Hood College’s Office of Financial Aid staff is committed to helping you with plans to finance your Hood education. Please contact us if you need assistance.

401 Rosemont Ave.
Frederick, MD 21701-8575
(301) 696-3411 or (800) 922-1599

The Conditions of Awards brochure has been prepared to help you understand your financial aid awards from Hood College. You are responsible for knowing the procedures described in this guide. You may need to refer to this guide in the future if you have questions regarding satisfactory academic progress policy, enrollment changes or other issues.

**Cost of Attendance**
The cost of attendance represents educational expenses used in determining the amount of financial aid that will be awarded to you.

Yearly academic costs are available on the Hood College Web site at [www.hood.edu/adminservices/accounting](http://www.hood.edu/adminservices/accounting).

**Bill Payment**
Annual charges are divided into two semester billings: the first half is due August 15 and the second half January 15. The College sends out billing statements several weeks in advance of each due date for those who have pre-registered. One-half of each loan and scholarship is credited to student accounts each semester. If financial aid for summer session has been awarded, aid will be divided evenly among three semesters, fall, spring and summer.

**Late Fees**
In order to avoid a late fee on any balance due, students must apply for financial aid in a timely manner. This means that the Office of Financial Aid must have the Free Application for Federal Student Aid (FAFSA) results and the Hood Application for Financial Assistance on file at least three (3) weeks before the start of the semester. Students must promptly return the signed award letter and all required loan documents before aid can be credited to student accounts.

The College will charge a late fee to students who have a balance due and whose financial aid has not credited to the student account by the start of the semester. To avoid late fees due to enrollment for a greater number of credits than the original number used for awarding aid, be sure to advise the Office of Financial Aid of any changes in credits. If you have any questions regarding late fees, please contact the Accounting Office at (301) 696-3609.

**Book Reimbursement**
The College does not issue book vouchers for students who have a credit on the account. Students will need to purchase books before a credit refund can be processed.

**General Information**

**Your Award**
Hood College reserves the right to review, modify or cancel financial aid awards at any time on the basis of information affecting eligibility. This may include, but is not limited to, changes in financial or academic status, or changes in the availability of federal, state or institutional funds.

The total amount of assistance from all sources may not exceed your cost of attendance. The Office of Financial Aid will determine the cost of attendance.

**Enrollment**
Awards are based upon the enrollment status specified on the award letter. A reduction in credit hours may result in an award adjustment. Our office verifies enrollment at the end
of Hood College’s drop/add period and again at the end of the College’s refund period. Financial aid awards will be finalized at the end of the 80 percent refund period. Eligibility for financial aid requires enrollment of at least a half-time basis (3 credit hours). Financial aid cannot be used to pay for audited courses.

Verification
The Office of Financial Aid will notify students if their file is chosen for verification. Students will need to submit signed copies of their federal income tax returns and any other requested documents. Changes in the application information as a result of the verification process may require an adjustment to the financial aid package.

Authorization
A student’s signature on the award letter signifies authorization to apply federal funds to student accounts to pay for charges (such as health insurance, library fines, parking tickets, room damages) billed by Hood College other than tuition, fees, room and board. Students have the right to refuse to authorize any individual item or rescind the entire authorization at any time by notifying the Office of Financial Aid in writing.

Student’s Rights and Responsibilities

Renewal of need-based aid is not automatic. Students are required to reapply each year by filing a Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA and a Hood Application for Financial Assistance and submitting all supporting materials.

The Office of Financial Aid coordinates aid students receive from all sources. Students who receive state aid or aid from a private source, such as tuition reimbursement from employers, are required to notify the Office of Financial Aid. Receipt of additional financial aid may result in an adjustment of the financial aid offered by Hood College.

Students are required to notify the Office of Financial Aid of any change in name, address, enrollment status, anticipated graduation date or other changes related to attendance at Hood College. Students have the right to privacy. All records and data submitted with applications for financial aid are treated as confidential information.

It is a student’s responsibility to provide additional documentation, tax returns, W-2s and any additional information requested by the Office of Financial Aid.

It is a student’s responsibility to read, understand and be accountable for all forms and signed agreements. Students should keep copies for their records.

Program-Specific Requirements

Federal Aid Programs
For information regarding federal aid programs please refer to “The Student Guide for Financial Aid” published by the U.S. Department of Education. This booklet is available from the Office of Financial Aid or online at: www.studentaid.ed.gov.

