If a student receives the HOPE scholarship and no other type of financial aid, then he or she will be required to pay the difference between the total fees charged and the fees that HOPE covers (at the present time, HOPE covers \$90 of the mandatory fees charged to Gordon students).
- For a more detailed description of the HOPE scholarship program, students are encouraged to visit the following link: <http://www.gdn.edu/FinancialAid/typesofAid/HOPE.asp>
- Students may also visit the following link for HOPE information: http://www.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_Scholarship_Program_Overview.aspx

General Information Regarding Student Loans

- As mentioned before, Gordon College students are required to complete the online loan request. Please refer to the section entitled “Applying for a Student Loan” (listed above) for the link.
- Please Note: All first-time borrowers of Federal Stafford Loans (Subsidized and Unsubsidized) are subjected to a 30 day delay clause. The funds will not be disbursed to the student until 30 days after the date the student begins his/her program of study. The student is responsible for all charges accrued prior to the disbursement date.
- First time borrowers are defined as students that are entering Gordon College as beginning freshmen (having not attended any other college or technical school after high school graduation) or a student that transfers to Gordon College with less than 30 earned hours of college coursework (accepted as transfer credit by Gordon College). The Department of Education requires Gordon College to withhold the initial disbursement on this type of student loans until 30 days after the first day of class. Again, it is important to understand that these funds will not be available for student to pay any and all charges that are assessed prior to the beginning of classes, including resident hall charges. The student will be responsible for paying these charges, and failure to do so will result in the loss of the class schedule along with forfeiture of the residence hall room.
- In order to receive the student loan, the student must sign a Master Promissory Note (if they have not already done so). Information on signing the note can be found at the following link: <http://www.gdn.edu/FinancialAid/finaidforms.asp>

General Information about the Financial Aid Process

- The receipt of a FAFSA does not necessarily mean that a student’s financial aid file is complete. The financial aid file is not complete until all required documentation has been received by the Gordon College Financial Aid Office. Students will be notified by mail of any additional documentation that is required to complete the financial aid process. Students can also determine if any documentation has not been received by the Financial Aid Office at the following link: https://phoenix.gdn.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_FACostMnu
- Click on “My Eligibility” and then “Student Requirements” in order to view the information.

- Please refer to the following link for important financial aid deadline information:
<http://www.gdn.edu/FinancialAid/applyforaid/deadlines.asp>
- Some student files are required to have the information on the FAFSA verified by the Gordon College Financial Aid Office. As a Quality Assurance School, Gordon College establishes criteria for verification on an annual basis. If a student is selected for this process, they will be required to submit additional documentation in order to complete the file. No aid can be awarded to the student account, including student loans, until this process is complete. If this documentation is not received by the appropriate deadline, it is highly likely that the financial aid will not be awarded in time to meet payment deadlines, etc. For further information concerning the verification process, please visit the following link:
<http://www.gdn.edu/FinancialAid/applyforaid/applyprocess.asp>

Important Note regarding the Verification Process as it relates to Proper Tax Filing Status

- As part of the verification process, some students are required to submit a copy of the parental tax return for the previous filing year. In many instances, the taxes submitted to the Gordon College Financial Aid Office have not been properly filed. As a general rule, if a student's parents are married, or if they are separated but living at the same address, then the proper filing status for financial aid purposes would be either married filing jointly or married filing separately. **Please do not submit copies of a parental and/or student income tax returns unless requested to do so by the Gordon College Financial Aid Office.**
- In most cases, students desiring to reside on campus will not receive enough financial aid to cover all of their expenses. While financial aid is available to assist students in meeting the costs of higher education, it is still the student's responsibility to ensure they have adequate funding to pay his or her expenses. In some cases, it will be necessary for the student to pay his or her expenses and be reimbursed with financial aid at a later time (if they are eligible for any aid).
- Students and parents are encouraged to visit the Financial Aid Web Page in order to become familiar with the financial aid process at Gordon College. The link to view the financial aid information is <http://www.gdn.edu/FinancialAid/>

- The most important thing to remember is to apply for financial aid as early as possible. Please refer to the appropriate deadlines for each semester in order to ensure that all documents are submitted to the Gordon College Financial Aid Office in a timely manner. The FAFSA and Student Loan Request must be submitted each year. The GSFAPP application (for the HOPE Scholarship Program only) does not have to be completed annually (please refer to the HOPE section on www.gacollege411.org for information on when the GSFAPP may need to be resubmitted). It has been our experience that financial aid files that are completed after July 1st in preparation for the fall semester which begins in August of each year are not always reviewed and finalized by the Gordon College Financial Aid Office before the appropriate payment deadlines. It is imperative that you complete this process well before the July 1st deadline in order for the process to be complete and the appropriate financial aid to be awarded.

