ACCEPTING YOUR PACKAGE

Your financial aid package has been determined, and you have received an award letter listing the amount and type of financial aid that you are being offered. Review the award letter carefully. Sign, date, and return one copy to the Financial Aid Office to indicate your acceptance of the award by the date shown.

If you do not reply by the date noted on your award letter, your financial aid may be rescinded. If you need additional time, please ask for an extension by contacting our office. All financial aid awarded is subject to acceptance for admission or re-admission to the College and is contingent upon meeting the requirements outlined in this book.

AWARD GUIDELINES

This handbook will provide a complete explanation of your award letter including descriptions of the types of aid awarded and the responsibilities that go with them. Please review your award letter carefully:

- Check for accuracy. Any change in name, address, housing status, or enrollment status must be reported to the Financial Aid Office immediately.
- Note the type of aid awarded to you. Examine the responsibilities outlined in Terms and Conditions of Awards on pages 5-7.
- The enclosed award reflects scholarships, grants, work-study, and loans for which you are eligible. Further revisions may be processed at the discretion of the Financial Aid Office.
- Resolve any questions you have by contacting an admissions counselor or the Financial Aid Office.
- Indicate whether you accept or decline. You may reduce and initial any portion of the award not desired. Acceptance of the award indicates your willingness to comply with the award as stated.
- Sign and date your financial aid award, and return one copy of the award letter by the date indicated.
- An updated award letter supersedes all previous letters. Compare the updated letter with the previous one, sign and date the updated award, and return one copy to the Financial Aid Office.

HOW FINANCIAL AID AWARDS ARE DETERMINED

Moravian awards financial aid on the basis of financial need and academic achievement and promise. Financial aid is made available to help bridge the gap between a family’s demonstrated ability to pay and the cost to attend college. Need-based aid is determined by financial information provided on the applications. Financial aid that is not need-based, such as merit scholarships, is based on information provided by the student on the application for admission. A student’s financial aid award may include one or both forms of aid.

Financial Aid Eligibility and Expected Family Contribution

Financial aid is assistance given to students to help meet educational costs: tuition and fees, books and supplies, room and board, transportation, and miscellaneous expenses. Funding for this program comes from a variety of sources including federal and state agencies, private donors, and Moravian College.

Moravian College uses the Free Application for Federal Student Aid (FAFSA) and the Moravian College Financial Aid Application to assist the Financial Aid Office in determining each student’s financial need. Application information, including family income, assets, household size, number of dependents enrolled in college, and unusual expenses, is analyzed using a fair and equitable methodology to determine a family’s ability to contribute to educational costs.

Financial Aid Package

When all necessary information has been submitted, a financial aid counselor will verify the accuracy of the data reported and begin to assemble a financial aid package. The package may be composed of a combination of scholarships, grants, loans, and employment. The exact composition of a student’s financial aid package depends upon several factors, including financial need and the availability of funds. Academic record and progress, date of admission, and the date on which the financial aid applications were filed may also affect the makeup of the financial aid package.

The Financial Aid Office reserves the right to review, revise, and/or cancel an award. Award revisions may be warranted due to need changes, unusual circumstances, and/or changes of housing or enrollment status (see Adjustments and Cancellations on page 5).

“NOT THE CHILDREN OF THE RICH OR OF THE POWERFUL ONLY, BUT OF ALL ALIKE, BOYS AND GIRLS, BOTH NOBLE AND IGNOBLE, RICH AND POOR, IN ALL CITIES AND TOWNS, VILLAGES AND HAMLETS, SHOULD BE SENT TO SCHOOL.”

—JOHN AMOS COMENIUS, MORAVIAN LEADER 1592-1670

MORE THAN NINETY PERCENT OF MORAVIAN COLLEGE STUDENTS RECEIVE FINANCIAL AID.

To benefit from your financial aid, you must follow proper procedures and accept certain responsibilities. You also have rights. This handbook is designed to explain the various forms of financial aid and help you get the most from your financial aid package.
Endowed and Restricted Scholarships

Moravian students benefit from the generosity of alumni and friends of the College in many ways, including through direct support of the financial aid program. Each year, following the initial awarding process, the Financial Aid Office reviews individual aid recipients to match them with specific scholarships funded through private donors. Please note the total grant amount does not change; rather, the source of the funding will change.

