



Office of Financial Aid Policies & Procedures

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INTRODUCTION

Georgian Court University is a leading regional university that provides a transformative education, preparing students for ethical leadership and service in the Catholic Mercy tradition. The primary goal of the Financial Aid Office is to provide financial assistance to students, who, without such aid would be unable to attend the institution and in supporting the University's Mission and Strategic Compass.

The Vision of the Financial Aid Office is to deliver effective, efficient and courteous service. In collaboration with federal and state agencies and institutional departments, the Financial Aid Office diligently applies this relationship to maintain accountability and compliance with applicable laws, regulations, and policies, in order to reasonably assure the most equitable and ethical awarding of financial assistance.

Mission Statement:

Georgian Court University, founded by the Sisters of Mercy of New Jersey in 1908 provides a comprehensive liberal arts education in the Roman Catholic tradition. The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Georgian Court University provides students with:

- a curriculum broad enough to be truly liberal, yet specialized enough to support further study and future careers;
- an environment for the entire university community to grow through shared educational, cultural, social, and spiritual experiences; and
- the will to translate concern for social justice into action.

Mercy Core Values:

The university is committed to the Mercy core values of respect, integrity, justice, compassion, and service.

- **Respect:** We reverence the dignity of all persons and all life as gifts of God and strive to promote community in our world.
- **Integrity:** We believe that fidelity to moral principles, honesty, and sincerity are the basis of trustworthiness in all encounters.
- **Justice:** We believe ordering of right relationships with all persons and all creation is fundamental to our advocacy for structures that protect the vulnerable.
- **Compassion:** We embrace the joys and sorrows of others to whom and with whom we minister and are moved to action in solidarity with the human community.
- **Service:** We joyfully extend our energy and resources on behalf of the poor, sick and uneducated, working to relieve misery and address its causes where possible.
- These values are the roots from which Georgian Court University activities, decisions, and behaviors flow.

STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Methods of Communication:

Georgian Court University uses the official GCU email as an authorized method of communication with students. Failure to read GCU emails does not relieve me of my financial responsibilities to the University. Therefore, I am responsible for reading the emails that I receive from GCU in a timely basis, even when classes are not in session.

Financial Aid:

My financial aid award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, my financial aid eligibility may decrease and some or all of the financial awarded to me may be cancelled. If some or all of my financial aid is cancelled because I dropped or failed to attend class, I agree to repay all cancelled aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

Financial Aid Student Rights and Responsibilities:

When you accept an offer of financial assistance from the Office of Financial Aid at Georgian Court University, you are entering into an agreement with the university. There are certain rights and responsibilities associated with this agreement.

As a student you have the right to:

- Know what financial aid is available to you, including all federal, state and institutional assistance.
- Know the deadlines, selection criteria, terms, policies, procedures and regulations that apply to each of the programs.
- Know how your financial need is determined including how cost of attendance budgets are determined.
- An explanation of the types of aid contained in your financial aid award and what resources are considered in the calculation.
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or aid and what portion must be repaid. In addition, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins and how long you have to repay the loan.
- Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress.
- Know how and when your financial aid will be disbursed.
- Know the University's Refund and Repayment policy and how changes in enrollment can affect your financial aid and your student account.

- Please refer to the following links for detailed information regarding Student Accounts and Financial Aid including the Satisfactory Academic Progress Policy.
- <https://catalog.georgian.edu/undergraduate/financial-information/>
<https://catalog.georgian.edu/graduate/financial-information/>

As a student you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources in order to meet your financial obligations to the University.
- Review and understand the terms and conditions of your financial aid award.
- Complete all requirements accurately, in a timely manner and by the appropriate deadlines.
- Read, retain and understand all information supplied to you from the Office of Financial Aid and Office of Student Accounts in print or on the Georgian Court University website.
- Fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner and ensure that all submitted materials are complete and accurate.
- Read and understand all forms that you are asked to submit or sign realizing that you are legally responsible for all agreements that you sign.
- Maintain an academic standing consistent with the university's Satisfactory Academic Progress Policy.
- If you take out a loan you are responsible for notifying your lender or servicer of any change in your name or address while you are attending school and after you leave.
- Use financial aid funds only for educational expenses that are applicable to your degree requirements included in the cost of attendance budget.

The Office of Financial Aid complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) by protecting the confidentiality of all disclosed information. Georgian Court University administers federal, State, and institutional aid to all eligible students without regard to gender, race, color, handicap, age, and national or ethnic origin.

Consumer Information

In accordance with the Higher Education Opportunity Act Public Law 110-315) (HEOA), Georgian Court University is required to meet numerous federal and disclosure requirements. The following links to references, reports and additional details. <https://georgian.edu/heoa/>

COMMUNICATION WITH STUDENTS

Georgian Court University Email:

It is essential that all students check their GCU email account daily, even when classes are not in session. All communication from University departments, offices, and professors will be sent to your GCU email address.

Your GCU email account can be accessed through the GCU website by selecting:

- 1) 'Services & Support' on www.georgian.edu
- 2) Under 'Quick Links,' select 'Email.'
- 3) Select the link for 'Office 365 Email.'
- 4) Log into your account using your GCU username and password

Set-up information for email access and self-service access was provided in your acceptance packet. For questions or assistance, please contact the I.T. Help Desk at 732-987-2222 or helpdesk@georgian.edu.