IMPORTANT TELEPHONE NUMBERS AND WEB ADDRESSES

Gordon College Financial Aid Office.....	http://www.gdn.edu/FinancialAid/	678-359-5990
Gordon College Business Office: ...	www.gdn.edu/departments/businessoffice	678-359-5010
Admissions.....	http://www.gdn.edu/admissions	678-359-5021
Registrar.....	www.gdn.edu/departments/registrar	678-359-5022
Housing.....	http://www.gdn.edu/housing	678-359-5354
Student Employment (Student Center – Counseling Office).....	www.gdn.edu/studentlife/studentemploy	678-359-5585
Federal Processor (FAFSA Status; Duplicate Student Aid Report...)	www.fafsa.ed.gov	1-800-433-3243
HOPE Information.....	www.gacollege411.org	
To Apply for Federal Student Aid On-Line.....	www.fafsa.ed.gov	
Scholarship Searches.....		
	www.fastweb.com	
	www.collegeboard.com	
	www.schoolsoup.com	
Federal Trade Commission (Scholarship Scams).....	http://www.ftc.gov/bcp/conline/edcams/scholarship	

Important Dates

The preferred dates for completing the Free Application for Federal Student Aid (FAFSA) are as follows:

Preferred FAFSA deadline

Fall Semester 2009	March 15, 2009
Spring Semester 2010	August 1, 2009
Summer Semester 2010	March 1, 2010

Gordon College Deadline for Receipt of Initial FAFSA

Fall Semester 2009	April 1, 2009
Spring Semester 2010	September 1, 2009
Summer Semester 2010	April 1, 2010

You must complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) Process, have been awarded aid and (if required) completed a Federal Stafford Loan Promissory Note and Loan Entrance Counseling prior to the dates listed below; otherwise, you should be prepared to initially pay all educational costs, including tuition and fees, housing, food charges, late fees, etc. Once you do complete the process, you will be checked for eligibility and awarded any financial aid that you may qualify for.

2009-2010 Payment Deadlines:

Fall 2009 - *See Gordon website for updated payment deadline*

Spring 2010 - *See Gordon website for updated payment deadline*

Summer 2010 - *See Gordon website for updated payment deadline*

THE FAFSA MUST BE COMPLETED ANNUALLY. Applications for the 2009-2010 Academic Year Can Be Filed Electronically As Of January 1, 2009.

ALL INFORMATION WAS CURRENT WHEN PRINTED.

CHANGES MAY OCCUR WITHOUT NOTICE.

OVERVIEW

All students interested in being reviewed for financial aid eligibility must complete the **entire Free Application for Federal Student Aid (FAFSA) process** after January 1 of each year in order to receive consideration for federal and/or state aid for the upcoming academic year.

The sole exception to this requirement is for students who wish to apply **ONLY** for the HOPE Scholarship. HOPE only applicants should refer to the Financial Aid web page (<http://www.gdn.edu/FinancialAid/>) of the Gordon College website (www.gdn.edu) for specific instructions on completing the HOPE Scholarship Application Process in lieu of the FAFSA...

The FAFSA application process is used to determine your eligibility for aid such as the Federal Pell Grant, Federal Stafford Loans, the HOPE Scholarship, the Academic Competitiveness Grant and federal/state **campus-based aid**, i. e. **Federal Supplemental Educational Opportunity Grant (FSEOG)**, **Federal Work-Study (FWS)**, and the **Georgia Leveraging Educational Assistance Program (LEAP)**. Please note that funding for campus-based aid is limited.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Every year students and their families must complete the Free Application for Federal Student Aid (FAFSA) for the appropriate award year if they want to apply for federal financial aid (including student loans). You need to complete the 2009-2010 FAFSA in order to apply for federal student aid for the Fall 2009, Spring 2010, and Summer 2010 term(s).

We strongly encourage you to **electronically** complete the FAFSA on the Web or your Renewal FAFSA on the Web which are made available January 1 of each year. Visit the FAFSA on the Web home page at www.fafsa.ed.gov for more information. Students and parents who **electronically** file make fewer errors and the process is much faster than filing the paper FAFSA. We encourage Web filers to first print and complete the FAFSA on the Web Worksheet from Section I of the FAFSA homepage before completing the FAFSA on the Web. The Gordon College Title IV school code is **001575**. You may request a paper FAFSA from us if you do not have computer access or choose not to file via the Web.

When completing the FAFSA, **use your name exactly as it appears on your Social Security Card.** Do not use nicknames, abbreviations or middle names as first names. The U. S. Dept. of Education requires your name on the FAFSA to identically match your name on Social Security Administration records. You will be required to submit additional information if there is a name conflict.

Note: Students applying **ONLY** for the HOPE Scholarship do not need to complete a FAFSA application. Those students should refer to the Gordon College Financial Aid website (<http://www.gdn.edu/FinancialAid/>) for specific instructions on completing the HOPE Scholarship Application Process in lieu of the FAFSA.

IMPORTANT DATES FOR NON-LIMITED FUNDS

The Federal Pell Grant, the Academic Competitiveness Grant, and/or FFELP Loans are NOT limited funds and can be applied for and awarded at any time during the academic year **if the student meets all eligibility criteria at the time the application process is completed.** However, since the aid application process can take three or more weeks during the peak times, you should have completed the process and been awarded aid prior to the *Important Date(s)* for 2009-2010 listed on page 4 if you wish to have the aid available in time to defray educational costs prior to the term class schedule cancellation date (which is available on the Gordon College website at www.gdn.edu).

