# FINANCIAL AID HANDBOOK
## 2018-19

CONCORDIA
COLLEGE

# Congratulations!

College is a significant investment, but at Concordia we're committed to helping you and your family afford your education. We start with a formula developed by the federal government to determine your financial need and your expected family contribution. We then put together a package just for you.

Here is some information to help you make sense of your financial aid award and tips for taking the next step.

# Table of Contents

*Due to the fact the status of student assistance programs is continuously changing, we run the risk that published print information may become outdated. To access the most accurate and up-to-date financial aid information, please visit **www.ConcordiaCollege.edu/financialaid**.*

# COBBERNET

ⓘ https://cobbernet.cord.edu

CobberNet is the point of entry to your college information. Once you've logged in you can easily access the following:
- Email
- College-related messages/news
- Course management system
- Housing sign-up
- Dining services
- Banner

# BANNER

System used for registration, financial aid information and Business Office accounts.
**Incoming Students:** The Office of Admissions mailed you your username and password. If you can't find it, call the Admission Office at 800.699.9897.
To Access:
- Log in to CobberNet at **https://cobbernet.cord.edu**
- Select the **Banner link** at the top of the page. Banner will open in a new window.
- Select **Financial Aid** tab
  Here you can access your financial aid status, eligibility and award, as well as general financial aid information.

Note: You must view and accept the terms and conditions set by federal and state regulations and institutional policy prior to viewing your financial aid award for the first time.

To do this:
- Log in to CobberNet at **https://cobbernet.cord.edu**
- Select the **Banner link** at the top of the page. Banner will open in a new window.
- Select **Financial Aid** tab
- Select **Award**
- Select **Award for Aid Year** (2018-19 aid year)
- Please view the Financial Aid checklist to see the status of your financial aid award and the requirements.

# FINANCIAL AID/COST OF ATTENDANCE

You will need this information for some loan applications.

## Financial Aid

To access your financial aid award:
- Log in to CobberNet at **https://cobbernet.cord.edu**
- Click on the **Banner link** at the top of the page.
- Select **Financial Aid** tab
- Select **Award**
- Select **Award for Aid Year** (select the appropriate academic aid year from drop down box).
- Select **Award Overview** tab
  The financial aid award will be at the bottom of the page. Be sure to record the **TOTAL** when using the figure for the private/PLUS loan application process.

## Cost of Attendance

Cost of Attendance is the estimated full and reasonable cost of completing one year (two semesters) of full-time attendance at a college or university. The estimate includes tuition, room, board, fees, transportation, personal expenses and books.

To access your cost of attendance:
- Log in to CobberNet at **https://cobbernet.cord.edu**
- Click on the **Banner link** at the top of the page.
- Select **Financial Aid** tab
- Select **Award**
- Select **Award for Aid Year** (select the appropriate academic aid year from drop down box).
- Select **Award Overview** tab
  The cost of attendance will be on the right side of the screen. Be sure to record the **TOTAL** when using the figure for the private/PLUS loan application process.

# NEED-BASED GRANTS
(Do not need to be paid back)

ⓘ www.ConcordiaCollege.edu/grants

**Concordia Grant** – Awarded based on financial need

**Federal Pell Grant** – Eligibility is based on the Expected Family Contribution and Cost of Attendance. Concordia College assumes full-time status when the Pell Grant is initially awarded. The actual amount paid to the student will be based on the student's enrollment status on the 10th day of class each semester.

**Federal SEOG (Supplemental Educational Opportunity Grant)** – Awarded to students who are eligible to receive the Federal Pell Grant as funds are available.

**Minnesota State Grant** – Awarded to Minnesota residents who meet state requirements.

The Minnesota Grant Program defines a full-time student as someone who is registered for at least 15 credits. Music lessons for which you are billed will count toward the 15 credits. Ensemble credits don't count for financial aid purposes. (Please note, Concordia College and all other financial aid programs, define full time as at least 12 credits.) However, in order to be eligible for the maximum Minnesota Grant, you must be enrolled for at least 15 credits at Concordia.

Although 15 credits are required to receive the maximum state grant each term, we recommend enrolling in the number of credits that will allow for your academic success at Concordia. Taking fewer credits each term may extend your state grant eligibility beyond eight semesters.

The actual amount of Minnesota Grant funding you receive will be based on the number of credits for which you are enrolled on the 10th day of class, or on the day Concordia receives your grant from the State of Minnesota, whichever comes last. Minnesota State Grant is limited to 8 semesters of postsecondary attendance. If you are enrolled for less than 15 credits on the 10th day of class, you may be eligible for a reduced amount.

Students must submit a FAFSA within 30 days of the start of the term at their school in order to receive a Minnesota State Grant for that term.

**Summer Ministry Grant** – Students working as Bible camp counselors during the entire summer season may qualify for a $500 Summer Ministry Grant. Verification of employment by the camp director is required by June 30.

# SCHOLARSHIPS
(Do not need to be paid back)

## Concordia Scholarships

**Merit-based Scholarships** – Recognizes the abilities and talents of students. Find more information at **www.ConcordiaCollege.edu/scholarships**. Students must be full-time (at least 12 credits) assessed full-time tuition and not possess a bachelor's degree.