Student Loans
Students who have been offered a Federal Stafford Subsidized and/or Unsubsidized Loan as part of their award, have the option of reducing or declining the total loan amount by indicating so on the award letter and initializing the change. Loan amounts that have not been changed will be processed based on the amount offered.

Students borrowing for the first time at Hood College will be required to complete a Master Promissory Note (MPN). Returning students who borrowed previously should have a valid MPN on file and may not be required to complete another one.

All first-time borrowers at Hood College will be required to complete an online entrance loan counseling session before funds can be disbursed.

The Office of Financial Aid is required to disburse student loans equally over the number of semesters enrolled.

No refunds will be given until there is a credit on the student’s account.

Annual Loan Limits
In order to be eligible for federal loans, a graduate student must be accepted for enrollment in a masters degree program, take a minimum of 3 credits each semester, and be making satisfactory academic progress as described below. Loan amounts vary based on the number of credits per semester. The maximum annual loan limits are as follows:

$20,500 - Master's degree program

$12,500 – Teacher Certification program

The maximum aggregate loan limit is $138,500 ($65,500 subsidized loan; $73,500 unsubsidized loan).

If Hood College does not prepare your financial aid package with the maximum loan eligibility established by the Department of Education, students may request the additional loan funds to be added to the package as long as the amount requested does not exceed the cost of attendance.

The Office of Financial Aid will certify loans for students up to their maximum loan eligibility.
Satisfactory Academic Progress (SAP)

Students are expected to maintain a record of academic achievement that will enable them to graduate in a reasonable time period. Graduate students receiving financial aid at Hood College of any type (federal, state, institutional, and/or outside scholarships/grants) must demonstrate both qualitatively and quantitatively the ability to do satisfactory academic work and to progress measurably toward a degree. This is in addition to any renewal criteria required for specific state, institutional or other outside awards.

Federal regulations require the Financial Aid Office to monitor students’ (undergraduate and graduate) academic progress at the end of each academic year. This is to ensure that students receiving funds are successfully progressing through their program of study. At the end of the spring semester of each academic year, the Financial Aid Office evaluates the academic progress of each student receiving financial aid according to the standards set forth below by the College. This evaluation determines a student’s eligibility to receive financial assistance in the next academic year. In addition, at the end of both the fall and spring semesters, the Registrar reviews the qualitative academic progress of all degree-seeking students to determine the eligibility for continued enrollment at Hood College.

Student’s academic progress is measured using minimum cumulative G.P.A. (C.G.P.A.) and a maximum timeframe standard that measures the percentage of credit hours earned, which is at least 67 percent of credit hours attempted. To determine the percentage, the number of credits earned, is divided by the number of credits attempted. For example, a student attempts 9 credit hours for the semester; in order to meet SAP requirements, he or she must earn at least 6 credit hours (6 divided by 9).

Students are considered to be making satisfactory progress toward degree completion for financial aid purposes by adhering to the following standards in the following evaluation periods, which occur at the end of the spring semester of each academic year:

<table>
<thead>
<tr>
<th>Semester</th>
<th>% Earned of Credits</th>
<th>C.G.P.A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>First/Second</td>
<td>67%</td>
<td>2.75</td>
</tr>
<tr>
<td>Third/Fourth</td>
<td>67%</td>
<td>3.00</td>
</tr>
<tr>
<td>Fifth/Sixth</td>
<td>67%</td>
<td>3.00</td>
</tr>
<tr>
<td>All Subsequent</td>
<td>67%</td>
<td>3.00</td>
</tr>
</tbody>
</table>

The maximum time frame in which a graduate student is expected to complete their degree is 150 percent of the published length of the program measured in academic credits. Students will become ineligible for any type of financial aid if the maximum timeframe for completion is not met. For example, if a published length of a graduate academic program is 36 credit hours, the maximum period must not exceed 54 (36 × 150%) attempted credit hours.

Additional Degree/Dual Degree

The maximum time frame in which a student is expected to complete their degree is 150 percent of the published length of the program measured in academic credits for a student pursuing an additional degree or enrolled in a dual degree program.