2009-2010 APPLICATION PROCESS

IMPORTANT DATE FOR LIMITED FUNDS CONSIDERATION

Federal Campus-Based funds such as the Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Leveraging Educational Assistance Program (LEAP) are awarded on a first come, first served basis. Students who complete the FAFSA application process no later than March 1st of each year will comprise **the initial group** of students who receive **priority consideration** when we are awarding these **limited funds**. If funds are still available after we have considered and awarded all the eligible students in this initial group, we then award any remaining funds to eligible students who completed the application process by March 2, 3, 4, etc. until these **limited funds** are exhausted.

COMPLETION OF FAFSA APPLICATION PROCESS DEFINED

The Free Application for Federal Student Aid (FAFSA) application process is considered to be completed when the Gordon College Financial Aid Office has received from the U.S. Department of Education (U.S. Dept. Of Ed.) The valid Institutional Student Information Record (ISIR) from the student's FAFSA, the student/family has completed the verification process (if selected) and furnished any other requested documentation (citizenship, Selective Service registration, etc.).

PIN

Those students who submitted a FAFSA for a previous Academic Year should have received a **Personal Identification Number (PIN)** from the U.S. Dept. of Ed. The PIN serves as your personal identifier and permits you to access your personal information in various U.S. Dept. of Ed. systems. Your PIN also serves as your **electronic** signature for U. S. Dept. of Ed. purposes, so do not share it with anyone. If you cannot locate your PIN or do not have one, go to www.pin.ed.gov to request a PIN. Once you receive your PIN, you can then complete and submit the **electronic** FAFSA. Parents of dependent students also need to request a PIN.

INCOME TAX RETURNS

When providing Federal Income Tax information on the FAFSA or Renewal FAFSA, use **completed** U.S. Income Tax Return(s). Make sure the tax return(s) are signed by a parent (if submitting a parental return) and/ or the student (if submitting a student return). Tax returns signed electronically by a preparer such as H & R Block are not acceptable and will be returned for an acceptable signature. Using estimated tax information or failing to complete all required items on the FAFSA will require correction which can substantially lengthen the application process.

STUDENT AID REPORT (SAR)

If you provide your **e-mail** address on your 2009-2010 FAFSA, the U.S. Dept. of Ed. Central Processing System (CPS) will send you a PIN e-mail containing a direct link to your PIN (if you don't already have a PIN); and a Student Aid Report (SAR) **e-mail** notification containing a direct link to your data on "SAR on the Web". If you submitted your FAFSA via the Web, you will receive this notification approximately one week after transmitting your FAFSA to the CPS. If you completed and submitted a paper FAFSA, allow approximately three weeks. If you do not provide your e-mail address on your FAFSA, the CPS will send you a paper SAR and if you do not have a PIN, they will also mail you a PIN. You will receive these documents approximately one to three weeks after you submit your completed FAFSA. Review the SAR for accuracy. If the SAR needs corrections, you may do this on the FAFSA website (www.fafsa.ed.gov)

Gordon College Financial Aid Application Status

Students who have applied for aid for the 2009-2010 Aid Year can view their application status on their Banner Web for Students Account. The Application Status will indicate if and what additional information we still need to complete your aid application process.

Students can review their financial aid award status on their Banner Web for Students Account. Students will receive instructions on how to log into Banner Web for Students once an application to the College is received.

Click on the following link for more information on viewing your application and/or award status:

<http://www.gdn.edu/FinancialAid/status.asp>

VERIFICATION PROCESS

The U.S. Dept. of Education created the Verification Process to confirm the accuracy of information submitted on the FAFSA. Your Student Aid Report (SAR) may indicate your application was selected for Verification. However, Gordon College participates in the U.S. Dept. of Education's Quality Assurance Program (QAP) so only those students who are notified by us that they have been selected for verification are required to complete the process at Gordon College. Even if your SAR does not state you have been selected by the U.S. Dept. of Ed., you may be required to complete the verification process. **You should only provide documents to us if we request them.**

If you are selected for verification, we will ask you (at a minimum) to verify the following: Adjusted Gross Income along with wages listed on appropriate W-2 forms. **Please submit copies of ALL requested documentation. The U.S. Internal Revenue Service's (IRS) granting of an extension to file a tax return does not eliminate the requirement to submit the tax return to us (if it is requested). The Verification process cannot be completed until all requested documents have been received.**

Under certain circumstances it may become necessary for you to submit additional information as part of the verification process. If you are required to submit additional documentation you should promptly submit the requested information to us. If discrepancies are noted between the information submitted on your FAFSA and the Verification documents, we will electronically transmit the corrected information to the U.S. Dept. of Ed. Central Processing System (CPS).

