

Financial Aid Guide

Advance Students • BCU Extended Campus • Masters Students

2011/2012



BRIAR CLIFF
university
the catholic franciscan learning place

BRIAR CLIFF UNIVERSITY 2011/2012 TUITION & FEES

COST PER CREDIT

Evening/Weekend	\$338
BCU Extended Campuses (Algona, Iowa Lakes)	\$270
Mercy Medical	\$254
Summer /Fast Forward	\$338

Part-time Student Fees

BCU Extended Campuses (Algona, Iowa Lakes) fees	\$26
Mercy Medical	\$12
	\$0

Masters

Master of Education	\$308
Master of Arts in Human Resource Management	\$308
Online Graduate Management Certificate	\$308
Master of Science in Nursing	\$508

Part-time Student Fees

Master of Science in Nursing	\$26
Master of Human Resource Management	\$42

Additional Charges

Parking	\$60
Lab fees vary based on course: See class schedule.	

Commuter Meal Plans

50 meals + 50 flex	\$370
25 meals + 25 flex	\$192.50
10 meals	\$67.50

Please visit www.briarcliff.edu for details. All commuter plans and add-on dollars carry over semester to semester, but expire at the end of the academic year.

* Cost of Attendees (Undergrads)

Full Time evening/weekend	\$22,976
Part Time evening/weekend	\$15,874
Full Time (Iowa Lakes)	\$20,516
Part Time (Iowa Lakes)	\$14,890
Part Time (Mercy Medical)	\$14,866

Scholarships and Federal/State Grants

(BCU Extended Campuses, Mercy Medical and Evening/Weekend)

Federal Government Grants

Federal Pell Grant (Advance and BCU Extended Campus only)

The Federal Pell Grant provides financial assistance that does not have to be repaid by eligible students. Application is made by completing the Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant program provides grants to full-time and part-time undergraduate students and may be used at any eligible college or university. The award may vary according to the number of credit hours you are enrolled. You must be enrolled for at least twelve hours per semester to receive a full award. The maximum award for the 2011-2012 academic year is \$5,550. Federal Pell Grant eligibility is based on need and the funding level approved by Congress.

State of Iowa Grants

Iowa Tuition Grant (ITG) (Advance and BCU Extended Campus only)

The ITG is available to qualified Iowa residents who are enrolled in at least three credit hours at a private institution in Iowa. The ITG is based on need, and students must have a FAFSA at the federal processors by July 1, 2011 to be considered for this award. For a full-time student, the maximum ITG is \$3,475 for the 2011-2012 academic year. In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

Graduate Students

Graduate students are only eligible for Federal Direct Loans and not eligible for Federal Pell Grants or Iowa Tuition Grants.

*Cost of Attendances (Graduate Students)

1. Masters of Nursing (Full time - 9hrs or more)	\$21,668
2. Masters of Nursing (Part time - 5-8hrs)	\$16,846
3. Masters of Human Resources Management (Full time - 9hrs or more)	\$18,356
4. Masters of Human Resources Management (Part time - 5-8hrs)	\$15,006
5. Masters of Human Resources Management Certificate (Part time - 5-8hrs)	\$11,450

*The Cost of Attendances allows for tuition/fees/room/board/books/transportation and personal expenses.

Student Loans & Supplemental Loans

Federal Direct Loan

A Federal Direct Loan is a long-term, fixed rate loan made to students. Typically, every student who files a FAFSA is eligible to borrow a Federal Direct Loan. Students may qualify to have a portion of their federal loan eligibility subsidized based on their financial need as determined by the FAFSA. A student must be enrolled at least half-time (six credits) to be eligible to receive a Federal Direct Loan.

Subsidized

The Federal Direct Subsidized Loan is awarded to students who demonstrate financial need as determined by the FAFSA. Interest on a Federal Direct Subsidized Loan is paid by the federal government while the student is enrolled at least half-time (six credits). Interest Rate: 3.4%. Graduate students have an interest rate of 6.8%.

Unsubsidized

The Federal Direct Unsubsidized Loan is not a need-based loan. Interest accrues on this loan prior to repayment. The student has the option to make interest payments during the in-school period, or to allow the accrued interest to be capitalized (added on) to the principal balance. Interest Rate: 6.8%

How to Obtain a Federal Direct Loan

The Financial Aid Office at Briar Cliff automatically awards Federal Perkins and Direct Loans based on financial aid eligibility, which is determined by the FAFSA.

Federal Direct Loans

To obtain a Federal Direct Subsidized and/or Federal Direct Unsubsidized Loan students must accept the loan(s) on their award letter.

