



Financial Aid Handbook

2023-2024

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Financial Aid Office

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Introduction

A high-quality, personalized education at Northwest College of Art & Design (NCAD) is an investment in each student's future success. We recognize that some students and their families may need assistance to meet some of their college costs. We encourage NCAD students to complete the Free Application for Federal Student Aid (FAFSA), which allows us to consider you for financial aid. The role of the Financial Aid Office is to try to help fill the gap that may exist between the cost of attendance and funds available.

This handbook is designed to provide you with information on the financial aid process, what types of aid are available, the terms and conditions of the aid, and common questions students and families have related to financial aid at different stages of the process. More information can be found on the NCAD website (listed below) or by contacting the Financial Aid Office directly.

If you have questions after you have read this handbook, contact the Financial Aid Office.

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Financial Aid Eligibility

All current and prospective NCAD students are encouraged to apply for financial aid by completing a FAFSA at studentaid.gov. The FAFSA is required for many forms of financial aid, including federal, state, and some institutional forms of aid. File a FAFSA every October to be considered for all available aid.

General eligibility requirements for financial aid are listed below. Not all of these requirements apply to all forms of financial aid.

- Be regularly admitted to NCAD.
- Have a high school diploma or GED certificate.
- Be a U.S. citizen or an eligible non-citizen as defined by the Department of Education.
- Demonstrate financial need for some types of aid.
- Not owe a refund on or be in default on any Title IV or HEA grant or loan.
- Be making satisfactory academic progress toward a degree.
- For many types of aid, students must be enrolled full-time; some forms of aid are available to students enrolled less than full-time.
- For federal student loan eligibility, be enrolled at least half-time.
- For Washington State Aid, be a Washington resident as defined by state law.

Eligibility differs based on the type of aid and criteria set by the funding source. See **Types of Aid** for specific eligibility criteria.

Cost of Attendance

The Cost of Attendance (COA) is a standardized set of budgets used as a basis for determining maximum aid eligibility. The COA generally includes tuition, fees, housing and food, books and supplies, transportation expenses, and personal expenses. The COA can vary based on program of study, living arrangements while in school, and a wide variety of other factors.

Institutional Charges

The following amounts are for the 2023-24 academic year.

TUITION	
Full-time Undergraduate (16+ credit hours)	\$18,000 / academic year
Part-time Undergraduate (1 to 15 credit hours)	\$765 / credit

FEES	
Enrollment Fee	\$150 / upon acceptance
Registration Fee	\$100 / academic year

HOUSING & FOOD	
Off-Campus Housing & Food (estimated)	\$15,888 / academic year
W/Parents Housing & Food (estimated)	\$7,640 / academic year

OTHER EXPENSES	
Books & Supplies (estimated)	\$680 / academic year
Personal Expenses (estimated)	\$1,736 / academic year
Transportation (estimated)	\$1,720 / academic year
Loan Fees (if applicable)	\$104 / academic year

Expected Family Contribution

The Expected Family Contribution (EFC) is the number used to determine your eligibility for need-based financial aid. This is determined based on the information you provide on the FAFSA. The EFC is calculated using the federal methodology formula, which is approved by Congress. The formula takes several factors into consideration, including:

- Dependency status
- Family size
- Number of family members in college
- Student and parent/spouse income/assets

The EFC is not the amount of money that you or your family must provide. Rather, the EFC is an index that schools use to determine your eligibility for federal, state, and institutional aid.

Financial Need

Financial need is determined by the following formula:

$$\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need (Need)}$$

The Financial Aid Office will use the results of this formula to create an award package for you with different types of available aid that may include grants, scholarships, and loans. However, because funding is limited, your entire financial need may not be met. Any remainder can be paid with direct payments to the school, or other types of loans, or scholarships from outside organizations.

Verification

Verification is a review process in which the Financial Aid Office ensures the accuracy of the information on the student's FAFSA. During the verification process, the student (and spouse or parent, if applicable) will be required to submit certain documentation to verify information on the FAFSA. You will be notified if you are selected for verification.

The following documentation may be required as part of verification:

- Verification Worksheet
- Student (and spouse, if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your tax return transcript obtained at [**www.irs.gov/transcript**](http://www.irs.gov/transcript)
- Parent (if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your tax return transcript, obtained at [**www.irs.gov/transcript**](http://www.irs.gov/transcript)
- Additional documents, as necessary

The Financial Aid Office will inform you via email of what forms and documents are required. **Please submit only what is requested of you.**

If any discrepancies are uncovered during verification, the Financial Aid Office may require additional information for clarification. Such discrepancies may cause your final financial aid package to change from the initial offer.