We will contact you if we need additional information to process your application for student financial aid. Please respond promptly to prevent delays in processing your application for aid. **We cannot determine your aid eligibility until the Verification Process is complete.**

*****As a reminder only submit the documentation that is requested of you by the Gordon College Financial Aid Office. *****

Please Note: Verification Worksheets and other documentation are located at the following link:

<http://www.gdn.edu/FinancialAid/finaidforms.asp>.

Do not submit a verification worksheet unless the Gordon College Financial Aid Office instructs you to do so!

FINANCIAL AID AWARDS

The Gordon College Financial Aid Office will begin awarding financial aid for the 2009-2010 aid year on or about March 15, 2009. We will use your Gordon College e-mail address as the preferred mechanism to **electronically** notify you of the availability of your Financial Aid Award on your Banner Web for Students Account. **It is critical that you regularly check your e-mail account and delete old e-mails in order to avoid reaching your disk space capacity; otherwise your electronic Award notification may be rejected by your account.**

When you access your 2009-2010 Award on Banner Web for Students, review all Award messages and the information concerning the types of aid included on your Award. We will notify applicants who requested aid if they do not qualify for Federal Grants and/or the HOPE Scholarship as a result of the review of their application.

IMPORTANT LOAN NOTICE

In order to receive a Federal Stafford Loan for the 2009-2010 award year, a student must first complete the 2009-2010 Gordon College Loan Request. The loan request is available at the following link:

<http://www.gdn.edu/FinancialAid/finaidforms.asp>

If you have not established an account with NelNet, you will need to do so at this point in order to access the dynamic form (loan request). Instructions on how to set up the account with NelNet are listed on the following page.

Setting up Dynamic Forms account:

When you are applying for a Stafford Loan (or accessing other dynamic forms) you will be prompted to enter your Username and Password. If you have never filled out one of these forms and do not have a username and password please follow these instructions:

-
- Click on "Create an Account – the following screen will display:

The screenshot shows a web form titled "Create Account" with a blue header bar that says "Please complete all of the information below." The form fields are as follows:

- Username: [- Username requirements](#)
- Password:
- Confirm password: [- Password requirements](#)
- First name:
- Last name:
- E-mail address:
- Confirm e-mail address:
- Secret question:
- Secret question answer:

A "Submit" button is located below the secret question answer field. At the bottom left is the "Dynamic Forms" logo, and at the bottom right is the "powered by nelnet" logo.

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- Fill in the requested information. Be sure to read the requirements for your username and password, as you will not be able to proceed until all these requirements are met.
- Once the account is created, you can proceed to the loan application and complete it.
- Be sure to write down your username and password because you will need it next time you need to fill out a dynamic form.

Once your loan is processed, you will be required to sign a Master Promissory Note (if you have not already done so). Instructions on how to sign the Master Promissory Note will be sent to you in a letter from NelNet.

If you are a first time borrower, you will have a mandatory 30 day delay on the initial disbursement of your student loan. This means that you will not receive any loan proceeds until 30 days after the first day of class for the semester to which the 30 day delay requirement is attached. You must be enrolled for at least six hours (half-time) at the time the funds are disbursed in order to receive them. The 30 day delay requirement is only valid for the initial semester in which you are enrolled and receive a student loan.

BASIC STUDENT ELIGIBILITY

To be considered for student financial aid you must:

- be a United States citizen or eligible non-citizen of the United States and,
- have been accepted for admission to an approved degree-seeking program by the Gordon College Admissions Office or be currently enrolled in an approved degree-seeking program and,
- be making progress toward the completion of your course of study according to the "Satisfactory Academic Progress Policy for Student Financial Aid Recipients and,
- not be in default on a Guaranteed Student/Federal Stafford Loan, Federal Direct Loan, Federal Parent (PLUS) Loan, Federal Direct Parent (PLUS) Loan, Federal Supplemental Loan, National Direct/Defense Student Loan, Federal Perkins Loan, Health Professions Loan, Income Contingent Loan or Federal Consolidation Loan received at any institution; and,
- not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Student Incentive Grant, or Leveraging Educational Assistance Program award received while attending any institution; and
- have a valid Social Security Number; and
- register with the Selective Service, if required; and
- have resolved any drug conviction issue.

Further information about these topics may be found at www.gdn.edu/FinancialAid.

COST OF ATTENDANCE

[The Cost of Attendance \(COA\)](#) for student aid purposes is an estimate of the total amount it will cost you to attend the Gordon College for a year. It is based on whether or not you are a Georgia resident, your program of study and if you live on or off campus while attending Gordon College. **The COA does not represent an amount of money owed to Gordon College.** The COA initially assumes full-time enrollment and includes average tuition and fees, books and supplies, room, board, and living expenses. Financial aid Awards which include any State or Federal need-based assistance cannot exceed COA or Established Financial Need.

ESTABLISHED FINANCIAL NEED

Established Financial Need is the difference between the Cost of Attendance (COA) at Gordon College and your Expected Family Contribution (EFC). The U.S. Dept. of Education uses the information you provide on the FAFSA and a formula established by law to calculate your EFC. The formula considers the reported family income and assets and makes adjustments based on the number of household members and the number of those members other than parents who are in college. The Federal Processor electronically provides your EFC to the Gordon College Financial Aid Office. **The EFC does not represent an amount of money owed to Gordon College.** It is used to determine Established Financial Need. The Federal Stafford Subsidized Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and the Leveraging Educational Assistance Partnership (LEAP) Grant are awarded based on Established Financial Need.