Transfer Credits

Transfer credits and/or credits for prior learning given at the time of enrollment will be counted in the total number of credits attempted. During the course of enrollment, a student may transfer credits earned at outside institutions, however, the credits will apply only for meeting the maximum timeframe standard.

Treatment of W, INC, AU, F, S and U Grades and Repeated Coursework

- Course withdrawals (W) after the drop/add period are not included in the G.P.A. calculation, but are considered a noncompletion of attempted coursework.
- Incomplete (INC) grades are not included in the G.P.A. calculation but are considered a noncompletion of attempted coursework until the incomplete grade is replaced with a permanent grade and academic progress can be reevaluated.
- An audit (AU) grade is not considered attempted coursework. It is not included in the G.P.A. calculation or completion rate determination.
- A satisfactory (S) grade is treated as attempted credits earned, but it is not included in the G.P.A. calculation.
- An unsatisfactory (U) grade is treated as attempted credits that are not earned, but it is not included in the G.P.A. calculation.
- A failing grade (F) is treated as attempted credits not earned; it will be included in the calculation of the G.P.A. and the minimum completion rate.
- All grades earned for a repeated course will be included in the calculation of the G.P.A. and every repeated attempt will be included in the completion rate determination.
Financial Aid Probation
Students are placed on financial aid probation if they do not meet one or both of the SAP standards. Students placed in this status may continue to receive financial aid but are expected to improve their academic standing (CGPA) and/or maximum timeframe progress so that the standards of SAP are met by the end of the next evaluation period, which is at the end of the spring semester of each academic year.

Financial Aid Suspension
If at the end of the probationary period the student still does not meet the standards set forth in this policy, eligibility to receive financial aid of any type will be suspended. Students who fail to meet the maximum timeframe towards completion of their degree within 150 percent of their attempted credits will have their financial aid canceled.

Reinstatement of Aid after Financial Suspension
Reinstatement of financial aid after a student is placed on suspension is achieved as follows:

- The student submits a written letter of appeal in accordance with the appeals process and the Financial Aid Appeals Committee grants the appeal. The student is placed on financial aid probation for the semester rather than on suspension; or

- The student attends Hood College during the suspension semester, pays for tuition and fees without the help of student aid and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student must notify the Office of Financial Aid if they are planning to attend Hood College without the assistance of financial aid; or

- The student may attend summer school to eliminate the deficiency in credits or G.P.A. The student must notify the Office of Financial Aid if they are planning to take classes during the summer to eliminate the deficiency. Students cannot take classes at another institution to resolve a G.P.A deficiency. Classes must be taken at Hood College.

A student whose eligibility has been suspended may regain eligibility at the end of any term after which they meet the above criteria.

Students who have been placed on suspension cannot skip a semester and regain eligibility. No financial aid will be disbursed during subsequent semesters for students on suspension.

Appeals Process
Appeals of financial aid suspension must be made in writing to the director of financial aid by the date specified in the Financial Aid Suspension notification letter.

The appeal letter must address the extenuating circumstance(s) that inhibited satisfactory academic progress was not made, why the extenuating circumstance(s) has changed, as well as an outlined plan of corrective action for future academic success. Extenuating circumstances can include, but is not limited to, illness or injury; death of a family member; family difficulties; interpersonal problems with friends, roommate, significant others; difficulty balancing work, athletics, family responsibility; or financial difficulties.

The director of financial aid will review the appeal and notify the student in writing within 10 working days whether the appeal has been accepted or denied. If the appeal has been accepted, the letter to the student will detail the academic plan of corrective action as well as require the approval of the student’s academic adviser. All decisions made by the director of financial aid are final and will not be subject to further review.

Withdrawing from Hood
Students who stop attending classes at Hood College should officially withdraw through the Registrar’s Office to get a grade of “W.” Students who stop attending classes and receive a grade of “F” in all classes will be considered unofficially withdrawn.

The Office of Financial Aid is required to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing the semester. Withdrawal from all classes prior to completing 60 percent of the semester will require some refund of student loans. Up through 60 percent of the semester, a prorata schedule is used to determine how much federal aid the student has earned at the time of withdrawal. The portion of unearned aid must be returned to the federal programs. When unearned aid is returned, a student may owe the College additional funds. See the Hood College catalog for information on the institutional refund policy.

For further information, please contact: Financial Aid Office: (301) 696-3411 or (800) 922-1599