## External Scholarships

This past year, Concordia College students received more than $1.24 million in scholarships from local foundations, high schools, community agencies, clubs, social and fraternal organizations, businesses and employers, etc.  It is truly worth a student's time to search for these opportunities.

**Concordia Congregational Matching Scholarship** – If you are awarded a congregational scholarship by your church, notification of this scholarship must be received by the Financial Aid Office by Aug. 15, 2018, to be eligible for the matching scholarship.  Even if the scholarship is for second semester, the deadline is still Aug. 15. Concordia will match up to $1,000 per year. It is not acceptable for parents or other relatives to contribute to the Concordia Congregational Matching Scholarship and to designate their relative as the recipient. This is a violation of tax law that can jeopardize nonprofit status for both Concordia and the church. Concordia reserves the right to refuse matching funds if the program is used improperly. For more information, see **www.ConcordiaCollege.edu/congregational**.

**Searching for External Scholarships** – Our college news site helps students identify scholarships sponsored by external organizations and agencies. Information can be found at the CobberNet section at **cobbernet.cord.edu/studentnewsarchive**.

**Reporting** – Students receiving funding from outside sources must notify the Financial Aid Office of these funds. Contact the Financial Aid Office if you have questions about how external scholarships may affect your overall aid package. Students may report their external scholarships via CobberNet or by submitting a scholarship reporting form located at **ConcordiaCollege.edu/finaidforms.**

**Donor Requests and Disbursement** – In most cases, the donor of the scholarship will provide details on how and when the funds will be disbursed or if you are required to submit any documentation to the donor before any funds will be released. If the scholarship donor requests that the college bill them, you can print a copy of your bill on CobberNet after July 15, 2018. If the scholarship donor requests that enrollment or grades be verified, print your schedule and/or grades from CobberNet as they become available. Please contact the donor if you have questions regarding your external scholarship.

If your donor sends a check to you, endorse the check, if needed, and forward it to the Financial Aid Office. If the donor sends the check to Concordia College, the Business Office will notify you if it requires your signature.  External scholarship checks will be applied to your student account as they are received.

**Disbursements** – External scholarships will be credited to your student account in two equal disbursements during the fall and spring semesters unless the donor requests in writing that all funds be credited to either the first or second semester.

# FEDERAL STUDENT LOANS – NEED-BASED

| | Federal Direct Subsidized Loan |
|---|---|
| Eligibility | • Based on financial need<br>• Requires completion of the FAFSA |
| Interest | • No interest accrues while the student is enrolled at least half time (6 academic credits).<br>• Rate was 5.05% for 2018-19 (Rate is set by Congress and may change annually.) |
| Origination Fee | • 1.062% origination fee for loans first distributed after Oct. 1, 2018. |
| Payments/Grace Period | • No payments required until student graduates or drops to less than half-time attendance.<br>• Payments begin six months after leaving school. |
| Requirements | • Student must accept or decline this loan on CobberNet. (Refer to Page 8 of this handbook for instructions.)<br>• Loan Agreement and Entrance Counseling are required for all first-time borrowers before disbursement.<br>• Once you accept a Direct loan on CobberNet, visit **https://studentloans.gov** and sign in to complete the Loan Agreement and Entrance Counseling requirements (Loan Agreement and Entrance Counseling requirements only need to be completed once even if student is accepting both the subsidized and unsubsidized loans). |

# FEDERAL STUDENT LOANS – NON NEED-BASED

| | Federal Direct Unsubsidized Loan |
|---|---|
| Eligibility | • Not based on financial need<br>• Requires completion of the FAFSA |
| Interest | • Interest accrues from the date the loan is disbursed.<br>• Student has the option to pay the interest while in school or allow the interest to accrue. Unpaid interest is capitalized at repayment, which will increase the principal balance.<br>• Rate was 5.05% for 2018-19 (Rate is set by Congress and may change annually.) |
| Origination Fee | • 1.062% origination fee for loans first distributed after Oct. 1, 2018. |
| Payments/Grace Period | • No payments required until student graduates or drops to less than half-time attendance, but student has the option to make interest payments.<br>• Payments on the principal balance begin 6 months after leaving school. |
| Requirements | • Student must accept or decline this loan on CobberNet. (Refer to Page 8 of this handbook for instructions.)<br>• Loan Agreement and Entrance Counseling are required for all first-time borrowers before disbursement.<br>• Once a student accepts a Direct loan on CobberNet, visit **https://studentloans.gov** and sign in to complete the Loan Agreement and Entrance Counseling requirements (Loan Agreement and Entrance Counseling requirements only need to be completed once even if student is accepting both the subsidized and unsubsidized loans). |

## FEDERAL DIRECT SUBSIDIZED/UNSUBSIDIZED ANNUAL LOAN LIMITS

| Student Grade Level | Dependent/ Independent Student | Additional Unsubsidized Amount | Total Annual Subsidized/ Unsubsidized |
|---|---|---|---|
| Freshman | $3,500 subsidized or unsubsidized | $2,000 | **$5,500** |
| Sophomore | $4,500 subsidized or unsubsidized | $2,000 | **$6,500** |
| Junior and Beyond | $5,500 subsidized or unsubsidized | $2,000 | **$7,500** |
| Aggregate Limits (undergraduate) | | $31,000 ($23,000 max sub.) – Dependent<br><br>$57,500 ($23,000 max sub.) – Independent/ Dependent with denied Parent PLUS Loans | |

If you meet one of the following criteria you may be eligible for additional Federal Direct Unsubsidized Loan funds:

1) You are an independent student based on your FAFSA.
   OR
2) You are a dependent student based on you FAFSA and your parent is denied a Federal Direct Parent PLUS loan.