DISCLAIMER

The Gordon College Financial Aid Office reserves the right, on behalf of Gordon College, to **review and cancel or revise** awards at any time if you fail to meet the requirements of the Satisfactory Academic Progress Policy for Student Financial Aid Recipients or because of changes in your financial or academic status, academic program, resident status, enrollment status, etc. All student financial aid awards are contingent on the availability of funds.

LEARNING SUPPORT COURSES

Only the first thirty attempted semester hours of Learning Support Courses are counted when determining a student's enrollment status for aid purposes. Audited courses are **not considered** in determining enrollment status for aid eligibility.

GENERAL INFORMATION

STUDENT FINANCIAL AID POLICIES

Please note the following information as it relates to a student's enrollment status:

Full Time – 12 or more hours
Three-Quarter Time – 9-11 hours
Half- Time – 6-8 hours
Less than Half-Time – 1-5 hours

SUMMER AID DEADLINES

Students who plan to first apply for aid in the Summer of 2010 must transmit their 2009-2010 FAFSA in time for it to **reach** the Federal Processor no later than June 30, 2010. Also, the Gordon College Financial Aid Office must receive your valid Student Aid Report (SAR) while you are still enrolled and otherwise eligible. No Federal aid can be awarded if either of these deadlines is missed.

RETROACTIVE STUDENT AID

If the semester(s) for which you are requesting aid has ended AND you are no longer enrolled, you will usually not be eligible for a retroactive federal aid award. If you are in Verification when the semester ends, you MAY be eligible once Verification is complete. Federal Stafford Loan processing deadlines require loans to be processed before the last day of class. Students applying ONLY for the HOPE Scholarship or other state aid program must complete and submit the GSFAPPS to the Georgia Student Finance Commission (GSFC) before the last day of the term for which they wish to receive the state aid.

ENROLLMENT STATUS

Your enrollment status affects your eligibility for various types of assistance. Your official Gordon College enrollment status is determined each term by the number of hours in which you are officially registered at the end of Drop/Add Registration. For example, if you enroll full time, receive aid that was contingent on full time enrollment and then drop to less than full time before the closing of Drop/Add Registration, you will be required to repay that aid.

LOANS & ENROLLMENT STATUS

If you receive a Federal Stafford Loan or your parent receives a Federal Parent (PLUS) Loan you must maintain at least half time enrollment **at all times** (see Full Time/Half Time Enrollment above).

Dropping below half time enrollment at any time may result in subsequent loan disbursements being canceled. If you later re-enroll at least half time, you must contact us to confirm your loan status.

DROPPING COURSES VS WITHDRAWING

Dropping a course(s) **during the official Drop/Add period at the beginning of each term** will result in that course(s) not being counted or considered in determining your aid eligibility for that term. These semester hours do not count toward HOPE eligibility or Satisfactory Academic Progress (SAP) standards. No grades are posted for dropped hours. **However, hours from which you withdraw (or are withdrawn) after the completion of the Drop/Add period will be considered as enrolled and attempted hours for purposes of determining HOPE eligibility and the quantitative portion of the Satisfactory Academic Progress (SAP) standards. Withdrawing from a course results in a grade of W or WF which will appear on your official Gordon College academic transcript.**

INCOMPLETE GRADES

When a grade of incomplete is replaced with a final grade your eligibility for the HOPE Scholarship and/or other aid will be reviewed again. This may result in a request for repayment of aid already received and/or cancellation of future aid. Please read the [Satisfactory Academic Progress Policy](#). For Student Financial Aid Recipients on the financial aid page of the Gordon College Website for further information.

ADMISSION CLASSIFICATION

Transient and provisionally admitted students are generally not eligible for federal or state student financial aid with the following exception:

Gordon College HOPE Scholarship recipients may complete a Gordon College request for Transient Permission form for potential receipt as a HOPE transient student at another HOPE eligible institution. This form can be found under the forms section of the Gordon College Financial Aid webpage.

BACHELOR DEGREE STUDENTS

Students coming to Gordon College who have already earned a Bachelor's degree **may** be eligible for a Federal Stafford Student Loan. They will not, however, be eligible for any Federal Grant or State Scholarship funding (including the HOPE scholarship). In order to be considered for a student loan, the 2009-2010 Gordon College Loan Request must be completed. This form can be found at www.gdn.edu/FinancialAid/finaidforms.asp.

FEE PAYMENT & AID DISBURSEMENT

If you pre-register for classes, note the Payment Deadline listed on your student schedule of classes. This information can also be found at www.gdn.edu.

Failure to pay by the deadline indicated on your student account summary will result in your schedule being dropped.

If all aid eligibility requirements have been met, refunds will be issued to the student's Higher One Card on the 14th day after the first day of class for the appropriate semester.