Deadlines

You must submit complete verification documents one month before your last date of enrollment for the award year to receive aid for the award year. If you choose not to submit the required documentation, you will not be eligible for federal or state aid.

Professional Judgment

We recognize that the FAFSA may not always portray an accurate picture of your financial situation. Although considerations for specific situations are limited, we may be able to give additional consideration as described below. If you believe you have a special circumstance, please contact the Financial Aid Office and request a “Professional Judgment.”

Examples of Circumstances Considered

- Unusual cost of attendance components over and above the normal COA such as health insurance, childcare, disability related expenses, etc.
- Excessive medical/dental care expenses
- Loss or reduction of income (layoff, illness, forced reduction of hours, temporary employment, etc.) or benefits (unemployment, disability, social security, child support, alimony, etc.)
- Non-reoccurring payments received
- Death, divorce, separation
- Dependency override

Examples of Circumstances Not Considered

- Increase of standard living expenses
- Purchasing material items such as a car, home appliances, vacations, second homes
- Reduction of assets
- Credit issues, line of credit changes, previous student loan debt, etc.
- Siblings or parents who are also attending college. Siblings are already taken into account on the FAFSA.

Decisions are final and will be communicated directly to the student. Any additional funding awarded is only available for the academic year for which the special circumstance is approved. Special circumstances must be reviewed annually.

You will be notified of all changes made throughout the process. Aid may be increased, remain the same, or be decreased because of this process. Additional aid is not guaranteed.

Types of Aid

Financial aid includes any scholarship, grant, or loan that helps students that cannot meet the full cost of attending NCAD. Aid can be need-based (awarded because of your financial need), or it can be merit-based (awarded because of your unique talents or academic ability).

NCAD Scholarships

NCAD has a scholarship program for accepted entering freshmen and current students. Scholarships are awarded each year to applicants who demonstrate financial need, academic and artistic excellence, motivation, determination, and passion for the arts.

Incoming students are encouraged to apply for all scholarships for which they are eligible. However, no incoming student shall be awarded more than one of these NCAD scholarships. Any student having the top entry for more than one scholarship shall be awarded the largest scholarship of those entries.

All NCAD scholarships are awarded as a tuition waiver to NCAD — no cash is awarded to the student.

All applications must follow the general guidelines and scholarship requirements as listed in the current scholarship packet. Applicants who do not submit all required application materials or who do not meet minimum scholarship criteria will be disqualified.

A scholarship packet is available to download on our website at ncad.edu

The following are required for all NCAD Scholarships:

- Be enrolled full time
- Meet all components of the **Financial Aid Satisfactory Academic Progress** policy each term
- Students who withdraw will lose their remaining eligibility

Henry H. Freeman Scholarship

(\$7,200 BFA / \$3,000 AOS)

FIFTY scholarships (one per state) may be awarded to full-time, non-transfer students, accepted and entering NCAD for the first time. A tuition waiver is distributed over nine semesters for BFA and four semesters for AOS. Applicants must meet the Henry H. Freeman requirements listed in the current NCAD scholarship packet.

Entering Transfer Student Merit Scholarship

(\$2,700 BFA / \$1,300 AOS)

NCAD offers TWO scholarships each year to at least half-time transfer students entering NCAD for the first time. A tuition waiver is distributed over remaining scheduled semesters. Applicants must meet the Merit Scholarship requirements listed in the current NCAD scholarship packet.

Entering Freshman Merit Scholarship (\$1,000 BFA / \$500 AOS)

TWO Entering Freshman Merit scholarships may be awarded to full-time, non-transfer students, accepted and entering NCAD for the first time. A tuition waiver is distributed over two semesters. Applicants must meet the Merit Scholarship requirements listed in the current NCAD scholarship packet.

Kitsap & Pierce County High School Senior Scholarship (\$1,000 BFA / \$500 AOS)

ONE scholarship may be awarded to a graduating senior from each high school. Applicants must be a full-time, non-transfer student, accepted and entering NCAD for the first time. A tuition waiver is distributed over two semesters. Applicants must meet the Merit Scholarship requirements listed in the current NCAD scholarship packet.