If you meet one of these criteria as a freshman or sophomore, you may be eligible for up to $4,000 in additional Federal Direct Unsubsidized Loan funds.

If you meet one of these criteria as a junior or senior, you may be eligible for up to $5,000 in additional Federal Direct Unsubsidized Loan funds.
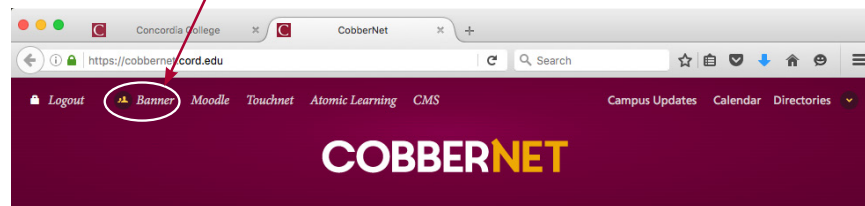
# HOW TO ACCEPT/DECLINE A FEDERAL DIRECT LOAN

- You will need the following information during this process: CobberNet username and password, current address and phone number, Social Security and driver's license number, student FSA ID username and password, and two to three personal references.

  FSA ID and username: This is the same ID used to sign the FAFSA. If you forget your FSA username and password, visit **https://fsaid.ed.gov** to edit.

  References: You must have known each reference for at least three years, must provide their name, address and telephone number and they cannot share the same address.

- Login to CobberNet at **https://cobbernet.cord.edu**.

- Click on the Banner link at the top of the page.



- Select Financial Aid tab
- Select Award
- Select Award for Aid Year (2018-19 aid year)
- Select Terms and Conditions tab
  – View and accept the Terms and Conditions to continue and view award (first time only).
- Select Accept Award Offer tab
  – To accept the entire amount of all loans offered, select Accept Full Amount of All Awards.
  – To accept or decline each individual loan offered, select Accept or Decline from the drop down menu (located next to each individual loan).
  – To accept a reduced (partial) loan amount, select Accept (from the drop down menu) and enter the amount you would like to accept in the Accept Partial Amount box.



- Continue to **www.studentloans.gov** to complete the Direct Loan Entrance Counseling and sign a Direct Loan Master Promissory Note if you are a first-time borrower.

# FEDERAL DIRECT PARENT PLUS LOAN

| | |
|---|---|
| **Loan Amount** | • Up to the cost of student's education less other financial aid |
| **Eligibility** | • Maximum loan amount based on cost of attendance (COA) minus student aid (student aid includes financial aid and all loans).<br>• Requires completion of the Free Application for Federal Student Aid (FAFSA).<br>• Requires a creditworthy parent applicant. Loan is in the parent's name only. Parent applies for, borrows and repays the loan to fund the student's education. |
| **Interest** | • Interest accrues from the date the loan is disbursed.<br>• Rate was 7.6% fixed in 2018-19 (Rate is set by Congress and may change annually). |
| **Origination Fee** | • 4.248% origination fee for loans first distributed after Oct. 1, 2018 |
| **Payments/ Grace Period** | • Payments begin 60 days after loan is fully disbursed.<br>• Parent has the option to postpone payment while student is enrolled at least half-time (6 academic credits). Can request by contacting your Direct Loan Servicer and requesting a deferment.<br>• You will not be assigned a servicer until after the first disbursement has been made to the school.<br>• Repayment term 10-25 years depending on repayment plan selected |
| **Application Requirements** | • Federal Direct Parent PLUS Loan Request and Credit Check<br>• Federal Direct Parent PLUS Loan Master Promissory Note<br>• School Certification (completed by school) |
| **Miscellaneous** | • Please allow up to 30 days for processing before disbursement.<br>• Dischargeable due to the death or total and permanent disability of the parent borrower, or death of student.<br>• Loan funds are disbursed directly to the student's account and will be split into two equal disbursements for fall and spring semesters if loan is requested for the full academic year. |
| **How to Apply** | • Direct PLUS Loan Request is completed by the **PARENT**, not the student.<br>• Visit **https://studentloans.gov** and sign in with Parental Federal Student Aid (FSA) username and password. To appy for a Federal Student Aid (FSA) username and password, visit fsaid.ed.gov<br>• Select "Apply for a PLUS Loan" to complete the loan request and credit check.<br>• Indicate dollar amount for which you wish to apply. Concordia College does not process requests submitted with "maximum loan amount" indicated. If you need assistance calculating the loan amount please contact the Financial Aid Office at (218) 299-3010.<br>• If the PLUS request is approved, parent will need to continue on to complete a Federal Direct Parent PLUS Loan Master Promissory Note (MPN). Loan funds cannot disburse until MPN is completed. MPN may not be required if there is a signed MPN on file, for the same student the request is being completed from a previous year.<br>• If the PLUS request is denied, student may be eligible to receive additional Federal Direct Unsubsidized Loan. (Based on eligibility, student will be "offered," and can accept or decline, the additional Unsubsidized Loan via CobberNet).<br>• Parent will receive email when additional Federal Direct Unsubsidized Loan has been offered to student. |