OUTSIDE SOURCES OF AID

You must report to the Gordon College Financial Aid Office any aid you receive or expect to receive from an outside source regardless of when you receive notification of the award. This includes scholarships, grants, loans, VA education benefits and assistantships or fee waivers. The receipt of such aid may result in a reduction, cancellation, and/or repayment of your award(s).

QUALIFIED STATE TUITION PLANS

Some states sponsor plans referred to as Qualified State Tuition Programs (QSTP's). Because these plans are covered in section 529 of the federal tax code, they may also be called section 529 plans. There are two types of QSTP's which are treated differently in determining student aid eligibility.

- **Prepaid tuition plans** allow the pre-purchase of tuition credits for the student. Prepaid tuition plans are not reported as assets when completing the FAFSA; however, we must consider distributions from the plan as a student resource when determining the student's eligibility for other types of financial aid.
- **State-sponsored college savings plans (529 Plans)** allow a benefactor to deposit money into an account that will be used for the student's college expenses. This type of plan is essentially a special education savings account and is considered an asset **of the owner** and not the beneficiary (student); therefore, we do not consider any distributions from this plan when determining the student's eligibility for other types of financial aid. The Georgia Higher Education Savings Plan is a state-sponsored college savings plan.

ELIGIBLE NON-CITIZEN CONFIRMATION

Students applying for federal Title IV aid as eligible non-citizens whose citizenship status is not confirmed on the SAR must provide the Gordon College Financial Aid Office with documentation. The Gordon College Financial Aid Office will then initiate a secondary confirmation with the United States Citizenship and Immigration Services (USCIS). This confirmation must be received before students can be awarded any aid. The general requirement for eligible non-citizens is they are in the U.S. for other than a temporary purpose. To be considered for financial assistance through the Gordon College Financial Aid Office, you must have one of the following citizenship or eligible resident classifications and documentation if requested:

1. U.S. Citizen
2. U.S. National (includes natives of American Samoa and Swain's Island)
3. **U.S. Permanent resident** who has: a) a Permanent Resident Card (Form I-551 since 1997), or b) a resident Alien Card (Form I-551 before 1997) or c) an Alien Registration Receipt Card (Form I-151, issues prior to June 1978), or d) an Arrival/Departure Record (CBP Form I-94) or the new Departure Record (Form I-94A with the endorsement "*Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until _____ . Employment authorized.*", or e) a machine readable immigrant visa (MRIV) in the holder's passport. The MRIV will have an admission stamp, and the statement "*UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR*" WHICH APPEARS DIRECTLY ABOVE THE MACHINE READABLE SECTION. An MRIV with this statement, contained in an **unexpired** foreign passport and endorsed with the admission stamp, constitutes a **temporary I-551, valid for one year from the date of endorsement on the stamp.**, or f) a United States Travel Document (mint green cover), which replaces the Reentry Permit (Form I-327) and the Refugee Travel Document (form I-571). It is used by lawful permanent residents (as well as refugees and asylees) and is annotated with "*Permit to Reenter Form I-327 (Rev. 9-2-03).*"

4. Citizens of the Federated States of Micronesia and the republics of Palau and Marshall Islands.
NOTE: These students are eligible only for Federal Pell Grants, Federal Supplemental Opportunity Grants or Federal Work-Study (FWS). They are not eligible for federal student loans.

5. For eligible non-citizens other than permanent residents:

- a. **Refugees** with a Form I-94 or I-94A annotated with a stamp showing admission under Section 207 of the Immigration Nationality Act (INA). Also acceptable is the old Refugee Travel Document (Form I-571) or the new U.S. Travel Document cited in paragraph 3.f. above annotated with "*Refugee Travel Document Form I-571 (Rev. 9-2-03)*"
- b. **Asylees** with a Form I-94 or I-94A and a stamp reflecting admission under Section 208 of the INA, or the same travel documents cited in 5.a. above. NOTE: A refugee or an asylee may apply for permanent resident status and may have an I-94 that includes the endorsement "*209a (or 209b) pending. Employment Authorized.*" These students are eligible for federal student aid funds if the I-94 has not expired.
- c. **Parolees** with a Form I-94 or I-94A with a stamp indicating they have been paroled into the United States for at least one year, with a date that has not expired.
- d. **Cuban-Haitian entrants** with a Form I-94 indicating they have been classified as a "*Cuban-Haitian Entrant (Status Pending). Reviewable January 15, 1981. Employment authorized until January 15, 1981.*" This document is valid even if the expiration date has passed. However, if the I-94 is stamped "*applicant for permanent residence*", the Cuban-Haitian entrant is not eligible for federal student aid and must request documentation of permanent residency status from the USCIS. Students applying for federal Title IV aid as eligible non-citizens whose citizenship status is not confirmed on the SAR must provide the Gordon College Financial Aid Office urges all students to carefully review the Satisfactory Academic Progress Policy for Student Financial Aid Recipients on the Financial Aid Page of the Gordon College website.

Please Note: U. S. citizens also must provide documentation if their citizenship is not confirmed on the SAR.