All first time borrowers are required to complete a Master Promissory Note (MPN) in order to borrow funds through the Direct Loan Program. To complete the MPN, please visit www.studentloans.gov.

Entrance counseling is also required by the Federal Government for first time borrowers. To complete an entrance counseling session, visit www.studentloans.gov.

Annual and Aggregate Limits

Dependent Annual Limit

\$5,500 – freshman (up to \$3,500 may be subsidized)
\$6,500 – sophomore (up to \$4,500 may be subsidized)
\$7,500 – junior and senior (up to \$5,500 may be subsidized)

Independent Annual Limit

Dependent annual limit plus:
\$4,000 – freshman and sophomore (always unsubsidized)
\$5,000 – junior and senior (always unsubsidized)
\$8,500 – graduate students (subsidized)
\$10,000 – graduate students (unsubsidized)

Aggregate Limit

\$31,000 – dependent limit (no more than \$23,000 may be subsidized)
\$57,500 – independent limit (no more than \$23,000 may be subsidized)

Fees and Repayment Terms

Fees

1% origination fee with an immediate .5% rebate at disbursement. Rebate is retained if student makes first 12 payments on time.

Repayment Term

Typically 10 years, begins six months after student graduates or drops below half-time enrollment (fewer than six credits).

How to Obtain a Federal Direct loan

The Financial Aid Office at Briar Cliff automatically awards Federal Perkins and Direct Loans based on financial aid eligibility, which is determined by the FAFSA.

Federal Direct Loans

If you want less loan than what was awarded, please indicate by email or writing to the Financial Aid Office.

All first time borrowers are required to complete a Master Promissory Note (MPN) in order to borrow funds through the Direct Loan Program. To complete the MPN, please visit www.studentloans.gov. If you are a returning student who had a Federal Direct Loan in 2010-2011, you do not need to complete a new MPN or entrance counseling.

Entrance counseling is also required by the Federal Government for first time borrowers. To complete an entrance counseling session, visit www.studentloans.gov.

To receive a Federal Direct Subsidized/Unsubsidized Loan all undergraduates must be enrolled in 6hrs each semester to receive funding.

To receive a Federal Direct Subsidized/Unsubsidized Loans all graduate students must be enrolled in 5hrs each semester to receive funding.

Satisfactory Academic Progress/Undergraduate

The Higher Education Act of 1965, as amended, requires that each student maintains satisfactory progress in his or her pursued course of study to receive Title IV Federal Financial Aid. At Briar Cliff University, these standards are also applied to state and institutional programs.

Students attending full-time have a maximum of five academic years to complete a program of study at BCU. Students will only receive state funding for four academic years. If the student's major required additional completion time, a fifth year of institutional funding can be allowed.

Academic Progress will be measured both qualitatively and quantitatively. A minimum GPA and a minimum number of credit hours completed in the academic year are requirements (see chart below)

Students who do not meet the grade point average requirement after their first semester will receive a Warning notification. Students unable to achieve the required grade point average after two semesters will be placed on Financial Aid Suspension. Students can also be placed on Financial Aid Suspension after two semesters for not completing 70% of the hours they attempted.

Students placed on Financial Aid Suspension have the right to appeal the suspension. The suspension form is mailed to the student to complete. The appeal will require the reasons for the suspension and an Academic Plan which must be signed off by the student's Academic Advisor. The student will have a time frame to have the document completed and submitted to the Financial Aid Office so a decision can be made. Student's who are granted approval will be placed on Financial Aid Probation for one semester. After the probationary semester the student will either be in good standing or will not be able to receive any federal, state or institutional funds until they are in good standing again.

Eligibility can also be terminated when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150% of the credit hours required for a specific degree program.

All students who transfer to Briar Cliff University will only have their accepted hours transferred in. The grade point average you must achieve will be based on the hours which were accepted.

Example 1.

A student brings in 30 credit hours. Based on the 30hrs accepted this student must have a 1.90 cumulative grade point average after their first semester.

Example 2.

A student brings in 60 credit hours. This student must have a 2.0 cumulative grade point average each semester to stay in good standing.

Students who are participating in athletics must meet the guidelines listed above to retain their athletic award each semester.

End-of-Semester Grade Point Average Requirements

Semester 1	1.5
Semester 2	1.75
Semester 3	1.90
Semester 4	2.0

Transfer Students

Transfer students will be assumed to be maintaining satisfactory academic progress at the time of admission. Transfer credits and GPA that are accepted at Briar Cliff are counted toward the total attempted credit/cumulative GPA in determining satisfactory academic progress compliance.

Repeated Coursework

When students repeat a course, the most recent grade received is used in the calculation of the cumulative grade point average unless the student performs worse. In that case, the better of the two grades is counted toward cumulative grade point average.