Relocation Tuition Waiver for Out of State Residents (\$1,000 BFA / \$500 AOS)

FIVE tuition waivers may be awarded to out of state, full-time, non-transfer students, accepted and entering NCAD for the first time. The tuition waiver is distributed over two semesters. Applicants must meet the Relocation Tuition Waiver requirements listed in the current NCAD scholarship packet.

Entering Freshman Need-Based Scholarship (\$1,000 BFA / \$500 AOS)

TWO Entering Freshmen Need-Based scholarships may be awarded to full-time, non-transfer students, accepted and entering NCAD for the first time. A tuition waiver is distributed over two semesters. Applicants must meet the Need-Based Scholarship requirements listed in the current NCAD Scholarship packet.

\$500 Sydnee Cummings Memorial Scholarship for Current NCAD Students (AFTER FIRST SEMESTER)

Sydnee Cummings was a talented and enthusiastic student from Milton, WA who was killed tragically in a car accident on her way home from work March 14, 2011. Though her time at NCAD was short, Sydnee showed the promise to become a professional graphic designer and photographer. She was an active, fun, and likable person who loved her parents and really enjoyed school and her classmates.

Sydnee Cummings Memorial scholarships are open to full-time students currently enrolled at NCAD. TWO scholarships per academic level may be awarded each semester. Applicants must meet all scholarship requirements listed in the current NCAD scholarship packet.

Applicants must have achieved a GPA of 3.4 or higher in the previous semester. Winning students will receive their award as a tuition waiver in the following semester.

Michael Perigard Memorial Scholarship Fund

Michael Perigard served as the Facilities Manager for NCAD and was loved by staff, faculty, and students alike. He always had a smile and kind words to share with all who crossed his path. In his memory, this scholarship fund was created to reward a deserving student each year.

Every Winter semester, each NCAD instructor can submit a letter of recommendation to nominate a full-time Senior who is scheduled to graduate after completing their 9th semester. The student must be in good standing with no payments past due and meeting Satisfactory Academic Progress.

NCAD will add \$1,000 to any money donated into the fund by the last business day of April each year. A tuition waiver will be awarded to the winner for their 9th semester.

Careers That Work!

The Careers That Work! program was launched in 1999. Each year, every high school in Idaho, Oregon, and Washington (public and private) are given five \$1,000 tuition scholarships to award to graduating students headed to one of the participating career colleges.

Seniors awarded Careers That Work! scholarships by their high school are not restricted to colleges within their home state. That means seniors graduating in Idaho, Oregon, and Washington may be awarded the scholarships for attendance at any participating private career colleges in any of those three states.

Scholarships are tentative, pending the student's acceptance for admission and commencement of study at the College. If accepted, the scholarship will be credited to the student's tuition, generally in equal disbursements during their first academic year.

Robert B. McMillen Foundation Scholarship

This annual scholarship competition is a talent-based competition. The aim is to find young artists who exhibit the most artistic potential and talent and those that have the greatest potential for making change in the world through their profession and community contributions.

Visit: <https://mcmillenfoundation.org/scholarships/> for guidelines and eligibility information.

- Awards up to \$25,000 per year, renewable (after all other scholarships/grants)
- Visual Arts majors at approved Washington colleges only
- First year, transfer, graduates and returning students eligible

Private/Outside Scholarships

Private scholarships come from a wide variety of sources. Look for scholarships from your high school, local clubs, national organizations, foundations, and many others. Scholarship search services provide students with an efficient way to search for scholarships. Scholarship search services should be free. We discourage students from paying for these services. If you receive a private scholarship, notify the Financial Aid Office in writing. Your financial plan may need to be adjusted in order to stay within federal guidelines. Whenever possible, we will reduce loans first.

Grants

Grants are a form of financial aid, based on financial need, which you do not have to repay.

Federal Pell Grant

Application Procedures

To be considered for a Federal Pell Grant, students must:

- File a FAFSA; and
- Complete verification, if selected.

Selection Criteria

To qualify for a Federal Pell Grant, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Demonstrate financial need; and
- Be an undergraduate student enrolled at a qualifying college working on a first baccalaureate degree

Award Amount

- Depends on EFC and level of enrollment (full time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, less than $\frac{1}{2}$ time)
- Students may receive up to 150% of their scheduled award, depending on enrollment term and level

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA each federal award year;
- Continue to demonstrate sufficient financial need;
- Continue to meet all other eligibility criteria prescribed by the Department of Education; and
- Meet all components of the **Financial Aid Satisfactory Academic Progress** policy each term.