INELIGIBLE NON-CITIZENS

Individuals with F-1, F-2, or M-1 Student Visas; B-1 or B-2 Visitor Visas; J-1 or J-2 Exchange Visitor Visas; H or L series Visas (which allow temporary employment in the U.S.), or a G series Visa (pertaining to international organizations), or a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), or an I-94 stamped "Temporary Protected Status" or an approved Form I-797 "Application for Voluntary Departure under The Family Unity Program" ARE NOT ELIGIBLE for any financial assistance administered by this office.

SELECTIVE SERVICE REGISTRATION

Men ages 18 through 25 are required to register with the Selective Service System (SSS) to be eligible for Federal and state of Georgia financial aid funds. Any male student age 18 through 25 who have not yet registered with the SSS can do so when they complete the 2009-2010 FAFSA or can register via the SSS Web site at <http://www.sss.gov/>.

AID & TAXES

If your gift aid (grants and scholarships) exceeds the cost of your tuition, fees, books and supplies, consult federal and state income tax instructions or your tax preparer when completing your tax returns.

STUDY ABROAD

Students regularly enrolled in a Gordon College degree program who enroll in a Gordon College Study Abroad program may be eligible for financial aid. Students interested in studying abroad should contact us to determine if they are eligible for aid. Please note that since Study Abroad grades are generally not posted by the end of the enrolled semester, your Standards of Academic Progress can be adversely affected resulting in loss of financial aid eligibility until the Registrar receives the grades and we are able to reconsider your Academic Progress.

EMPLOYEE TUITION ASSISTANCE PROGRAM (TAP)

Amounts received under the Board of Regents' Employee Tuition Assistance Program (TAP) will be reflected on the Award of any student receiving other student financial aid. The dollar value of TAP must be considered when determining aid eligibility and can result in the reduction of student financial aid already awarded.

QUALITY ASSURANCE PROGRAM (QAP)

Gordon College participates in the U.S. Dept. of Education Quality Assurance Program (QAP) which is designed to help postsecondary educational institutions improve the delivery of student financial aid. The Gordon College Financial Aid Office periodically requires students who meet the verification selection criteria to provide Verification of application information. Students who do not provide the requested documentation will have future aid canceled and must repay any federal aid which has already been disbursed.

FEE WAIVERS

If you receive an in-state and/or an out-of-state fee waiver after a semester begins, you may be required to repay aid already disbursed in order to reduce or eliminate an overaward. We are required to consider any fee waiver(s) you receive when determining your eligibility for other types of student financial aid. Grants, loans and Federal Work-Study (FWS) are available through this office to help defray educational expenses at Gordon College. Grants do not have to be repaid. FWS awards are earned during the period of enrollment. You must repay loans. You must be enrolled at least half time to receive a LEAP Award or a Federal Stafford Loan.

TYPES OF AID

Federal Pell Grants are available for less than full time students depending on need. HOPE Scholarships, Federal Supplemental Educational Opportunity Grants (FSEOG) and FWS are available for one or more hours of enrollment. All student financial aid is initially awarded based on anticipated full time enrollment unless otherwise noted on your Award. To review the different type of aid at Gordon College, please visit the following website:
<http://www.gdn.edu/FinancialAid/typesofAid.asp>.

GRADE LEVEL OR LOAN YEAR

Loan Grade Level or Year in school for undergraduates is determined by the number of semester hours earned:

Year 1 (0-29 Earned Hours) - freshman
Year 2 (30-59 Earned Hours) - sophomore
Year 3 (60-89 Earned Hours) – junior*
Year 4 and 5 (90+ Earned Hours) - senior*

* Only applicable to students enrolled in the Four Year Teacher Education and Bachelor of Nursing program at Gordon College.

ANNUAL LOAN MAXIMUMS

Note: Loans plus other aid cannot exceed the student's Cost of Attendance (COA)
The annual maximum **combinations** of subsidized and unsubsidized loans are:

Year	Dependent Student Annual Maximum	Independent Student Annual Maximum
1	\$3,500	\$7,500 (only \$3,500 can be subsidized)
2	\$4,500	\$8,500 (only \$4,500 can be subsidized)
3+	\$5,500	\$10,500 (only \$5,500 can be subsidized)

AGGREGATES

The total outstanding loan debt you can have from the federal student loan program is:

- \$23,000 as a undergraduate student (Subsidized)
- \$23,000 as a undergraduate student (Unsubsidized)
- \$57,500 – Total for undergraduate students
- \$138,500 as a graduate or professional student (only \$65,500 of this amount can be subsidized). This debt limit includes any federal student loans received for undergraduate study.

PRORATION

Loans for graduating students and those who will only enroll for one semester in the 2009-2010 academic year are subject to proration.

MULTIPLE DISBURSEMENTS & 30 DAY DELAY

Federal student aid statutes require that for one semester loans, schools must make at least two disbursements to the student during the semester and the school can not make the second disbursement before the semester midpoint. Also, newly enrolling first year undergraduate students cannot receive their first disbursement of a Federal Stafford Loan until 30 days following the first day of classes.