Non-Credit Coursework

Non-credit coursework is not counted in the minimum credit requirement. In the event that a student fails to successfully complete courses at the minimum level, the student will be placed on Financial Aid Probation. A student in this category may receive financial aid for one additional semester. If the student does not meet the minimum levels by the end of the probationary term, the student is considered to be making unsatisfactory progress and is placed on Financial Aid Suspension.

Financial Aid Suspension means the termination of all financial aid except private loans. The Financial Aid Office evaluates the progress of each student according to these standards on an annual basis. If a student is placed on Financial Aid Suspension, that student will have the opportunity to appeal the suspension. A student will receive notification of suspension and an Appeals Document. The appeals committee will review the student's request and notify the student of its decision in writing.

Changes in Academic Load

During the first week of each semester, you will have an opportunity to change your registration with no financial penalty. After that week, there will be no adjustment to tuition or financial aid if you drop a class.

Students who completely withdraw from the University may be allowed a refund on tuition and fees. Federal and state regulations require that all or a portion of the refund be returned to the appropriate government aid programs. Refunds on behalf of the federal aid recipients must be returned in the following order: Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, Federal Perkins Loan, Federal Grad PLUS, Federal Direct Parent PLUS, Federal Pell Grant, Federal SEOG Grant, Teach Grant, and other Title IV aid.

For a complete copy of Briar Cliff's refund policy, please review the Student Handbook or contact the Financial Aid Office.

Satisfactory Academic Progress/Graduate Students

Graduate Students

The Higher Education Act of 1965, as amended, requires that each student maintains satisfactory progress in his or her pursued course of study to receive Title IV federal financial aid.

Academic Progress will be measured both qualitatively and quantitatively. A minimum grade point average (GPA) and a minimum number of credit hours completed in the academic year are requirements. Graduate students are required to be enrolled in at least five credit hours each semester to receive financial aid. Graduate students must also have a cumulative GPA of a 3.0 each semester.

Students who do not meet the grade point average requirement after their first semester will receive a Warning notification. Students unable to achieve the required grade point average after two semesters will be placed on Financial Aid Suspension. Students can also be placed on Financial Aid Suspension after two semesters for not completing 70% of the hours they attempted.

Students placed on Financial Aid Suspension have the right to appeal the suspension. The suspension form is mailed to the student to complete. The appeal will require the reasons for the suspension and an Academic Plan which must be signed off by the student's Academic Advisor. The student will have a time frame to have the document completed and submitted to the Financial Aid Office so a decision can be made. Students who are granted approval will be placed on Financial Aid Probation for one semester. After the probationary semester the student will either be in good standing or will not be able to receive any federal, state or institutional funds until they are in good standing again.

Financial Aid Policy Regarding Withdrawal

Return of Title IV (Federal) Aid

If a student withdraws from Briar Cliff University during a semester or summer session, a calculation of "earned" vs. "unearned" federal aid must be determined. This federal policy assumes students earn their aid based on how much time has elapsed in the semester. If students receive federal financial aid, that aid may be reduced as a result of withdrawal.

There are three steps that Briar Cliff must complete to comply with federal policy: determine the withdraw date, determine the amount of earned federal aid, and return unearned federal funds to the appropriate program(s). However, in order to ensure that the student is eligible to receive financial aid, Briar Cliff must first verify with instructor(s) that the student has attended or participated in academic activities related to his/her class(es) for the semester.

Students must officially withdraw by visiting the Registrar's Office. A Withdraw Form will need to be completed by key areas on campus and then returned to the Registrar's Office. The withdraw date is the date the student begins the withdraw process. If students fail to withdraw officially, the withdraw date will become the midpoint of the semester, unless the University can document a later date. In certain circumstances if an earlier date of last academic activity is determined, this date may be used in the calculation of "earned" federal aid.

If students withdraw before completing 60% of the semester, their "earned" federal funds are in direct proportion to the length of time they were enrolled. The percentage of "earned" aid is determined by dividing the total number of calendar days enrolled by the total number of calendar days in the semester. If the student completes 60% of the term, he/she earns all federal financial aid for the semester.

The responsibility to repay unearned aid is shared by BCU and the student. The University's share is the lesser of unearned aid or unearned institutional charges. The University's share must be repaid to the federal aid programs in the following order, before the student's share is considered:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal Grad PLUS
5. Federal Direct Parent PLUS Loan
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)
8. Teacher Education Assistance for College and Higher Education Grant (TEACH)
9. Other Title IV Aid

If a student is required to repay a portion of his/her loan through the student's share calculation, he/she will not be expected to return those funds immediately, but rather when repayment begins according to the terms and conditions of the promissory note. If the student share includes grant funds, federal rules allow the grant portion be reduced by 50%. A satisfactory payment arrangement can be made with Briar Cliff University.