Washington College Grant

The Washington College Grant (WCG) is based on financial need as determined by completion of the FAFSA, Renewal FAFSA application, or Washington State Financial Aid Application (WASFA). Funding is limited and Washington residents should complete an application (FAFSA or WASFA) as early as possible to ensure maximum consideration.

Application Procedures

To be considered for a Washington College Grant, students must:

- File a FAFSA or the WASFA for the current award year; and
- Complete verification, if selected.
- Complete Washington Residency Form, Washington Student Directive Form, and supply the requested supporting documentation

Selection Criteria

To qualify for a Washington College Grant, students must:

- Meet all eligibility requirements to receive state financial aid;
- Demonstrate financial need;
- Be a resident of the state of Washington for at least one year prior to starting attendance at an eligible Washington institution

Award Amounts

- Amounts vary depending on the Median Family Income of the student's family and enrollment status

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA or WASFA each federal award year;
- Continue to meet all other eligibility requirements; and
- Meet all components of the Washington State Satisfactory Academic Progress policy each term

Students can receive up to 10 semesters of Washington College Grant.

Washington College Bound Scholarship

The Washington College Bound Scholarship (CBS) is based on financial need as determined by completion of the FAFSA, Renewal FAFSA application, or Washington State Financial Aid Application (WASFA).

Application Procedures

To be considered for a Washington College Bound Scholarship, students must:

- Have applied for WCBS in junior high or high school
- Take the CBS pledge to confirm that they meet eligibility requirements
- File a FAFSA or the WASFA for the current award year; and
- Complete verification, if selected.

Selection Criteria

To qualify for a Washington College Bound Scholarship, students must:

- Attend an eligible college and start attending by September of the year following high school graduation
- Meet all eligibility requirements to receive state financial aid;
- Demonstrate financial need;
- Be a resident of the state of Washington for at least one year prior to starting attendance at an eligible Washington institution or have DACA status

Award Amounts

- Amounts vary depending on the Median Family Income of the student's family and enrollment status

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA or WASFA each federal award year;
- Continue to meet all other eligibility requirements; and
- Meet all components of the Washington State Satisfactory Academic Progress policy each term

Students can receive up to 8 semesters of the College Bound Scholarship.

Loans

An educational loan is a form of financial aid that must be repaid, with interest. Education loans come in three major categories: student loans (e.g. Direct Subsidized/Unsubsidized, and parent loans (e.g. Direct Parent PLUS loans), and private loans (also called alternative loans).

Direct Subsidized Student Loan

Direct Subsidized loans are need-based and the U.S. Department of Education pays the interest while you are enrolled in school at least half time. Payments are automatically deferred while you are in school at least half time. Federal Subsidized Direct loans have a six-month grace period after graduation, withdrawal, or reducing to less than half-time enrollment.

Application Procedures

To be considered for a Direct Subsidized Student Loan, students must:

- File a FAFSA;
- Complete verification, if selected;
- Accept the loan in the student financial aid portal;
- Complete **Loan Entrance Counseling** for Undergraduate Students (first-time borrowers only); and
- Sign a **Master Promissory Note** (first-time borrowers only).

Selection Criteria

To qualify for a Direct Subsidized Student Loan, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be an undergraduate student enrolled at least half time (6 credits);
- Demonstrate financial need;
- Not have exceeded his/her aggregate loan limits; and

Award Amounts

- Award amounts vary by dependency status, level, and enrollment. See the chart on page 15 for award amounts and aggregate limits.

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA each federal award year and continue to meet all eligibility requirements; and
- Meet all components of the **Financial Aid Satisfactory Academic Progress** policy each term.

Interest Accrual

- While attending school at half-time status or greater, the interest on the Subsidized Direct loan does not accrue. Interest begins to accrue at the expiration of the grace period.
- After the grace period is over, the student enters repayment and interest begins to accrue. During repayment, interest accrues and any unpaid interest may be capitalized in some circumstances.
- Capitalized Interest – Interest capitalization occurs when unpaid interest is added to the principal amount of your student loan.