RECOURSE WHEN PLUS DENIED

If the parent is denied the Federal PLUS Loan and elects not to use an endorser, the student may be eligible for additional **unsubsidized** Federal Direct Loan funds, not to exceed the Cost of Attendance and the 12 month maximum. First and second year students may borrow up to \$4,000; third and fourth year students may borrow up to \$5,000. Students can request the additional loan amount on the Gordon College Loan Application.

STUDENT LOAN OMBUDSMAN'S OFFICE

If you have a problem with resolving a loan dispute or solving other problems with federal student loans after you leave school, the U.S. Department of Education Student Loan Ombudsman's Office can help. Contact Information for U.S. Department of Education Student Loan Ombudsman's Office:

Web site: www.ombudsman.ed.gov

E-mail: fsaombudsmanoffice@ed.gov

Telephone: 877-557-2575 (toll free) | 202-377-3800 (not toll free)

Fax: 202-275-0549

Mail: U. S. Department of Education, FSA Ombudsman, 830 First Street, N.E. Washington D.C. 20202-5144

SERVICE-CANCELLABLE STAFFORD LOANS

Service-Cancellable Stafford Loans are made by the Georgia Student Finance Authority to Georgia residents preparing for professions with a critical shortage in Georgia. You may cancel principal and interest payments by working in an approved Georgia location twelve months for each academic year of assistance. The current approved critical field at Gordon College is Nursing.

HOPE TEACHER & PROMISE SCHOLARSHIP LOAN PROGRAMS

The **HOPE Promise Teacher Scholarship Loan Program** is designed to provide forgivable loans to individuals wanting to be teachers in Georgia public schools. For further information, or if you would like to download a HOPE Teacher Scholarship Loan application for 2009-2010, please visit the following Web site:

http://gacollege411.org/finaid/loanprograms/hope_teacher_scholarship.asp.

Students must submit the application before the end of the term for which they wish to receive the scholarship/loan.

The HOPE Teacher Scholarship/Loan application for 2009-2010 should be available on or after June 1, 2009. For more information, contact the Georgia Student Finance Commission at 1-800-505-GSFC.

DEBT MANAGEMENT

Before borrowing you should determine how much you can afford to borrow and how you are going to manage your loan debt once you begin repayment. Explore other financial aid options before borrowing. Determining a manageable debt level is based on two estimates: how much you will borrow and how much you will earn once you complete school. A general rule states that your maximum student loan payment should not exceed 10% of your gross first year salary. Planning ahead will protect you from the serious consequences of defaulting on your loan payments. This results in detrimental effects on your credit rating for at least seven years, loss of repayment and deferment options, possible seizure of federal and state income tax refunds, referral to a collection agency, legal action and garnishment of wages. Plan your budget carefully and borrow only what you need. Your loan payments will increase as your loan balance does. The following tables are useful in estimating your required repayment. The estimated monthly payments and total interest charges are based on the standard 10 year repayment plan with a 6% interest rate. Information on graduated and income-sensitive repayment options is available from your lender. These figures are estimates only; specific questions about loan repayment should be directed to your lender.

Estimated SALARY REQUIREMENTS

Minimum Gross Annual Income Needed to Meet 10% Rule

Loan Debt @ 6%	Income Needed
Less than \$5,000	\$ 6,661
\$5,000-\$9,999	\$13,321
\$10,000-\$24,999	\$33,304
\$25,000+	\$67,704

LOAN CONSOLIDATION

If you have several loans, loans with more than one lender, or educational loans of different types it may be convenient to consolidate all loans into a single payment. This can be done before or during repayment. Loan consolidation offers a maximum repayment period (with restrictions) of more than ten years if certain prescribe loan amounts are consolidated (Students should consult their lender to determine the current amount for consolidation). Students may reduce the monthly payment amount through loan consolidation as well as have the convenience of a single monthly payment. Making smaller payments over a longer period of time will increase interest costs and the total amount that is repaid.

The major benefit of consolidating is that you will have only one monthly payment to make for all loans consolidated. You **may** be able to reduce the interest rate on your loans and the amount you repay monthly. You can choose from four repayment plan options that offer the chance to repay your loan(s) in a way that best suits your individual financial needs, including plans that may allow you to increase the number of years to repay the loan.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS

The U.S. Department of Education requires institutions of higher education to establish minimum standards of Satisfactory Academic Progress for students receiving Federal aid. (This also applies to the HOPE Scholarship). This Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree or certification requirements. It can be further explained in qualitative and quantitative components. The Gordon College Satisfactory Academic Policy is located at the following link:

<http://www.gdn.edu/FinancialAid/policies.asp>

STUDY ABROAD/STUDENT EXCHANGE PROGRAMS

Hours enrolled in Study Abroad or Student Exchange Programs are counted as attempted hours when applying Satisfactory Academic Progress standards. **Study Abroad grades do not count as successfully completed toward your 66% requirement until they are received by the Office of the Registrar or Admissions.**

**THE MOST IMPORTANT FACTOR
IN APPLYING FOR AID IS TO
APPLY EARLY!!!!**