# PRIVATE LOAN

Before applying for any private loan, students should take advantage of the federal student loans offered. Unlike federal student loans, private loans require a credit check and usually a creditworthy co-signer.

| | |
|---|---|
| **Loan Amount** | • Minimum and maximum borrowing limits vary from lender to lender. |
| **Eligibility** | • Maximum loan amount based on cost of attendance (COA) minus student aid (student aid includes financial aid and all loans).<br>• May require completion of the Free Application for Federal Student Aid (FAFSA).<br>• Requires credit approval; usually requires a credit worthy co-signer.<br>• Lender may have a debt-to-income ratio requirement for student and co-signer.<br>• Any additional eligibility criteria required by lender |
| **Interest** | • Interest accrues while student is in school.<br>• Lender may require interest only payments while student is in school.<br>• Rate varies by lender<br>• Variable and fixed rates are available. Rate may depend on creditworthiness of the student and co-signer. |
| **Origination/ Repayment Fee** | • Origination fee, if applicable, varies by lender.<br>• Repayment fee, if applicable, varies by lender.<br>• Depending on the lender, these fees if applicable may be added to the principal loan amount or deducted from the loan disbursement. |
| **Payments/ Grace Period** | • Lender may require payments while you are in school.<br>• Grace periods, if available, vary by lender (most are 6 months).<br>• Payment terms and length vary by lender. |
| **Application Requirements** | • Promissory Note, Self-Certification and Final Disclosures<br>• Lender may require additional documents.<br>• School Certification (completed by school) |
| **Miscellaneous** | • Please allow up to 45 days for processing before disbursement.<br>• All lender documents must be signed and submitted before lender can disburse funds to the school.<br>• Remember to check email and postal mail on a regular basis during the application process for correspondence from lender. |
| **How to Apply** | • Gather the following information: current address/phone, social security and driver's license number, employment/income information, email address, co-signer information, cost of attendance (COA) and financial aid. Information on how to find COA and your financial aid is found on Page 3 of this handbook.<br>• You will also need the name, address and phone number of two to three personal references, whom you have known for at least three years, who reside at different addresses.<br>• Visit **www.fastproducts.org/choice/ccm** to view list of private lenders. You may also contact a lender not on this list to inquire if that institution participates in student loan lending.<br>• Read through FASTChoice prompts to view list of preferred lenders.<br>• After viewing lender information, select "Apply Now" for the loan of your choice (this will take you to the lenders' website to complete application process).<br>• NOTE: Loan(s) will split into two equal disbursements for fall and spring semesters. If different loan amounts are needed for fall and spring you will need to complete two separate loan applications, one for fall and one for spring. |

# VIEW OUTSTANDING DISBURSEMENT REQUIREMENTS

• Log in to CobberNet at **https://cobbernet.cord.edu**

• Click on the **Banner link** at the top of the page

• Select **Financial Aid** tab

• Select **Eligibility**

• Select **Student Requirements** (2018-19 aid year)

   A list of all outstanding and satisfied financial aid requirements will display.

• Click on the **Instruction Icon** next to each outstanding requirement.

   Detailed instructions will appear indicating what needs to be completed to satisfy the outstanding requirement.

**NOTE: ALL outstanding requirements must be satisfied before financial aid may be awarded or disbursed.**

# View and Pay Your Statement

**Ways to Pay your Fees**
1. Cash – in Business Office
2. Check/Money order – in Business Office or via mail
3. Electronic Check (checking or savings) – online
4. Credit Card (American Express, Discover, MasterCard or VISA) – online. A convenience fee of 2.85% of the transaction amount will be assessed.
5. International Wire via Western Union – online

**How can Students View or Pay Fees Online?**
1. Log on to CobberNet at cobbernet.cord.edu.
2. Click on TouchNet at the top of the screen

*Please note that the CobberNet site is for **student** use only – parents should use the "authorized user login" site (students will need to designate parents as an "authorized user" first – see instructions under section titled "Can my Parents View or Pay Fees Online").*

**To View your eStatement**
1. Click on the "View" button in the Statements area in the center of the page.
2. Select a statement date to view from the drop down menu.
3. Click "View"

**To Make a Payment**
1. Click on "Make Payment" from the navigation bar
2. Select payment (amounts are editable on the right)
3. Click Continue
4. Select Payment Method from drop down menu and click Select
5. Follow directions according to payment method
   a. Electronic Check (Savings or Checking)
   b. Credit Card via PayPath (American Express, Discover, MasterCard or VISA)
   c. International Wire via Western Union

**Electronic Refunds Setup**
1. Click on the "Electronic Refunds" from the My Profile Setup area on the right side
2. Click Set Up Account
3. Select the bank account where you wish the deposit to be sent and click Continue
   OR Enter required information from a U.S. bank account for a new account

*Reminder: You will need to request any refunds from the Business Office. Refunds are not automatically issued. You can email businessoffice@cord.edu or call 218.299.3150.*

**Can My Parents View or Pay Fees Online?**
Yes, if the student has designated them as an "authorized user." The student may add as many authorized users as they wish. To do this:
1. Click on the "Authorized Users" from the My Profile Setup area on the right side
2. Enter the email address and answer the two questions
3. Click Continue
4. Your authorized user(s) will receive login instructions and a randomly generated password. After they have logged in with their email address and this password, they will be able to update a profile and choose a new password.