Self-Service:

Self-Service is the Georgian Court University's administrative web platform where students can access the course catalog, course schedules, student schedules, grades, unofficial transcripts, billing statements, and financial aid information. Self-service is also where you would change your address or invite relatives to view your records. Similar to the GCU email account, students can access self-service on the GCU website under Quick Links. You would select the Self-Service option and log into the portal using your GCU username and password. Students should log into Self-Service daily, even when courses are not in session, for changes to billing statements and/or financial aid awards.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law enacted in 1974 that protects the privacy of student education records.

Once a student reaches age 18 or attends a postsecondary institution, they become an "eligible student," and all rights are given to the student under FERPA. Primary rights include the following:

- The right to inspect and review education records within 45 days of the day the University received the request for review
- The right to seek to amend education records that are believed to be inaccurate or misleading
- The right to some control over the disclosure of information from education records
- The right to file a complaint with the U.S. Department of Education should the student allege that the University is not in compliance with the requirements of FERPA.

If you wish to allow Georgian Court University offices to discuss specific details with any person, including parent or guardian the student must allow a family member, spouse, or guardian access. Access can be given to view information via self-service through 'Shared Access.' For information on adding a parent to self-service, please contact the Office of the Registrar at registrar@georgian.edu or 732-987-2228. Students who wish to have information disclosed to a family member, spouse, or

guardian should complete the Student Disclosure Form, which can be found on the Registrar's page on the GCU website. The completed form should be sent to the Office of the Registrar using the contact information listed on the form.

ELIGIBILITY FOR FINANCIAL AID

Who is Eligible for Financial Aid?

Eligibility for federal aid is based on the Expected Family Contribution (EFC). The EFC is a federal calculation of the student and family financial resources provided on the FAFSA, which is then used to define the need for financial aid.

After completing the FAFSA, students are sent a copy of their Student Aid Report (SAR), including the calculated Expected Family Contribution.

Information regarding your enrollment with Georgian Court University will also determine your eligibility for various financial aid programs. For example, being enrolled as a full-time or part-time student, or are enrolled in an undergraduate or graduate program are key factors in eligibility determinations for federal and State programs.

Eligibility for N.J. Dreamers/DACA Students:

Students enrolled in eligible New Jersey colleges, and universities are able to apply for state financial aid through the New Jersey Alternative Financial Aid Application if the following requirements are met:

- Attended a New Jersey high school for a least three years or more
- Graduated from a New Jersey high school or received the equivalent of a high school diploma in New Jersey

Registered for Selective Service, if you are a male and are 18 through 25 years of age.

- Options to Registrar for selective service are:
 - Answer "Male" to Item 21 and "Register Me" to Item 22 on your Student Aid Report
 - Complete a Selective Service registration form at your local post office
 - OR Register online at <https://sss.gov>
- Can complete an affidavit stating that you have or will file an application to legalize your immigration status

APPLICATION PROCEDURES

General Application Process:

Students interested in applying for financial aid at Georgian Court University must file a Free Application for Federal Student Aid (FAFSA) for each academic year. The FAFSA can be completed online at www.studentaid.gov. GCU's school code is 002608. The tax information needed for the FAFSA will always be from the prior-prior year. We recommend that you use the IRS Data Retrieval Tool to complete the financial sections of the application for accuracy purposes.

Deadlines to apply for FAFSA and NJ State aid:

Award	New Students	Returning Students
FAFSA Priority Deadline	January 15th	January 15th
GCU Priority Filing Deadline	April 15th	April 15th
HESAA Deadline	September 15th	April 15th

NJ Dreamer Students:

Please visit the New Jersey Higher Education Student Assistance Authority (NJ HESAA) website in order to apply for N.J. financial aid. Once on the site, you will complete the New Jersey Alternative Financial Aid Application. The website to visit is www.hesaa.org.

Federal Verification:

Students selected for federal verification will be notified of the requirement to submit specific documentation of items included in the FAFSA. This process ensures that the information provided on the Student Aid Report to our office and your aid eligibility determination is correct before any funds are disbursed to you. First-time GCU students will receive a tentative award letter that may be revised upon completing the verification process. **It is the policy of GCU to withhold the disbursement of Federal and/or State Student Financial Aid until the verification process is considered completed.** If differences are found the Financial Aid Office will submit the necessary corrections to the Central Processing System and adjust aid accordingly. Students will be notified via email of any changes made to their financial aid as a result of the verification. Returning students will not receive their financial aid award notification until verification has been completed. Student's verification files that remain incomplete will NOT have anticipated aid reported on their semester bills. Students will be expected to pay the balance showing on their semester bill in full if the verification is not completed before anticipated aid is applied to the bill. Files selected for federal verification will be verified for HESAA where applicable. The financial aid office will follow state policies and methodologies which may differ from federal methodologies and policies.