Direct Unsubsidized Student Loan

Direct Unsubsidized loans are non-need-based, and the borrower is responsible for the interest while he or she is in school. Payments are automatically deferred while you are in school at least half time. Federal Unsubsidized Direct loans have a six-month grace period after graduation, withdrawal, or reducing to less than half-time enrollment.

Application Procedures

To be considered for a Direct Unsubsidized Student Loan, students must:

- File a FAFSA;
- Complete verification, if selected;
- Accept the loan in student financial aid portal;
- Complete **Loan Entrance Counseling** (first-time borrowers only); and
- Sign a **Master Promissory Note** (first-time borrowers only).

Selection Criteria

To qualify for a Direct Unsubsidized Student Loan, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be an undergraduate or graduate student enrolled at least half time (6 credits); and
- Not have exceeded his/her aggregate loan limits.

Award Amounts

- Award amounts vary by dependency status and enrollment level. See the chart on page 15 for award amounts and aggregate limits.

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA each federal award year and continue to meet all eligibility requirements; and
- Meet all components of the **Financial Aid Satisfactory Academic Progress** policy each term.

Interest Accrual

Interest begins to accrue for Unsubsidized Direct Loans at the time of disbursement and continues to accrue continuously over the life of the loan, regardless of the student's enrollment or repayment status:

- Even though loan payments are not due until the expiration of the grace period, accrued interest that is left unpaid may capitalize in some circumstances.
- Capitalized Interest – Interest capitalization occurs when unpaid interest is added to the principal amount of your student loan.

Direct Student Loan Annual and Aggregate Limits

DEPENDENT	ANNUAL LOAN LIMIT
Freshmen (0-29 credits)	\$5,500 (up to \$3,500 can be subsidized)
Sophomore (30-59 credits)	\$6,500 (up to \$4,500 can be subsidized)
Junior (60-89 credits)	\$7,500 (up to \$5,500 can be subsidized)
Senior (90+ credits)	\$7,500 (up to \$5,500 can be subsidized)

INDEPENDENT	ANNUAL LOAN LIMIT
Freshmen (0-29 credits)	\$9,500 (up to \$3,500 can be subsidized)
Sophomore (30-59 credits)	\$10,500 (up to \$4,500 can be subsidized)
Junior (60-89 credits)	\$12,500 (up to \$5,500 can be subsidized)
Senior (90+ credits)	\$12,500 (up to \$5,500 can be subsidized)

LIFETIME AGGREGATE LIMITS	
Undergraduate (dependent)	\$31,000 (up to \$23,000 can be subsidized)
Undergraduate (independent)	\$57,500 (up to \$23,000 can be subsidized)

Direct Parent PLUS Loan

Direct Parent PLUS loans are non-need-based, and the borrower (parent) is responsible for the interest while the student beneficiary is in school. Payments begin when the loan is fully disbursed but may be deferred while the student beneficiary is in school at least half time.

Application Procedures

To be considered for a Direct Parent PLUS Loan, students must:

- File a FAFSA; and

To be considered for a Direct Parent PLUS Loan, parents must:

- Complete a **Parent PLUS Loan Application**, which includes a credit check; and
- Sign a **Master Promissory Note**.

Selection Criteria

To qualify for a Direct Parent PLUS Loan, parents must:

- Meet all eligibility requirements to receive Title IV Aid; and
- Be the parent (biological, step, or adoptive) of an undergraduate student enrolled at least half time (6 credits); and
- Complete a Parent PLUS Loan Application, which includes a credit check; and
- Meet the credit requirements.

Award Amounts

- Up to the full cost of attendance, less other financial aid, including other loans

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA each federal award year and continue to meet all other eligibility requirements; and
- Meet all components of the ***Financial Aid Satisfactory Academic Progress*** policy each term.

Interest Accrual

- Interest begins to accrue for PLUS Loans at the time of disbursement and continues to accrue continuously over the life of the loan, regardless of the beneficiary student's enrollment or repayment status:
- Accrued interest that is left unpaid may capitalize in some circumstances.
- Capitalized Interest – Interest capitalization occurs when unpaid interest is added to the principal amount of your student loan.

Private Education Loans

Private Education Loans, also known as Alternative Education Loans, help bridge the gap between the actual cost of your education and Federal loan limits. Eligibility for private student loans often depends on your credit score and usually requires a co-signer. Application procedures and qualification criteria vary by lender.

The private loan process, from applying for the loan to funds arriving at NCAD, may take several weeks. Students should start the process early to ensure funds are available at the start of each semester.