**Authorized User Login**
https:/ / secure. touchnet.com/ C20618_tsa/web /login.jsp

**How will I Receive my Tuition and Fees Statements?**
All monthly statements are available online and are due the 15th of the following month. Emails will be sent to students at their Concordia email address indicating that a new billing statement is ready for viewing shortly after the 15th of each month. The email provides a link to CobberNet and once logged in, students can access the Statements by selecting the TouchNet link at the top of the CobberNet page. We strongly suggest you make your parent(s) "Authorized Users" so that they may view your monthly statement.

Summer Sessions: Statements will not be mailed, but are available electronically on CobberNet mid-May. Fees are due by June 15. Please refer to instructions on how to view and pay online.

**What information do I need to return to the Business Office?**
If mailing your payment, please include the student's ID number on the check.

**When Will Financial Aid Credit or Disburse to My Account?**
At Concordia College, aid generally pays to your student account the Friday prior to classes beginning for a term in accordance with federal guidelines. Anticipated financial aid will reflect on your initial statement as "Authorized Financial Aid" or "Memoed Financial Aid" depending on the type of financial aid. The anticipated financial aid is reflected in the amount due on your statement even though it has not disbursed to your account. If a balance is still owed, please make this payment to the Business Office by the due date listed on the statement or make other arrangements to pay the difference (i.e., sign up for a monthly payment plan through TMS or apply for a federal PLUS or private loan – information on these options can be viewed on pages 14 or 9 and 10 respectively).

# Tuition Management Systems

ℹ www.cord.afford.com
or (800) 722-4867

Start bridging the gap between financial aid and your education bill by using the Monthly Payment Plan through Tuition Management Systems. It's a pay-as-you-go system that can spread your expenses over 10, 9 or 8 monthly payments – instead of lump sums each semester.

The cost for the monthly payment plan is a $85 annual enrollment fee or $55 per semester.

Use this monthly payment planner to determine your annual payment and your monthly payment, and then enroll online at **www.cord.afford.com** or call (800) 722-4867.

Once enrolled, you will receive a bill monthly. Pay by check, money order or credit card, by mail, phone or online. You may also have payments automatically deducted from a checking or statement savings account.

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**Concordia College - Moorhead
2346**

**Your Monthly Payment Planner**

**1.** Enter your *estimated* Annual expenses.

| | |
|---|---|
| Tuition | $ _____.____ |
| Room, Board/Meal Plan | + $ _____.____ |
| Music Lessons | + $ _____.____ |
| Course Fees | + $ _____.____ |
| Other Fees | + $ _____.____ |
| **Total Annual Expenses** | = $ _____.____ |

**2.** Enter your *estimated* Annual deductions. Use aid estimates. Do not include work study.

| | |
|---|---|
| Grants/Scholarships | $ _____.____ |
| Loans Applied for | + $ _____.____ |
| Deposits Paid | + $ _____.____ |
| **Total Annual Deductions** | = $ _____.____ |

**3.** Subtract **Total Deductions** from **Total Expenses** to arrive at your **annual amount**.

= $ _____.____
**Your Annual Payment Plan Amount**

**4.** Choose your **monthly payment plan.**

☐ 10 monthly payments from June 15 to March 15

☐ 9 monthly payments from July 15 to March 15

☐ 8 monthly payments from Aug. 15 to March 15

**5.** Divide your **annual payment plan amount** (step 3) by the number of monthly payments in your plan (step 4). This is **your monthly payment.**

$ _____.____
**Your Monthly Payment**

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**TUITION MANAGEMENT SYSTEMS**
® *Helping Families Afford Education* ®

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# WORK STUDY

ℹ www.ConcordiaCollege.edu/workstudy

The work-study program provides an opportunity for all undergraduate students enrolled at Concordia at least half time (6 credits) to work on campus. Students must be degree seeking and cannot work more than 998 hours per year (May 1-April 30) on campus. Students who are employed through the work-study program receive a biweekly paycheck for the hours worked during that pay period.

Students seeking employment through the America Reads Program as a reading tutor or site coordinator must qualify for need-based Federal work study. If you have need-based Federal work study you will have a message on your financial aid award notice and on CobberNet notifying you.

All job openings are listed in Concordia's Handshake on the Career Center website – **ConcordiaCollege.edu/career**. Handshake can also be downloaded on to any smartphone or tablet device. Handshake will include the following categories: on-campus, part-time off campus, internship for credit and not for credit, full time/career, seasonal, summer, and volunteer jobs.

To see the latest postings, log in to Handshake with your Concordia email and password or stop by the Career Center in the Parke Leadership Center on the 2nd floor of the campus center.

**Starting Wages** – The starting wage for most jobs on campus is $9.65 per hour as of Jan. 1, 2018. During the academic year, no Social Security and Medicare taxes are withheld from on-campus employment earnings, as long as you are enrolled in the required credit hours.