State Verification:

If your application is selected for verification by the New Jersey Higher Education Assistance Authority (HESAA) for a New Jersey Tuition Aid Grant (TAG) award, you will receive notification directly from

HESAA to provide additional documentation. Our office will also send courtesy email notifications to advise that your account with HESAA is in verification. Your estimated TAG award will be removed from your aid package until HESAA verifies your account and confirms your eligibility. All documents should be uploaded to HESAA directly. Our office does not determine eligibility for the state grant. ***Federal and/or State Student Aid will be withheld until verification is complete. Failure to meet federal and/or State deadlines will mean aid will not be applied to your account.***

TYPES OF FINANCIAL AID

The four basic types of aid are scholarships, grants, loans, and work-study employment. Since many students are eligible for several types of assistance, the Office of Financial Aid usually offers a combination of these in a financial aid package. Aid can be merit-based (awarded based on standards such as academic achievement) or need-based (awarded based on financial need as determined by the FAFSA.) Most scholarships are merit-based, while grants, loans, and work-study are generally need-based. ***Scholarships and grants do not have to be repaid, and loans do have to be repaid.***

Students cannot receive a combination of gift aid that exceeds their direct costs. Gift aid includes Georgian Court University merit, athletic, dance, honors, and outside scholarships, federal and or New Jersey state grants. Direct costs are charges billed to a student's account.

Federal Title IV Programs:

Federal Pell Grant:

A Federal Pell Grant is need-based and does not have to be repaid. Pell Grants are awarded to eligible undergraduate students who have not earned a bachelor's or professional degree and is based on enrollment status. Pell Grants will be prorated according to the number of credits a student is enrolled. Students cannot receive the Pell Grant from more than one institution at the same time. There is a maximum amount of Federal Pell Grant funds you can receive over your lifetime. You can receive the Pell Grant for **no more than 12 terms or the equivalent (roughly six years)**. This is called the Federal Pell Grant Lifetime Eligibility Used (LEU).

Pell Grants are disbursed after the financial aid census date in October for fall and February for spring terms. Students who have been reported as "never attending" a class after the third week will have their Pell grant adjusted based on the credit totals for the classes they attended. Students who are enrolled for 12 credits for which 3 or more of the credits include classes that begin in the second 7.5 week session will not have the Pell Grant disburse until after attendance in the second 7.5 week session is confirmed.

Federal Supplemental Educational Opportunity Grant (FSEOG):

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. There is limited funding, so Pell Grant recipients with the lowest EFCs will be considered first for FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. The minimum FSEOG amount is \$100 and the maximum is \$4,000.

Federal TEACH Grant:

The Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 per year in grants for graduate and undergraduate students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low-income families. Students may receive up to \$16,000 for undergraduate study and up to \$8,000 for graduate study. Part-time students are eligible, but the maximum grant will be prorated based on enrollment credits.

Students interested in the TEACH Grant program must complete a FAFSA each academic year and meet the eligibility requirements. For more information, please visit www.studentaid.gov or contact Federal Student Aid at 1-800-433-3243.

This is a grant with a service requirement. If you fail to complete the four-year teaching obligation, you will have to repay the grant with interest.

Federal Work-Study (FWS):

Federal Work-Study provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the recipient's course of study. The amount you earn can't exceed your total FWS award. When assigning work hours, your employer or financial aid administrator will consider your award amount, class schedule, and academic progress. All questions regarding Federal Work Study employment opportunities should be directed to Career Services.

Federal Direct Stafford Loans:

Federal Direct Stafford Loans are low-interest loans administered by the U.S. Department of Education. In order for federal loans to be added to your financial aid award letter, you must have a completed FAFSA on file. If you choose to use your Federal Stafford Loans, you must complete Direct Stafford Loan Entrance Counseling and sign a Master Promissory Note (MPN). In accordance with HEOA 489 Amended HEA Sec. 485B, Georgian Court University is required to disclose to all borrowers that any loan borrowed by a student or eligible parent will be submitted to the National Student Loan Data System (NSLD). The information reported to NSLDS will be accessible by guarantee agencies, lenders, and institutions determined to be authorized users of the data systems.

There are two types of Federal Direct Stafford Loans: subsidized and unsubsidized.

- **Subsidized** loans are given based on need, and you will not accrue interest or be required to pay off the loan while you are enrolled at least half-time in school. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program.
- **Unsubsidized** loans are available to students who do not qualify for a Federal Subsidized Stafford Loan or qualify for only a partial Federal Subsidized Stafford Loan. Under this program, you as the borrower are responsible for the interest that accrues while in school. You can elect to make monthly payments while enrolled or defer all payments until six months after your status drops below half-time. All Graduate Stafford Loans are unsubsidized.

Federal Parent PLUS Loans:

Parents of dependent undergraduate students can borrow a Federal Parent PLUS Loan through the U.S. Department of Education to help pay your educational expenses. Students must be enrolled at least half-time in an eligible program at an eligible school and have a current FAFSA on file. Parents must be creditworthy to receive the loan. ***Be advised that the loan is under the name of the parent, so the parent is financially responsible for this loan—not the student.*** In order for the loan to disburse, the parent must sign a PLUS Master Promissory Note (MPN). If your parent is denied the PLUS loan and does not wish to appeal the decision, we will award the student an additional unsubsidized Stafford Loan based on grade level. To apply go to www.studentaid.gov.