Communication with Students

All correspondence from the Financial Aid Office will be sent to the student. If the parent or spouse of a student wants to receive information about a student's financial aid package, it is the student's responsibility to forward that information to the appropriate party.

It is important for students to check their email regularly—even over breaks—to be sure they receive and respond as needed to correspondence from the Financial Aid Office.

FERPA

The Federal Educational Rights and Privacy Act (FERPA) limits the information NCAD can release without the student’s permission. The student is the only person we can discuss financial information with unless we are given written authorization to speak to a specific person (for example, a parent or spouse). If you would like the Financial Aid Office to be able to speak with another individual regarding your file, please set up a FERPA release with the Registrar. Setting up a FERPA release will give your parent, legal guardian, spouse, coach, etc. the ability to call and gain specific information regarding your student account.

Financial Aid Disbursements

Financial aid is disbursed directly to your Student Account. If all required paperwork is submitted and processed by the published deadlines, NCAD typically disburses financial aid based on the schedule below:

TYPES OF AID	ANTICIPATED DISBURSEMENT DATE
Institutional Scholarships/Waivers	First week of classes
Federal Grants	First week of classes
State Grants	First week of classes
Federal Direct Loans	First week of classes
All Other Aid	As funds are received

Funds unavailable for disbursement on these dates are disbursed on a rolling basis as they become available or as the student meets the requirements for the funds. Financial aid proceeds go to pay the balance on your student account first. Any excess proceeds can be issued in a credit balance refund.

Satisfactory Academic Progress

Federal regulations require that students make Satisfactory Academic Progress toward completing their degree to receive federal financial aid. This policy defines Satisfactory Academic Progress (SAP), the process by which financial aid is revoked for failure to make SAP, and the process by which students may appeal SAP decisions. This policy applies to all students at NCAD.

What is Satisfactory Academic Progress?

NCAD is required to monitor the academic progress of all students. This is to ensure that students are making progress toward a degree. To make SAP, students must:

1. Meet a minimum GPA requirement, AND
2. After each term, satisfactorily complete a minimum percentage of credits toward degree completion, i.e., the student must meet minimum pace requirements, AND
3. Complete their degree programs within the maximum timeframe. Maximum timeframe standards are set by pace requirements. Students must complete the necessary number of credits attempted to remain on pace to graduate within the maximum timeframe.

If a student fails to meet any one of these standards, he or she will be classified as not making Satisfactory Academic Progress.

GPA Requirements

Undergraduate students are expected to maintain a minimum 2.0 cumulative GPA.

All students should be aware that some scholarships and grants may require recipients to maintain a specific GPA to remain eligible, which may be higher than the SAP standard.

Pace Requirements

Students must complete their degree within 150% of the maximum number of credits required for the degree as posted in the NCAD Catalog. This maximum number of credits determines the pace at which a student must complete credits in order to graduate within the maximum time frame. Students must satisfactorily complete 67% of the credits attempted. Pace is determined by the following formula:

$$(Cumulative\ credits\ earned / Cumulative\ credits\ attempted) \times 100 = Pace\ (\%)$$

Cumulative Credits Earned and Cumulative Credits Attempted include accepted transfer credits.

How Often is SAP Reviewed?

The Financial Aid Office will review your progress at the end of each semester to determine whether you have met the minimum GPA, Pace, and maximum timeframe standards. Failure to meet all of these standards will result in warning or termination (described below).

What is Financial Aid Warning and When Does it Occur?

Financial aid warning is the result of a student either falling below the minimum cumulative GPA requirement, and/or failing to complete the minimum number of credits to remain on pace to graduate within the maximum time frame. While on financial aid warning, the student may still receive financial aid. Students on financial aid warning who successfully meet all SAP standards in the next semester of enrollment will be placed back in good standing.

What is Financial Aid Termination and When Does it Occur?

Financial aid termination occurs when a student who is currently on financial aid warning fails to meet the defined satisfactory progress requirements for a second consecutive semester. Financial aid is terminated, including all federal, state, and institutional aid.

Can a Student Appeal Financial Aid Termination?

Students placed on financial aid termination status have the right to appeal their status. The opportunity to appeal is available to those with extenuating circumstances. Extenuating circumstances are those events that are beyond the student's control (i.e. serious injury, illness or mental health condition, death of an immediate family member, etc.).