**Student Employees** – All regular students, enrolled at least half time, are eligible to work on campus regardless of financial need, though some positions are only open to those students who qualify for Federal work study, a form of need-based aid.

**Common Forms** – Here are some of the most common employment forms you may be asked to fill out for your on-campus job:

- I-9: establishes your identity and eligibility to work in the U.S. You may not begin work until an I-9 form, including documentation, is completed. A list of acceptable documents, which must be originals, may be found at **www.ConcordiaCollege.edu/hr**.
- W-4: identifies your income tax withholding allowance from your wages, complete on CobberNet
- MW-R: allows North Dakota and Michigan students to exempt themselves from Minnesota withholdings, complete on CobberNet
- Direct Deposit: allows your paycheck to be automatically deposited in a checking and/or savings account, complete on CobberNet

**Contact Information**
www.ConcordiaCareerCenter.com
(218) 299-3020
career@cord.edu

Open: 8 a.m.-5 p.m. Monday-Friday
Summer: 8 a.m.-4:30 p.m. Monday-Friday

# APPEAL PROCESS

If your family's financial situation will be substantially worse because of any of the following circumstances, complete an appeal form and verification worksheet found at **ConcordiaCollege.edu/financialaid** after January 2, 2018 and forward it to the Financial Aid Office along with a signed copy of your parents' 2016 federal tax return, W-2 forms and a statement outlining your special circumstances.

Reasons you may want to file a financial aid appeal:
1. Extraordinary medical expenses not covered by insurance (amounts in excess of 7 percent of adjusted gross income)
2. Elementary or secondary tuition for siblings or dependent children
3. Significantly reduced parental income
4. Significantly reduced student income
5. Death of a parent after the FAFSA was completed
6. Divorce or separation of your parents after the FAFSA was completed
7. Child and elder care expenses
8. Other unusual, uncontrollable circumstances that will affect your family's ability to contribute to college costs

Your appeal will be evaluated once we have received the appeal form, verification form, tax return, W-2s, written statement, supporting documentation and FAFSA. Appeals may not be considered until financial aid has been awarded to students who have applied on a timely basis.

Filing an appeal does not guarantee that additional financial aid will be awarded.



# Satisfactory Academic Progress Policy

## Policy

In accordance with federal and state regulations, all undergraduate students must demonstrate satisfactory academic progress toward the attainment of a degree. At Concordia College, satisfactory academic progress is monitored at the end of every academic term (i.e. semester and/or summer school).

All financial aid applicants are subject to the standards outlined here even if financial aid was not received in the past. There are three distinct dimensions to the satisfactory academic progress standards: maintaining the minimum required grade point average, successfully completing a degree at the required pace, and completing your program of study within an established time frame.

At minimum, students must maintain the academic progress requirements outlined in the chart below and obtain a first Bachelor of Arts degree within 189 attempted credits or a Bachelor of Music (BM) degree within 213 attempted credits if you began enrollment prior to Fall semester 2015, or 201 attempted credits for BM students enrolling for the first time in Fall 2015 or beyond.

| Minimum Academic Progress Standards for Financial Aid | | |
|---|---|---|
| **Academic Term** | **Cumulative GPA** | **Pace** |
| First Academic Term | 1.7 | 50.00% |
| Second Academic Term | 1.8 | 62.50% |
| Third Academic Term | 1.9 | 68.75% |
| Fourth Academic Term and Beyond | 2.0 | 68.75% |

Admission to Concordia College or academic standing as defined by the Registrar's Office does not necessarily constitute maintaining satisfactory academic progress for purposes of financial aid.

### Programs Covered by this Policy
All federal, state and institutional scholarship, grant, loan and work-study programs are covered by this policy. Institutional scholarships and awards are covered by this policy and are also subject to the criteria defined for the specific scholarship/award.

### Monitoring Progress
A student's progress will be monitored at the end of fall and spring semesters and summer school. The overall cumulative grade point average (GPA), pace and maximum time frame assessment will be based on the student's entire academic record, including all transfer credits accepted.

### Maximum Time Frame
Undergraduate students may receive financial aid assuming the student can attain the degree within 150 percent of the published program length. Thus, students seeking a Bachelor of Arts (BA) degree must complete all degree requirements within 189 attempted credits; Bachelor of Music (BM) students who began enrollment prior to Fall semester 2015 within 213 attempted credits and BM students enrolling for the first time in fall semester 2015 or beyond must obtain their degree within 201 attempted credits. Attempted credits include all "I," "F," "DR," "U," "W," "NG" and "NR" grades; along with satisfactory grades of "A," "B," "C," "D" and "S" including pluses and minuses. Courses that are repeated are counted each time they are attempted yet only count as "earned" credits once (assuming the student earns a passing grade). A student may retake a passed course one additional time to improve the grade and still receive financial aid assuming she/

he meets other satisfactory academic progress standards. If the student receives a failing grade in the previously passed course, the course cannot be included in determining future federal financial aid. A student can retake a failed course until she/he is successful in passing the course and still receive aid assuming she/he is in compliance with all other satisfactory academic progress standards. All transfer credits accepted by the institution are counted as attempted and earned. Audit credits are not counted. Seeking multiple majors or minors is not an acceptable reason to exceed the maximum time frame.