Federal Grad PLUS Loans:

The U.S. Department of Education offers the Federal Direct Grad PLUS Loan. Graduate students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial aid. To apply, you must be enrolled at least half-time in an eligible program. Students must also be creditworthy to receive the loan or obtain a cosigner. To apply, you must have a current FAFSA on file and sign the Master Promissory Note (MPN). To apply go to www.studentaid.gov.

Annual Student Loan Acknowledgement Requirement

The Annual Student Loan Acknowledgement is a tool for borrowers who take out federal student loans. If a student or Parent Plus Loan borrower has loans on file, they will learn important repayment terms and estimates, how much they have borrowed thus far, and what is available for the remainder of their education. New borrowers must acknowledge other information, such as salary and debt estimates for their chosen program and information about how interest works. Students and Parent Plus loan borrowers are required to log into **www.studentaid.gov** every year they are borrowing loans from the Direct Stafford Loan program and complete the **Annual Student Loan Acknowledgement**. Your loans will not disburse until the Financial Aid Office receives electronic confirmation from the Department of Education that the process has been completed.

Annual and Aggregate (Lifetime) Loan Limits:

Year	Dependent Students - except students whose parent(s) are unable to obtain a PLUS Loan	Independent Students - and dependent students whose parent(s) are unable to obtain a PLUS Loan
First Year Undergraduate - Freshman	\$5,500 - No more than \$3,500 can be in a subsidized loan.	\$9,500 - No more than \$3,500 can be in a subsidized loan.
Second Year Undergraduate - Sophomore	\$6,500 - No more than \$4,500 can be in a subsidized loan.	\$10,500 - No more than \$4,500 can be in a subsidized loan.
Third Year and Beyond Undergraduate - Junior and Senior	\$7,500 - No more than \$5,500 can be in a subsidized loan.	\$12,500 - No more than \$5,500 can be in a subsidized loan.

Graduate or Professional Students	Not Applicable - All graduate and professional students are considered independent	\$20,500 - unsubsidized only
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000 - No more than \$23,000 can be in subsidized loans.	<p>\$57,500 aggregate loan limit for undergraduates - No more than \$23,000 can be in subsidized loans.</p> <p>\$138,500 aggregate loan limit for graduate or professional students The graduate loan limit includes loans received for undergraduate study.</p>

Federal Loan Disbursement Policy:

Georgian Court University notifies students of a loan disbursement via email.

As a borrower, you have a right to cancel all or any part of these loans within 30 days of receiving this letter. If you wish to cancel any part of the loan, please notify the Office of Financial Aid and pay any outstanding balance to the Student Accounts Office immediately. For any questions regarding making payments towards the loans while in school, please contact your Federal Loan Servicer. To find out who your loan servicer is, please contact Federal Student Aid at 1-800-433-3243.

New Jersey State Grant Programs:

The Tuition Aid Grant (TAG):

The Tuition Aid Grant is one of the nation's largest financial aid programs. NJ TAG may cover up to the cost of tuition, and the amount of the individual grant varies based upon the student's need, the cost of attendance, and available funding. Applicants must have a completed FAFSA on file by the application deadline date. The GCU priority deadline date is January 15. Renewal students must file by April 15 of the award year, and new applicants must file by September 15. The spring-only award deadline is February 15.

Students must be New Jersey residents for at least 12 consecutive months immediately before enrollment, a U.S. citizen or eligible noncitizen, registered with the Selective Service (if required), and a full-time undergraduate at an approved New Jersey postsecondary institution. To qualify, applicants must demonstrate financial need and maintain satisfactory academic progress. Students who have received a bachelor's degree are not eligible. Students can receive the NJ TAG award for up to 9 semesters.

NJ Tuition Aid Grants are disbursed after the financial aid census date in October for fall and February for spring terms. In order to be eligible for a NJ Tuition Aid Grant a student must be enrolled fulltime. NJ

Tuition Aid Grants are disbursed after the financial aid census date in October for fall and February. Students who have been reported as "never attending" a class after the third week will have their NJ TAG removed if they have been reported as not attending a minimum of classes totaling 12 credit hours for the semester. Students who are enrolled for 12 credits which 3 or more of the credits include classes that begin in the second 7.5 week session will not have the NJ TAG disburse until after attendance in the second 7.5 week class(s) is confirmed.

Educational Opportunity Fund (EOF):

The Educational Opportunity Fund (EOF) program is a state-funded initiative designed to support students from economically and/or educationally underserved populations across the State. The EOF program provides eligible students with academic, social, and financial support as they navigate through the educational experience. Students must apply by June 1st and are renewed based upon continued eligibility.

For more information, please contact the EOF office at 732-987-2355 or the EOF recruiter/counselor at 732-987-2767.

NJ STARS II:

NJ STARS I recipients who earn an associate degree from a community college with a cumulative GPA of 3.25 or higher, have a family income (taxable and untaxed income) less than \$250,000, and meet all other program eligibility requirements may be eligible to receive an NJ STARS II award of \$2,500 per academic year for four semesters to transfer to a New Jersey TAG-participating college or University to earn a baccalaureate degree.