Recipients of these scholarships will be contacted by the Office of Development and are expected to write a letter of thanks to the scholarship donor.

Outside Scholarships and Other Aid

Moravian College encourages students to seek out all potential sources of support for their educational expenses.

Because financial need is the basis for most Moravian College financial aid awards, students agree, as a condition of their financial aid award, to inform the Financial Aid Office of grants or scholarships from any source other than Moravian College that are not already included in their financial aid award.

The first $5,000 of outside grants and scholarships awarded to a student may first be used to meet any existing unmet financial need and then used to reduce self-help (need-based federal loans and work study). Any outside grant or scholarship that causes grant aid to exceed a student’s calculated financial need will result in a dollar-for-dollar reduction in need-based grant money from Moravian College.

Outside grants and scholarships exceeding $5,000 will result in a dollar-for-dollar reduction in need-based institutional aid. Reduction in need-based loans and/or work may also be required by federal regulations.

Grant aid is not allowed to exceed the student’s cost of attendance at Moravian College. Institutional aid (both merit and need-based) will be reduced to eliminate any over award of grant funds.

GENERAL ELIGIBILITY REQUIREMENTS

In general, to be eligible for Title IV Federal Student Aid a student must:

- Be enrolled or be accepted for enrollment in a degree, certificate, or other program leading to a recognized educational credential.
- Not be enrolled in elementary or secondary school.
- Have a high school diploma or equivalent.
- Be a citizen, national, permanent resident, or other eligible non-citizen.
- Maintain satisfactory academic progress as outlined on page 7.
- Not owe a repayment of Pell, SEOG, or SSIG funds at any institution.
- Not be in default on Perkins, Stafford, or PLUS Loans at any institution.
- Have financial need as defined by individual program requirements.
- Meet any other program-specific criteria.
- Register with the Selective Service if required.
- Not have borrowed in excess of annual or aggregate loan limits (see Federal Stafford Loan information on page 6 for further details).
- Have completed required financial aid applications and submitted all other required documentation to the Financial Aid Office by the defined deadlines.

BILLING INFORMATION AND FINANCING OPTIONS

- Charges for the academic year are billed per semester.
- Bills for the fall semester will be mailed approximately the second week in July and due three weeks prior to the start of the semester.
- Bills for the spring semester will be mailed approximately the first week in December and due the first business day in January.
- Moravian College scholarships and grants, Pell and SEOG Grants, state grants, and Perkins and Stafford Loans, will appear on the bill as a credit (half of the annual award per semester).
- Financial aid that does not appear on the bill can be deducted by referring to your latest financial aid award letter. Subtract the semester total of each fund received, with the exception of work-study, from the amount due on your bill and then remit the difference by the due date.
- Private Outside Scholarships/Loans Scholarship funds will automatically be split between two semesters unless otherwise noted. You may then deduct the proper amount from the total due on your invoice. (See Outside Scholarships and Other Aid on this page for details.)
- If you do not pay your bill by the due date you will be assessed a late fee by the Bursar's Office. The late fee will not be charged if you have made arrangements for deferral of an amount anticipated from a governmental or outside source. Any student whose payment arrangements are not complete before the start of the term will not be permitted to attend classes.

Preferred Financing Options

A variety of financing options is available to help students and parents bridge the gap between the cost of education and the amount of financial aid received.

- Monthly Payment Plans Moravian College offers a choice of two payment plans for your convenience. Detailed information will be
sent by the Bursar's Office. Once you have established your total contract amount for the year and made the appropriate payment, deduct one-half of the total contract from the amount due on your tuition bill.

- **Federal Stafford Loan** Students who are U.S. citizens or eligible non-citizens (as stated on the Free Application for Federal Student Aid, FAFSA) and enrolled at least half-time may qualify for this federally guaranteed student loan. Fixed interest rates and flexible repayment options are among the reasons this loan is an excellent resource to assist in paying for one's education.

- **Federal Parent Loan for Undergraduate Students (PLUS)** Parents of full- or half-time dependent students may borrow this federally guaranteed, fixed-interest loan. Please refer to page 6 for further information on federal loan programs.

- **Alternative Student Loans** These are private supplemental loans that are not guaranteed by the federal government. Terms and conditions can vary according to specific lender guidelines. Additional information is available upon request from the Financial Aid Office.