### Pace

Pace is measured by dividing the cumulative number of earned credit hours by the cumulative number of credit hours attempted at the completion of each academic term. This includes any course for which the student has remained enrolled past the 100 percent tuition refund calculation as set by the Business Office. A student's pace must be 50% or greater after the first academic term, 62.50% or greater after the second academic term and 68.75% or greater thereafter. Satisfactory grades are "A," "B," "C," "D," and "S," including pluses and minuses. Unsatisfactory grades are "F," "DR," "U," "NG," "I," "W" and "NR." Both Concordia credits and transfer credits are used to calculate pace.

### Minimum Cumulative Grade Point Average

A student must obtain at least a cumulative GPA of 1.7 at the end of the first academic term, a 1.8 at the end of the second academic term, a 1.9 at the end of the third academic term and a 2.0 or greater thereafter. Concordia and transfer courses (i.e., overall cumulative GPA) are used to calculate the cumulative GPA. Grades of "NG," "NR," "S," "I," "W," "U" and "DR" do not affect the GPA calculation. Grade change to an incomplete ("I") grade will affect the GPA calculation once the final grade is submitted.

### Failure to Maintain Satisfactory Academic Progress

A student who does not meet the above standards of satisfactory academic progress at the end of each academic term will automatically be placed on financial aid warning for the following academic term. A student on financial aid warning may continue to receive financial aid for one payment period even though she/he is not meeting the minimum satisfactory academic progress standards. At the end of the warning period a student's satisfactory progress will be evaluated again. If it is determined that the student is meeting the minimum progress standards, the student will be considered to be in good standing and may receive financial aid in the upcoming term. If the student fails to meet the minimum satisfactory academic standards after the warning period, aid will be suspended for the upcoming term.

A student will be placed on SUSPENDED status if the student:
- fails to make financial aid satisfactory academic progress while on WARNING status; or
- has a cumulative GPA below 2.0 after two years of college attendance (two years of college attendance is defined as any four semesters of attendance, including summer); or
- she/he is dismissed from college.

A student whose financial aid has been suspended is not eligible to receive financial aid until she/he meets one of the following conditions:
- Continues to attend Concordia College at his/her own expense and returns to full compliance with all parts of the Satisfactory Academic Progress policy; or
- Demonstrates special circumstances to justify appeal consideration.

A student will be notified in writing if she/he has been placed on warning or suspension. Many times this may be via your Concordia email address especially when breaks between terms are less than two weeks.

### Right to Appeal

A student whose financial aid has been suspended can submit a written appeal to the Financial Aid Office. An appeal form is included with the suspension notification and is also available in the Financial Aid Office.

The appeal form and supporting documentation should be submitted to the associate director of Financial Aid in the Welcome Center by the deadline indicated in the suspension notification. The appeal should clearly detail the mitigating circumstances that hindered the student's academic performance and relevant documentation should accompany the appeal form. Acceptable reasons to appeal include but are not limited to: illness or injury of the student, illness or death of an immediate relative of the student, military service, divorce or separation of student/spouse, etc.

Acceptable reasons to appeal maximum time frame suspension include but are not limited to: change of major, transfer credits that did not apply toward your degree/program, and music ensemble and private instruction credits for students, not majoring or minoring in music. Seeking multiple majors or minors alone is not an acceptable reason to exceed the maximum time frame.

If an appeal is granted, or approved, the student will be placed on financial aid probation and his/her aid eligibility will be reinstated for one academic term. Concordia may develop individual academic plans for students whose appeal has been approved if it is evident that the student cannot attain, or is unlikely to attain, the satisfactory academic progress standards after completing one period of coursework, or if outside assistance is required (i.e., working with an academic counselor, personal counselor or other resources) to improve the situation. The purpose of an academic plan is to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time. Assuming the student meets all conditions of the academic plan for the period, or meets the minimum satisfactory academic progress standards, the student can continue to receive aid in subsequent terms. If the student fails to meet the minimum satisfactory academic progress standards or the conditions of the academic plan, future aid is suspended until the student is in full compliance with all satisfactory academic progress standards or provides justification for another appeal consideration.

Action taken on a financial aid appeal is final and is transmitted to the student in writing. Appeals should be submitted by the deadline detailed in the suspension notification. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule of refunds in the Business Office.

# WITHDRAWAL POLICY

## Return of Title IV (Federal) Aid:

When a student ceases to attend all classes during a given semester or summer school, a calculation of "earned" versus "unearned" federal aid must be determined. This federal policy assumes you earn your aid based on how much time has elapsed in the term. For instance, if there are 100 days in a term, and you withdraw on day 20, you have earned 20 percent of your federal aid. All remaining federal student aid is unearned and must be returned. As a result, your earned federal student aid may not cover all unpaid institutional charges due to Concordia College at the time of withdrawal.

If you are taking courses in more than one block (i.e., part of term) and withdraw from all active courses you will be considered withdrawn unless Concordia College obtains a written confirmation from you stating you will be attending a later block in the same semester/summer school at the time of the withdrawal request. This pertains even if you are currently enrolled in a later block course. Unless Concordia obtains written confirmation from you at the time of withdrawal, all future classes for the semester/summer school will be dropped (34 CFR 668.22).