The NJ STARS II award will be based on tuition only, except for Tuition Aid Grant (TAG) recipients, who receive NJ STARS II awards based on tuition and approved mandatory fees. The award amount will be determined after all other State and federal grants and scholarships are applied to these charges, not to exceed \$1,250 per semester for the 2022–2023 academic year and is limited to 4 semesters of enrollment.

Other Types of Financial Aid:

Merit Scholarships:

Merit scholarships are based on academic merit or talent criteria. These awards do not have to be repaid and are most often renewable. Undergraduate students attending the Lakewood campus are considered for scholarships upon acceptance to the University. All awards are based on continuous full-time enrollment. Merit scholarships are applied to tuition only. The University reserves the right to replace merit scholarships with other institutional aid.

Alternative/Private Loans:

To cover additional balances, students can apply for alternative/private loans. To research and apply for alternative/private loans, please visit www.elmselect.com.

Veterans Benefits:

Students who are going to utilize education benefits through the U.S. Department of Veteran Affairs (V.A.) must be degree-seeking or a guest student seeking a degree at another institution.

After being admitted to GCU and requesting enrollment certification through the Office of Financial Aid, you'll go through the following process to use this benefit:

- Complete the 22-1990 to establish your eligibility for education benefits. A processed application generates a Certificate of Eligibility (COE) from the V.A., which is an official letter outlining your entitlement. The Office of Financial Aid will require a copy of your COE and a copy of your DD214 (Member-4) reflecting honorable discharge.
- Once you have registered/enrolled in classes, submit the following forms to the Office of Financial Aid:
 - Enrollment Certification Request – ***this form must be completed each semester to certify enrollment with the V.A.***
 - Copy of Degree Audit Sheet/Academic Plan and Transcript Evaluation Sheet
 - You will receive an emailed receipt and confirmation from the V.A. All email notifications will be sent to your GCU email address.
 - You can complete this process online or call 1-877-823-2378.

UNDERSTANDING YOUR FINANCIAL AID LETTER

Initial Aid Package is based on Enrollment Status:

The initial financial aid letter undergraduate students receive will assume that you will be a full-time student (12 credits or more) each semester. For newly admitted graduate students your award will assume that you will be enrolled in 6 credits per semester. It is your responsibility to notify the Financial Aid Office in writing if you wish to increase the loan amount to cover tuition and fees. Undergraduate and graduate students must be enrolled at least part time in a semester in order to be eligible for Direct Stafford loans.

Awards will not be finalized until after the add/drop period for courses is complete, and we receive final attendance reports from the Office of the Registrar. Our office will adjust your financial aid accordingly to reflect your enrollment status.

Please be advised that some types of aid require full-time enrollment (merit scholarships and N.J. State programs).

Other forms of aid, such as Federal Loans, require at least six credits for undergraduate students and five credits for graduate students. The Federal Pell Grant will be prorated according to the number of credits enrolled and typically requires at least half-time enrollment. Some students might be eligible for Pell for less than half-time registration, as well as private loan options.

Undergraduate Enrollment Status:

Undergraduate	Full-time	Three Quarters-time	Half-time	Less than Half-time
Undergraduate	12 credits or more	9 to 11 credits	6 to 8 credits	fewer than 6 credits

Graduate Enrollment Status:

	Full-time	Half-time	Less than Half-time
Graduate	9 credits or more	6 to 8 credits	fewer than 5 credits

Financial Aid Notifications:

Incoming fall freshman and transfer students will receive a College Financing Plan. All communications are sent to the email addresses that we have on file for the student. You are encouraged to share this information with your parent(s) and to arrange for a virtual or in person meeting with a member of the Financial Aid staff to review your financial aid prior to depositing for the upcoming year. Appointments can be made by emailing or contacting the Financial Aid Office.

Students with a completed FAFSA will receive award letters first unless a student notifies our office that they will not be completing a FAFSA. Students who notify our office that they will not be completing a FAFSA will receive notification showing their merit scholarship and any other awarded institutional aid. Continuing students will begin to receive notification of their financial aid eligibility beginning in April when fall registration opens. All financial aid awards can also be viewed on Self-Service.

When you receive a copy of your financial aid notification letter, please review it carefully. The letter will list the types of federal and/or State aid that you are eligible to receive, as well as an award given to you by GCU. The award will also advise you of additional information needed to accept and maintain your aid.

Georgian Court University reserves the right to review, adjust, or cancel awards at any time because of changes in your financial, academic status, academic program, athletic program, resident status, enrollment status (full-time to part-time), or students code of conduct violations or if you fail to meet the requirements of the University's Satisfactory Academic Progress Policy. **The University reserves the right to replace merit scholarships with other institutional aid at any time. You will receive email notifications anytime a change is made to your financial aid. Availability of funds from federal and State programs are subject to Congressional and N.J. Legislative appropriations and can change each academic year. Institutional aid will not be reduced if a student declines loans.**

Students will be notified if they are selected for federal and/or State verification. All federal verification worksheets are located on the GCU website, and all state worksheets can be found on the HESAA website. Students and parents can request IRS Transcripts at www.irs.gov. Federal and/or state grants will not disburse until verification is completed. If a student plans to use federal loans, all first-time borrowers must complete Direct Loan Entrance Counseling and the Direct Loan Agreement (MPN) at www.studentaid.gov for the loans to disburse.