### ADJUSTMENTS AND CANCELLATIONS

The Financial Aid Office is responsible for administering all financial aid funds in accordance with federal and state regulations and institutional policies. Therefore, we reserve the right to review, revise and/or cancel an award for any of the following reasons:

- Failure to return a signed award letter within the specified time period.
- Falsification of information on financial aid documents.
- Failure to fulfill the academic progress requirements.
- Failure to enroll or remain in attendance.
- Failure to report changes in financial resources or other circumstances affecting the calculation of the financial aid award.
- Use of financial aid for expenses that are not educationally related.
- Failure to submit or sign required documents.
- Changes in program guidelines after financial aid has been offered.
- Unexpected cutbacks in funding level.
- Verification of sibling enrollment or reduced income indicating a change in financial need from the initial time of application.

### FINANCIAL AID POLICIES

The College holds in strict confidence all family financial information and considers any financial aid award to be a confidential matter between the College and the applicant and family. The College does not release information concerning individual financial aid awards and considers it inappropriate for aid recipients to do so.

- The primary responsibility for financing the student's education rests with the student and the student's family.
- Financial aid awards are made for one academic year and are divided and disbursed equally between the fall and spring semesters.
- No student may receive more than ten (10) semesters of institutional financial assistance.
- The College does not award institutional aid to a student who already holds a bachelor's degree.
- A student must be enrolled on a full-time basis to be eligible for all institutional financial assistance. Students who enroll for less than three (3) course units in one semester may still be eligible for funding from state and federal programs.
- An evaluation of a student's continuing financial aid eligibility is made at the end of each academic year in accordance with the policy of satisfactory academic progress (see page 7).
- Moravian College reserves the right to make changes in the amount and type of a student's financial aid at any time during the year.
- Moravian College reserves the right to release the names and other directory information of awardees of any endowed and restricted funds to the donor and in public relations releases.

### Refund Policy

Because financial aid is expected to help meet educational costs, any tuition and fee adjustment up to the amount of financial aid received will be calculated and reimbursed to the source of the aid, such as federal, state, or institutional programs. Please see the Moravian College Catalog for further details.

**Aid to Title IV recipients** is refunded according to the Higher Education Amendments of 1998. The exact provisions of this policy are available in the Financial Aid Office or the Bursar's Office upon student request.

Withdrawal from the College or other changes in enrollment may affect a student’s eligibility for financial aid. Students must notify the Financial Aid Office immediately of any enrollment changes. Any financial aid reimbursement resulting from withdrawal will be determined according to the College refund policy as required by federal regulations (see the Moravian College Catalog for details).

Moravian College does not discriminate in the administration of admission and financial aid policies on the basis of race, religion, gender, physical handicap, or national origin.

**Financial Aid Renewal** Students must reapply for financial aid each year by submitting a new FAFSA and institutional application no later than April 15 to enable the Financial Aid Office to reevaluate need. A student's award may change from year to year, depending upon changes in the family circumstances and the availability of funds. Late applications, including those from Early Decision applicants, are considered only if funds are available.

### REDUCED INCOME AND OTHER SPECIAL CIRCUMSTANCES

If, after you submit the required financial aid forms, your special circumstances require review, please notify the Financial Aid Office in writing. Special circumstances include but are not limited to the following: a change of income as a result of parent or student employment status, retirement, divorce or separation, and/or natural disaster such as fire or flood. In some cases, financial aid awards may be based upon new, estimated data.

### STUDY-ABROAD AND OTHER OFF-CAMPUS PROGRAMS

In order to receive federal and/or state aid, including grants and loans, students must enroll in a program approved by the College. A consortium agreement may be required between Moravian College and the off-campus school. Moravian College will determine the student’s eligibility for financial aid based on anticipated costs, process necessary applications, disburse funds, and maintain required records.
TERMS AND CONDITIONS OF FINANCIAL AID AWARDS

Moravian Merit Scholarships
Moravian College offers merit scholarships to selected entering students (ordinarily, entering freshmen or transfer students) without regard to financial need. These programs are designed to recognize outstanding achievements, special talents, and future promise of students who have demonstrated the potential to make significant contributions while enrolled at Moravian. Information on merit scholarships is available from the Office of Admissions. Annual renewal is contingent upon the recipient’s maintaining the required quality point average for the specific scholarship:

- President’s Scholarship 3.0 QPA
- Comenius Scholarship (for students who matriculated prior to Fall 2015) 3.0 QPA
- Comenius Scholarship (for students who matriculated in Fall 2015 or later) 2.5 QPA
- Community College Fellowship 3.00 QPA
- Presidential Scholarship 2.75 QPA
- Presidential Scholarship 2.5 (for students who matriculated in Fall 2015 or later) QPA
- Founder’s Scholarship 2.5 QPA
- Phi Theta Kappa Scholarship 2.5 QPA
- Presidential Scholarship 2.5 QPA
- Presidential Science Scholarship 2.5 QPA
- John H. Clewell Science Scholarships 3.0 QPA

Moravian College Grants
are awarded to students according to their demonstrated financial need, based on the information provided on the FAFSA and Moravian College Financial Aid Application.

Annual renewal of Moravian College Grants is subject to review by the Financial Aid staff. Changes in financial need, housing, or enrollment status may warrant revision of the awards.

Pennsylvania State Grant (PHEAA)
State grant funds are awarded by the Commonwealth of Pennsylvania on the basis of its financial need formula. FAFSA applications for Pennsylvania residents must be submitted no later than May 1 prior to the academic year for eligibility consideration. The amount on the award letter reflects an estimate of the award. The student will receive the official eligibility notice from PHEAA. Any subsequent changes in eligibility may require a corresponding change in Moravian need-based awards. Students with PHEAA grants must advance a minimum of six (6) units (24 credits) per academic year in order to maintain full-time eligibility. This program has an eight-term limit.

Note: Residents of other states should check with the appropriate state agency or high school guidance office for additional details regarding state grant eligibility and application requirements.

Any state grant award is tentative and contingent upon the finalization of the state grant formula appropriation and actual receipt of funds by Moravian College.

Federal Pell Grant* Funded by the federal government on the basis of its financial need formula, this grant is directly related to the Expected Family Contribution (EFC) calculation determined by FAFSA data. This program has a twelve-term limit.

Federal Supplemental Educational Opportunity Grant (SEOG)* SEOGs are federally funded need-based awards, granted through Moravian College. These grants are typically awarded to students with extremely high financial need.

Federal Work-Study Program (FWS)* Federal work-study awards are need-based and provide students with an opportunity to seek on-campus employment as part of their financial aid package. The amount offered on the award letter indicates the student’s maximum earning potential during the academic year. Work-study awards are not credited to the student’s bill. See the Campus Employment section on page 8 for further information.

Federal Perkins Loan* This is a federally funded loan, granted through Moravian College to students who demonstrate high financial need. A Perkins loan is interest-free while the student is enrolled at least half-time in college. Repayment begins nine months after the student leaves college, with a fixed 5% interest rate.

Federal Stafford Loan (Subsidized and Unsubsidized) As part of a financial aid package, Moravian College may recommend a Stafford Loan. All students applying for a Stafford Loan must file the FAFSA to determine eligibility.

There are two types of Stafford Loans; subsidized and unsubsidized. A subsidized loan is used to meet a student’s financial need. To be eligible for a subsidized loan, one must demonstrate unmet financial need after all other aid is applied to the student account. The government pays the interest on this loan while the student is in school. Unsubsidized Stafford loans are awarded to students who do not demonstrate financial need. Interest accrues on the loan while the student is in school. Repayment begins six months after a student ceases half-time enrollment.

Annual Stafford loan limits exist at each college level as follows:
- $5,500 for freshman,
- $6,500 for sophomore, and
- $7,500 for junior and senior years. Of these annual loan limits, a minimum of $2,000

* Any commitment of federal funds listed above (Pell, SEOG, and Perkins Loan) is tentative and contingent upon subsequent congressional appropriation and actual receipt of the funds by Moravian College.
is unsubsidized. Eligibility for subsidized loan funds is dependent upon whether or not the loan is being used to meet financial need as explained above. The maximum subsidized eligibility for each grade level is as follows: $3,500 for freshman, $4,500 for sophomore, and $5,500 for junior and senior years.