To appeal financial aid termination a student must submit a written petition to the Financial Aid Office. The petition should include:

- A detailed description of the circumstances that caused the poor academic performance and steps you have or will take to ensure academic improvement.
- An academic plan prepared by the Director of Education
- Any available supporting documentation

Financial Aid Probation

Students who were on federal financial aid warning in the prior term and who successfully appeal their financial aid termination to follow an academic plan are given the status of federal financial aid probation for their next term of enrollment. Students on federal financial aid probation may continue to receive federal financial aid for the federal financial aid probation term. If they successfully meet the requirements of their probation term, they will be placed back in good standing. If they do not successfully meet the terms of their probation term, then they will immediately go back to financial aid termination.

Regaining Eligibility

A student who was placed of Financial Aid Termination and chose not to appeal, or submitted an appeal and was denied, will continue to be ineligible for aid until SAP is met. If the student has resolved SAP deficiencies, the Financial Aid Office should be contacted to request a SAP evaluation to regain eligibility.

Withdrawals

A withdrawal occurs when a student decides to drop all of his or her classes and leave NCAD, either temporarily or permanently. There are some financial consequences to withdrawing outlined below. If you are unsure of how withdrawing from NCAD will affect you financially, contact the Financial Aid Office prior to withdrawing, whenever possible.

Federal Return of Title IV Funds (R2T4) Policy

Financial aid funds are awarded to a student under the assumption that the student will attend NCAD for the entire term. If the student withdraws from NCAD during the term, the student and school are required to return the unearned part of the federal funds back to the Department of Education. The calculation used to determine the amount of earned and unearned aid is called the Return to Title IV (R2T4) calculation. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

- All federal aid is considered earned if the student remains enrolled and remains in attendance through at least the 60% point of the term in which federal aid is received or could have been received.
- A pro-rated portion of the federal aid received must be returned according to the Return of Title IV Funds Formula if the student officially withdraws from NCAD before completing 60% of the term.

If a student did not receive all the funds that they earned prior to withdrawal, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission prior to disbursement. The loan must be offered to the student within 30 days of the date of the institution's determination that that student has withdrawn. The institution must give the student 14 days to respond. The student can choose to decline these loan funds to reduce unnecessary debt. Post-withdrawal disbursement of grant funds must be made within 45 days of the date of the institution's determination that the student has withdrawn. The school may automatically use part or all of the post-withdrawal disbursement of grant funds to pay tuition and fees. The school needs the student's permission to use post-withdrawal disbursement funds to pay for any other school charges.

Some Title IV funds that were scheduled for disbursement may not be available as a post-withdrawal disbursement because of other eligibility requirements. The requirements for Title IV program funds are separate from the institution's refund policy. The student may still owe funds to NCAD to cover unpaid institutional charges.

Title IV funds have to be returned within 45 days of the date of determination that a student withdrew. NCAD will return Title IV funds in the following order:

1. Unsubsidized Direct Student loans
2. Subsidized Direct Student loans
3. Direct PLUS loans
4. Federal Pell Grants

Return of State Financial Aid

State grant recipients who fail to commence attendance in their classes, or who receive funds based on fraudulent information, must repay 100% of the Washington College Grant (WCG) and College Bound Scholarship (CBS) received. If a student has commenced attendance in a term, they will not owe a repayment on the state aid that they receive, but will be subject to state aid SAP.

Return of Institutional Financial Aid

All institutional aid is considered earned if the student remains enrolled through the 60% point of the semester. If the student does not complete 60% of the semester, institutional aid is subject to return at the same rate as calculated in the Return of Title IV aid.

Return of Funding from Outside Sources

When a student who has received funding from an outside source (such as a scholarship organization) withdraws from NCAD, return of those funds is subject to the guidelines of the organization. In some cases, all outside funds may need to be returned to the organization.

Return of Funding from Private Loans

When a student who has received funding from a private loan withdraws, NCAD will return any private loan funding not required to pay remaining institutional charges after all other adjustments have been made.

VA Tuition Benefits

For more information on how VA Tuition Benefits may affect your financial aid, contact the Veteran's Certifying Official at financialaid@ncad.edu.

Policies and Disclosures

As required by the Higher Education Opportunity Act – 2008, NCAD provides a variety of information to the campus community and prospective students. Links to these policies and reports and to the offices that provide them can be found on the NCAD website ncad.edu