Outside Scholarships and Over Awards:

Students are welcome and encouraged to research and apply for outside/external scholarships. The GCU website provides students with a list of links to see if they are eligible, and they can apply right through the site. GCU does not award outside scholarships; any questions should be directed to the organization offering the scholarship. If granted an outside scholarship, please bring the check or have the check sent to the Office of Student Accounts for it to be applied to your bill.

Student awards, including outside scholarships and private loans, cannot exceed the cost of attendance. The cost of attendance is listed on your financial aid award letter. **The University reserves the right to reduce or cancel funds so that the student's award does not exceed the cost of attendance.**

Students will be notified if any aid has been reduced or canceled.

FINANCIAL AID FOR OTHER TERMS OR SITUATIONS

Transfer Students:

Students transferring either at the beginning of the academic year or mid-year must do the following:

- If you have completed a FAFSA at your previous institution, you must add Georgian Court to your application, so we have access. GCU's school code is 002608. If you do not plan on completing a FAFSA, please notify our office to mark your account and provide you with a financial aid award listing your institutional aid.
- If you received Federal Loan aid at your previous institution, you must complete Direct Loan Exit Counseling for that school. When you enter GCU, you will complete Direct Loan Entrance Counseling again to notify you of your new enrollment. You can also request a verification of enrollment form from the Office of the Registrar to provide to your loan servicer.

Students that completed federal verification at their previous institution will have to complete verification with GCU as well.

- We will email the request for the required documents to your GCU email address.

Summer Financial Aid:

Undergraduate and graduate students who wish to take classes at Georgian Court University during the summer may be able to secure financial aid. Summer aid consists of any remaining eligibility for federal financial aid in the form of Federal Loans and the Federal Pell Grant. Institutional funds are not available for the summer semester.

All students taking summer courses must complete the Summer Financial Aid Application and send it to the Office of Financial Aid for review. After the application is reviewed, you will be notified via email of your aid eligibility and options for alternate payments (PLUS Loans or private loans).

Graduate students who apply for Stafford and PLUS loans must be taking at least five matriculating credits, while undergraduates must be enrolled for at least six matriculating credits. Please note that it is your responsibility to make sure the loan amount is enough to cover the cost of the courses. If you drop

below the credits needed for graduate or undergraduate summer aid, then the aid will not disburse to your account.

Winter Financial Aid:

Georgian Court University does not offer financial aid for winter courses. The Accelerated Bachelor of Science Nursing is excluded from this provision.

Study Abroad:

Students who wish to study abroad may be eligible to receive financial aid funds. Please visit the Global Education Programs Office for more information.

PROCESSING SCHEDULE AND DEADLINES

The Free Application for Federal Student Aid (FAFSA) opens for students beginning in December of 2023..

We encourage all students to complete the FAFSA as soon after October 1st as possible. The application may be accessed online at www.studentaid.gov. The University's priority filing deadline is April 15th.

GCU must receive a completed FAFSA, and any additional documentation requested to complete your financial aid account. Deadlines are in place to allow for processing time, and failure to submit the required documents by the deadline dates will result in a loss of aid eligibility.

Student Aid Timeline:

December-April: File the FAFSA. We recommend that students and parents use the IRS Data Retrieval Tool (IRS DRT) for accuracy. If you need assistance filing the FAFSA, please contact Federal Student Aid at 1-800-433-3243. After you complete and submit your application, you will receive a copy of your Student Aid Report (SAR). The SAR will indicate any errors and corrections that need to be made to your application and federal grant eligibility and if you are selected for federal verification. All federal verification documents must be completed and sent to our office for us to review your account and determine eligibility. We will send missing information emails regarding missing documents regularly.

January – May: Financial aid award letters are emailed to new freshman and transfer students.

Your award letter will list your financial aid eligibility for federal and State grant programs, as well as institutional aid and federal loan options. We will list the maximum loan eligibility on your financial aid award.

If you wish to reduce or decline federal loan aid, you must notify our office in writing via email, mail, or fax. First-time federal loan borrowers must complete both direct loan documents at www.studentaid.gov.

April: Financial aid award letters are emailed to continuing students once registration for the fall semester is available. Students with completed FAFSA's and all verification documents submitted will receive awards first. Students must notify us each academic year if they will not be completing a FAFSA.

Students who do not complete a FAFSA will receive an award showing their institutional aid only.

July: Billing statements for the fall semester will be made available on self-service by the Student Accounts Office. Initial bills will list aid as "anticipated." Only students with complete financial aid accounts will have "anticipated" aid listed on the billing statements. Questions regarding tuition, fees, and payment plan options should be directed to Student Accounts at studentaccounts@georgian.edu or 732-987-2240.

August: All financial aid documents should be completed and submitted to our office.

Tuition is due three weeks before the start of classes. If you are not on a payment plan, you should have an alternative way to pay your bill by the due date, such as a PLUS Loan or private loan. You can also make a full payment to Student Accounts.

September - October: Enrollment and housing status are verified. Students are notified of any change to their financial aid via email.

Aid is disbursed, and students will receive a disbursement notification for federal loan aid or TEACH Grant funds. Attendance is verified the third week of the semester. Adjustments to financial aid are made due to changes in enrollment status and attendance.