All Stafford Loans are multiple-disbursed to the College with half of the total disbursed in the fall semester and the remaining half in the spring. Loan disbursements are received via electronic funds transfer and are applied directly to the student account.

Federal Parent PLUS Loan A separate application is required for this loan. Under this program, creditworthy parents of dependent undergraduate students may borrow up to the cost of education minus other aid. Typically, repayment begins within 60 days after full disbursement. There is no in-school federal interest subsidy for these loans. Fees of up to 4% will be deducted from the gross amount of the loan. PLUS Loan proceeds are co-payable to the school and the parent(s) and sent to the school in multiple disbursements, similar to those described under the Stafford Loan program above.

Additional information regarding the pre-approval process is included with your award letter.

Federal Loan Counseling Federal regulations require all first-time borrowers to complete entrance counseling to help them understand their rights and responsibilities as student loan borrowers prior to loan disbursement. If this was done at a previous school, it is still required of first-time borrowers at Moravian College. Online completion is the preferred method. Detailed information will be sent by the Financial Aid Office.

**ACADEMIC PROGRESS STANDARDS**

Federal regulations require that institutions establish minimum standards of academic progress for students receiving federally funded financial aid. These regulations limit Title IV federal financial aid to those students who, according to institutional policy, are maintaining normal academic progress toward their degree objective. The primary interest is to assure the best and most equitable use of Title IV Student Financial Aid funds. Moravian College has prepared the following policy for federal as well as institutional aid in accordance with these regulations.

Qualitative Standards To remain eligible to continue receiving federal and institutional financial aid, Moravian College students must achieve the following academic standards:

1. 1.50 cumulative QPA for up to 11.99 attempted course units
2. 1.80 cumulative QPA after 12 attempted course units
3. 2.00 cumulative QPA after 16 attempted course units

The standard applied to a continuing student applying for financial aid for the first time will be determined by the number of course units the student has scheduled at the time he or she first receives financial aid.

Quantitative Standards A full-time student (enrolled in 3 or more course units per term) must successfully complete a minimum of 6 course units each academic year in order to be eligible to continue receiving federal, state, and institutional financial aid. A half-time student (enrolled in 1.50 to 2.75 course units per term) must complete a minimum of 3 course units each academic year to maintain eligibility.

Although full- or part-time students are not required to maintain continuous enrollment to remain eligible for financial aid, students returning after a leave of absence will have their records and eligibility reviewed before financial aid is granted. Coursework taken in a summer session or other special sessions, if granted regular academic credit, may be counted toward the required number of course units in either the preceding or following academic year, but not both. Failed courses and course withdrawals do not count as completed courses.

Time Allowed to Complete Degree Requirements A full-time student is expected to complete all degree requirements within a maximum of 10 regular terms. Special sessions (for example, summer sessions) are not counted as part of the 10 terms, although completed special session courses do count toward the 32 required for graduation. They are also counted in determining satisfactory academic progress. Some financial aid programs have an eight-term limit. To graduate in four years (eight terms), a student receiving financial aid must complete four courses each term. Any course withdrawals or failures must be made up in special sessions or, with the permission of the associate dean for academic affairs, by scheduling a fifth course in a regular term.

Evaluation of Eligibility An evaluation of a student’s academic standing and progress to determine federal, state, and institutional eligibility is made at the end of each academic year. Students who do not meet the standards for minimum satisfactory academic progress will be notified in writing that they will be ineligible for aid the next academic term. Students who achieve the minimum standards in the next term may petition the director of financial aid to have their aid reinstated for the following term.

Appeal Process Students may appeal the discontinuation of their financial aid if failure to meet the standard was the result of an undue hardship caused by the death of a relative, student injury or illness, or other special circumstances. An appeal must be written and submitted to the director of financial aid within three weeks from the date of the student’s notification letter and must include evidence that supports the claim of mitigating circumstances. The director of financial aid, the vice president for enrollment management, and one other member of the Enrollment Council will review appeals. If the appeal is denied, financial aid will be reinstated only when the student achieves the minimum standards.
RIGHTS AND RESPONSIBILITIES

Student Rights  Students applying for financial aid have the right to:

• Review the rules, regulations, manuals, and policies pertaining to financial aid.
• Accept or decline any aid offered.
• Request reconsideration of the award if they feel they have been treated unfairly.
• Appeal the cancellation of financial aid.
• Make an appointment to meet with a member of the Financial Aid Office.
• Know what financial aid programs are available at Moravian College, including information on all federal, state, and institutional aid programs.
• Know the deadlines for submitting applications for each of the financial aid programs.
• Know the College refund policy.
• Know how financial aid is distributed, how decisions on that distribution are made, and the basis for these decisions.
• Know how their financial aid was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in their budget.
• Know what resources (such as parental and student contributions) are considered in the calculation of financial need.
• Know how much of their financial need has been met.
• Request an explanation of the various programs in their financial aid package.
• Know what portion of the financial aid must be repaid, and what portion is gift aid. If the aid is a loan, they have the right to know what the interest rate is, the total amount that must be repaid, the length of time for repayment, and when repayment begins.
• Know how the College determines satisfactory academic progress, and what happens if such progress is not made.

Student Responsibilities  Students receiving financial aid must assume responsibility for maintaining their aid from semester to semester. If the following criteria are not met, financial aid may be cancelled. Students must:

• Review and consider all information about the College’s programs before enrolling.
• Complete all application forms accurately and submit them on time to the proper office or agency. Intentional misreporting of information on financial aid applications is a criminal offense and subject to penalties under the U.S. Criminal Code.
• Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the application is submitted.
• Be responsible for reading and understanding all forms they are asked to sign and for keeping copies of all financial documents.
• Accept responsibility for all signed agreements.
• Perform the work that is agreed upon in accepting a College employment award.
• Maintain satisfactory academic progress.
• Notify the Financial Aid Office when family financial circumstances change.
• Know and comply with the College’s refund policy.
• Notify the provider of any loan of changes in name, address or school status.
• Know and comply with deadlines for application and reapplication for aid.

CAMPUS EMPLOYMENT

Campus employment consists of two programs: federal work-study, which includes community service jobs, and institutional employment. Priority for jobs is given to students with federal work-study awards, which are included in the financial aid award based on demonstrated financial need. A student’s earnings are limited to the amount of the award.

Students are paid by check every other week for hours worked. Paychecks are delivered to campus mailboxes or direct-deposited upon receipt of a signed timesheet, in which bi-weekly hours are recorded and submitted to the Payroll Office.

Each year students must complete an employment agreement form in the Financial Aid Office for each job they hold. No student is allowed to hold more than two jobs. Students must also complete an I-9 and a W-4 form from the Payroll Office before working on campus. These documents are available at the job fair held early in the fall semester. The Financial Aid Office provides direction in attempting to help students locate job opportunities. Employment is not guaranteed; however, students who are flexible and persistent are usually able to find work.
### Fall Term 2015

- **Freshman Orientation**: August 28-30
- **Transfer Orientation**: August 30
- **Upperclassmen Return**: August 30
- **Classes Begin**: August 31
- **Final Day for Course Changes**: September 8
- **Family Day**: September 19
- **Midterm**: October 9
- **Fall Recess**: October 10-13
- **Homecoming**: October 24
- **Registration for Spring Term**: October
- **Last Day for Withdrawal with W**: November 6
- **Thanksgiving Recess**: November 25-29
- **Classes End**: December 11
- **Final Examinations**: December 14-18

### Spring Term 2016

- **Classes Begin**: January 18
- **Martin Luther King Day**: January 18
- **Final Day for Course Changes**: January 26
- **Midterm**: February 26
- **Spring Recess**: March 5-13
- **Easter Recess**: March 25-27
- **Registration for Fall Term**: March-April
- **Last Day for Withdrawal with W**: April 1
- **Classes End**: April 30
- **Final Examinations**: May 2-7
- **Baccalaureate**: May 13
- **Commencement**: May 14

### May Term 2016

- **Begins**: May 9
- **Ends**: May 27

### Summer Session 2016

- **Begins**: May 31
- **Ends**: August 19
RESOURCES

FAFSA Processing
800 433-3243
www.fafsa.ed.gov
School Code 003301

Pennsylvania Higher Education Assistance Agency (PHEAA)
State Grant Division
800 692-7392
www.pheaa.org

Scholarship Searches
www.fastweb.com
www.collegeboard.com
www.finaid.org
www.educationplanner.org