Institutional Charges & State Aid Refund Policy

The Return of Title IV aid calculation, as cited above, only considers federal funds. If a student officially withdraws prior to completing 60% of the semester, institutional charges for tuition will be refunded based on the percentage of the semester that has not been completed. Financial aid awarded will be returned to the state and institutional programs based on the same percentage. After the 60% point of the semester, no refund will be granted nor will financial aid be reduced. The portion of the semester completed is based on calendar days from the first day of the term through the last scheduled day of finals, including weekends and breaks of less than five days.

If a student withdraws during the first week of the semester and receives a 100% tuition refund on all courses, all funding must be returned to the appropriate aid programs.

To officially withdraw, a student must complete a Withdrawal Form, which can be obtained in the Registrar's Office.

BCU Payment Plans & Billing Procedures

Payment of Accounts

BCU's payment policy requires all semester charges to be paid by the first day of classes. A bill may be paid through personal resources or Automatic Bill Payment Plan. If the student is applying for an alternative loan or a Federal Direct PLUS Loan to cover the difference, that is also acceptable. All current charges must be paid before registering for a new semester. The University reserves the right to disenroll a student for non-payment.

Personal Resources

Payment by most major credit cards may be made in person, by telephone or by mail. Checks and money orders should be made payable to Briar Cliff University. Please include the student account number on all payments.

Automatic Bill Payment Plan

BCU offers an automatic bill payment plan which allows students to make automatic payments on their student account via auto-debit. The plan generally begins in September and runs for 10 months; however, it is possible to start at any time. Contact the Business Office at (712) 279-5440 for more information.

When is Financial Aid Credited to Your Account

Federal or State Grants

Grants and scholarships will be credited to the student's account no earlier than 10 days prior to the start of the semester, if his/her financial aid file is complete.

Federal Perkins Loans

Federal Perkins Loans will be credited to the student's account no earlier than 10 days after the start of the semester, if his/her required paperwork is complete.

Other Student Loans

Most student loans will be disbursed in half. BCU will receive half of the loan proceeds at the beginning of the fall and spring semesters.

Student Employment

Once a job is secured and all required paperwork is completed, earnings from student employment may be credited to the student's account. When completing the employment paperwork, the student determines what percentage of his/her earnings will be applied to the account. Earnings are paid twice monthly in a paycheck or direct deposit to the student's bank account.

Your Rights and Responsibilities

You are responsible for:

- Being informed. Briar Cliff University strives to provide families with factual information regarding cost, aid, opportunities, etc. through its publications and correspondence.
- Supplying accurate information on all forms submitted. Funds obtained on the basis of false information must be repaid and could result in criminal prosecution.
- Reporting any financial aid that you receive but is not listed on your current award letter from Briar Cliff University.
- Submitting information requested by financial aid processors, Briar Cliff University, or any other institution or program to which you are applying or reapplying for financial aid.
- Maintaining good academic standing as outlined in this publication.
- Repaying any student loans in accordance to your established repayment schedule.
- You are not eligible for financial aid if you are in default on any federal loans received at any institution.
- Reporting any change in your circumstances which might affect your eligibility for financial aid. These changes include residency, enrollment status, etc.
- Meeting your education costs.
- Repaying any prior over-awards of federal funds at any institution. You are not eligible for financial aid if you owe a refund on federal funds.
- Using financial aid funds for expenses related to your attendance at Briar Cliff University.
- Complying with all federal requirements of the 1983 Amendments to the Military Selective Service Act.

You have the right to:

- Expect confidentiality. All financial aid information submitted to the Financial Aid Office will remain confidential.
- Have your financial aid reviewed if your circumstances change during the academic year. Contact the Financial Aid Office if you feel your calculated financial need should be reviewed. This, however, does not always result in an increase in your award.
- Expect fair treatment. Briar Cliff University does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, physical or mental handicap, or age.

Additional Information

Briar Cliff's Financial Aid Office has staff members who can assist you in understanding your financial aid, budgeting your resources, and loan management. If you would like some assistance, please contact our counselors toll free at 1-800-662-3303, extension 5200, or locally at 712-279-5200 to schedule an appointment.

Contact Information

**Briar Cliff University
Financial Aid Office
3303 Rebecca Street
Sioux City, Iowa 51104**

With questions regarding the student's financial aid award or eligibility, call (712) 279-5200 or (800) 662-3303. To schedule an appointment with financial aid, call (712)279-5200.

Business Office - Student Accounts

For questions about billing and payment options, call (712) 279-5440 or (800) 662-3303.

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