Any overage of financial aid from tuition and fees will be sent to the student in a refund (in the mail or e-refund if the student signed up on Self-Service). If the overage is from a Parent PLUS Loan, the refund will be issued to the student or borrow, as indicated on the PLUS application. Students with an overage of aid can request a book voucher to use at the University Book Store. Questions about refunds and book vouchers should be directed to Student Accounts.

November: Registration for the spring and summer semesters opens. Students on a billing hold will not be able to register for courses until their bill is paid or arrangements are made with the Student Accounts Office.

EXTENUATING CIRCUMSTANCES

Special Circumstance Review:

If your or your family's circumstances have changed due to change in marital status, loss or reduction of income, death of a parent or spouse, one-time income received in the tax year on FAFSA that will not be received again, significant expenses for a member of your household or other circumstances not listed, our office may be able to help. Students must have a completed FAFSA on file and provide our office with all supporting documentation for a special circumstance review to be completed.

Information regarding supporting documentation can be found on the Special Circumstance Form located on the Financial Aid website. You can also contact our office with questions or assistance.

After a review is complete, students will receive an email notification of any aid they can receive from the review. In some cases, grants are not attainable, but a portion of the student loan may be adjusted to subsidized. Students are responsible for paying their balances while their special circumstance review is being processed, as additional aid is not guaranteed. Failure to pay by the due date may result in a late fee and/or billing hold.

Dependency Status:

Students are considered to be dependent students with the Department of Education unless they meet one of the following criteria:

- Are age 24
- At any time since turning age 13 were an orphan, in foster care, or legal ward of the court (documentation required)
- You are married or have dependents of your own that you provide at least 50% support at the time of filing your FAFSA (documentation required)
- You are a veteran of the U.S. Armed Forces (documentation required)
- You are considered homeless or at risk of being homeless based on the definitions listed on the FAFSA.

Students that qualify automatically independent based on the information provided on the FAFSA are not required to submit additional documentation. The Office of Financial Aid reserves the right to verify your independent status.

DEPENDENT STUDENTS UNABLE TO PROVIDE PARENTAL INFORMATION ON THE FAFSA

Students who did not report information about their parents on the FAFSA and will see comments and highlighted fields on your Student Aid Report regarding the missing information. “You indicated you have a circumstance that requires you to follow-up with your Financial Aid Administrator before your eligibility for federal student aid can be determined.” The Financial Aid Office may be able to assist you through a process called Unusual Circumstance review to determine if your situation is eligible for a dependency override. Information can be found on the Financial Aid Webpage at: <https://georgian.edu/wp-content/uploads/Dependency-Override-Form.pdf>

In order to be considered for a dependency override you must complete the application and provide the appropriate documentation. Once we receive the information we will make a determination to see if you are eligible for a dependency override.

Dependency overrides must be made consistently across all federal and state need based aid in accordance with federal and state requirements. Documents must meet the following criteria:

Acceptable documentation includes:

- Institutional Override Form
- Letter from student explaining circumstances.
- Sufficient third-party documentation on letterhead to support the override.
- Court ordered legal guardianship documents.
- Letter from student’s previous school district substantiating the student’s situation.

Unacceptable Documentation

- Letters from neighbors, friends, and family.
- Letters without letterhead and signature.
- Letters that do not support long term, firsthand knowledge of the situation or basis for the override.
- Court ordered temporary or kinship guardianship documents.

Student-Athlete Scholarship Reduction/Non-Renewal Aid Appeal Process

Update: 2/7/22

Appeals Process:

Upon Financial Aid receiving a written request from the student-athlete requesting an appeal, the following steps will take place:

1. The Director of Financial Aid forms an Appeals Review Committee. The Committee will consist of three total members and cannot have a member of Athletics represented. If the student-athletes reduction/non-renewal of aid is due to an incident regarding student affairs, then a representative from the Student Affairs Office shall be included on the Committee.
2. The student-athlete is provided an opportunity to meet with the Assistant Director of Athletics for Compliance to seek guidance to navigate the appeals process. The Assistant AD will advise the student-athlete to form a written statement with evidence during appeals cases.
3. The coach and student-athlete send all evidence for their case to the Director of Financial Aid, where the Appeals Review Committee will form a final decision. During the review, the Committee may request additional information from either party.
4. The Appeals Review Committee determines the final decision:
 - a. Support the reduction or non-renewal of scholarship
 - b. Reject the reduction or non-renewal of scholarship
5. The final appeals decision will be sent to the student-athlete and Assistant Director of Athletics for Compliance from the Director of Financial Aid.
6. The Appeals Review Committee decision is final and not subject to additional review.

It is current Athletics Department policy that if a student-athlete receives a scholarship and is not participating on a team, the student-athlete must work a set number of hours per week for

the athletics department. The number of hours can be up to 10 hours per week but could vary based on the amount of athletics aid the student-athlete receives.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Georgian Court University is required by federal law (34 CFR 668.34) to define and enforce Satisfactory Academic Progress standards (SAP). All students receiving financial aid from federal, State, and/or University sources must be making Satisfactory Academic Progress at Georgian Court University to establish and retain eligibility for student financial aid. Enrolled students applying for financial aid for the first time must demonstrate Satisfactory Academic Progress before applying for financial aid and must continue to meet Satisfactory Academic Progress standards.

SAP is reviewed after fall, spring, and summer grades are posted.

The student's academic progress is measured using two components: Qualitative and Quantitative Measures of Academic Progress.

Qualitative Measures are based on a grade point average scale of 0.00 or 4.00 and the student's enrollment status. requirements are in the students must maintain a 3.00.

Classification	Grade Point Average (GPA)
1-30 total credit hours	1.80
31-61 total credit hours	1.90
61 hours and above	2.00

Undergraduate student chart below. Graduate minimum cumulative GPA of

Quantitative Measures require that students complete at least two-thirds (66%) of their attempted credit hours at Georgian Court University. Hours completed do not include Unsatisfactory (U), Incomplete (INC), or Withdrawal (W) courses, but these hours are included in hours attempted. If a grade other than U, INC, or W is received, courses that have been repeated will be counted for each enrollment as hours attempted as well as hours completed.

Undergraduate:

Semester	Credits Attempted	Minimum Credits Completed
1	12	8
2	24	16
3	36	24
4	48	32
5	60	40
6	72	48
7	84	56
8	96	64
9	108	72
10	120	80
11	132	88
12	144	96
13	156	104
14	168	112
15	180	120

Graduate:

Semester	Credits Attempted	Minimum Credits Completed
1	9	6
2	18	12
3	27	18
4	36	24
5	45	30
6	54	36
7	63	42
8	72	48
9	81	54
10	90	60
11	99	66
12	108	72

The first time a student does not meet the minimum requirements for the two components, the student is placed on financial aid warning for the subsequent semester and is notified via email. Students failing to achieve satisfactory status following their warning semester are placed on suspension of financial assistance and notified by mail and email that their aid has been canceled for subsequent terms. Students may appeal their suspension of financial aid based on extenuating circumstances (i.e., student injury or illness, death of student's relative, and/or other circumstances resulting in undue hardship to student). Appeal instructions will be provided to the student via mail and email.

WITHDRAWALS OR FAILURE TO ENROLL

Federal Title IV Refund Policy (Return to Title IV):

Georgian Court University is required to determine a student's earned and unearned federal student aid (Title IV) funds as of the date the student withdraws or ceases attendance based on the amount of time the student spent in attendance. The calculation of funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in each enrollment period, or the 49% for students enrolled in 7 week session classes, a prorated schedule is used to determine the amount of federal student aid (Title IV) funds the student has earned at the time of withdrawal. The University must refund the actual percentage of unearned federal financial aid up to the date of withdrawal. After the 60% point in the enrollment period, a student has earned 100% of the federal student aid funds awarded for that period, and all federal student aid (Title IV) funds will remain on the student's account. The order in which Title IV funds are returned is listed below:

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required
5. FSEOG for which a return of funds is required
6. TEACH Grants for which a return of funds is required
7. Iraq and Afghanistan Service Grant, for which a return of funds is required

Institutional, Federal and State refunds may result in a student owing an outstanding balance to the University.

GEORGIAN COURT UNIVERSITY
POLICIES FOR PAYMENT OF SEMESTER BILLS

Semester Bill Payment Policy:

Semester bills must be satisfied before students move into the residence halls and or start classes. A satisfied bill is a bill paid in full, including all anticipated financial aid finalized, timely and sufficient payment(s) made to Cashnet Payment Plan or Direct Parent Plus or Alternative Loans certified and disbursed to Student Accounts. A student with an incomplete financial aid file is not considered to have satisfied the semester bill obligation.

Satisfactory Payments:

Cash, check, Cashnet Payment Plan (must be signed up and have one payment made and or paying as agreed). Balances are not considered paid until the check, or cash net payment is cleared by the bank. Completed financial aid files are ready for disbursement, and the amount of financial aid is sufficient to cover the student's semester bill.

Financial Aid:

Financial aid files are not considered complete until the student/parent has submitted all requested documentation, including verification documents, completed Direct Loan Counseling/MPN, or other documentation being requested. Tax transcripts that cannot be obtained online are mailed to the address on file with the IRS and generally take 5-10 days to obtain.

The Financial Aid office cannot verify the file without the official documentation.

Verifications will not be considered complete if the student submits documents on the residence move-in date or the first day of classes. Satisfactory payment arrangements must be made until the outcome of the verification is completed.

New Jersey Tuition Aid Grant (TAG): For the student's financial aid file to be considered complete, students selected for verification by HESAA must have submitted all requested documentation to HESAA and the verification completed before the payment due date. Alternative payment arrangements must be made until the HESAA verification is completed and HESAA approves the student's TAG eligibility.

CONTACT INFORMATION AND HOURS

Office of Financial Aid

Georgian Court University
900 Lakewood Ave
Lakewood, NJ 08701
Phone: 732-987-2058
Email: financialaid@georgian.edu

Parents: Only general information can be provided unless a signed FERPA is on file with the Office of the Registrar.

Office Hours:

Monday – Friday 8:30 to 4:30
(The Financial Aid Office is closed on Friday's during the summer)