The withdrawal date is the date you begin the withdrawal process. If you fail to withdraw officially, the withdrawal date will become the midpoint of the term, unless the institution 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 you withdraw before completing 60.01 percent of the term, you "earn" federal funds in direct proportion to the length of time you 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 term. If you complete 60.01 percent of the term, you earn all federal financial aid for the term.

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

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Federal TEACH Grant
8. Iraq and Afghanistan Service Grant
9. Other Title IV Assistance

Concordia College will return the unearned federal aid within 45 days of the student's withdrawal date or the date the college became aware that the student withdrew.

If you are required to repay a portion of your loan through the student's share calculation, you 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 your share includes grant funds, federal rules allow the grant to be reduced by 50 percent, and Concordia College will repay these grant programs on your behalf. You will then be responsible for repaying the money back to Concordia College. A payment arrangement can be made with Concordia's Business Office.

## How to Withdraw

To officially withdraw you must contact the Student Development and Campus Life Office, which is open from 8 a.m. to 4:30 p.m. Monday through Friday. It is our preference you complete the necessary paperwork indicating your intent to withdraw; however, if your circumstance prevents this please contact Student Development at (218) 299-3455.

If you would like to rescind a withdrawal and regain financial aid eligibility for courses in progress of being withdrawn, you must submit a written request to Student Affairs. The reinstatement of financial aid eligibility will be contingent upon you being granted a return to the same courses from which you originally withdrew (34 CFR 668.22).

## Institutional, State, Private and Tuition Assistance Refund Policy

The Return of Title IV policy, cited above, only considers federal aid. Concordia is also required to determine if any institutional, state or private financial aid must be returned if you completely withdraw. Concordia offers prorated tuition refunds through the eighth week of fall or spring semester, room and board refunds are prorated as well.

If you withdraw during a period of time that allows for a refund of tuition, a portion or all of your institutional, state and/or private funding may be reduced or cancelled. If you receive a 100 percent tuition refund on all courses for a particular term, all institutional and state funding must be returned to the appropriate aid program(s). If your institutional refund was not used to fully repay the return of Title IV aid, a proportional share of the remaining institutional refund must be returned to the appropriate non-federal aid program.

If you are using military tuition assistance (TA) to pay for your education, unearned military tuition assistance payments are refunded back to the sponsoring military branch in accordance with the Department of Defense Memorandum of Understanding.

# CENTER FOR STUDENT SUCCESS

The Center for Student Success offers a variety of academic services and support programs to students including Orientation, First-Year Transition Labs, Tutoring, Peer Mentoring, and the Writing Center. The Center exists to assist students in navigating key transition periods, any college-related issues and concerns, as well as referring to other resources at Concordia. In collaboration with faculty, staff and other campus offices, our services allow students to connect with professional staff and student leaders in an effort to create a rewarding and successful college experience.

## Orientation

The purpose of Orientation is to assist new students in making a healthy beginning to life at Concordia College. During Orientation, new students will become familiar with the campus, academic life, student activities, and college procedures. It is the first step in a student's successful transition to their college career both socially and academically.

## First-Year Transition (FYT) Labs

The FYT Labs are an extension of the orientation program facilitated by a student leader. During the FYT Labs, new students will dig deeper into important topics like: overcoming failure, how to manage time as a student, ways to meet new people in a new place, and campus resources.

## Tutoring

Center for Student Success tutors are students who provide content tutoring in a variety of subject areas and help students find effective study strategies for specific academic programs. Tutors are recommended by faculty members and complete a thorough training program to make sure they are well prepared to assist you.

## Writing Center

Writing Center staff can assist with any stage or aspect of the writing process: brainstorming topics or thesis statements, organizing outlines and research, working with citations and grammar. Assistance from the Writing Center is available by appointment or for walk-ins.

## Peer Mentors

Peer Mentors are here to help you navigate the college experience and will assist you in any way they can. These student leaders are available to provide assistance, support, guidance, or mentoring, as well as make referrals to the right resource here on campus to help resolve any concerns.

**Center for Student Success**
Fjelstad Hall Lower Level
218.299.4551
success@cord.edu

# WHERE TO SAY "THANKS" FOR THE AID

You are strongly encouraged to express your appreciation for the funds you have received. Donors and legislators appreciate hearing how they make it possible for you to attend Concordia. Competition for higher education funding is growing. By thanking your donors, as well as your legislators, you are helping to ensure that future students will continue to receive funding.

## Concordia Scholarships

Recipients of endowed or restricted scholarships will be contacted by the Advancement Office. Advancement will provide the student the opportunity and information needed to send a "thank you" to the donor.

## Federal Financial Aid

To express your appreciation for your Federal Pell Grants, Teacher Assistance for College and Higher Education Grants (TEACH), Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Direct Loans or Federal Work Study, you can write to your elected U.S. legislators. Contact information is available for your U.S. senators at **www.senate.gov** and for your U.S. congressperson at **www. house.gov**.

## Minnesota State Aid

To express your appreciation for your Minnesota State Grant, Minnesota GI Bill, SELF Loan or State Work Study, you can write to your elected Minnesota legislators. Contact information is available for your Minnesota Legislature representatives at **www.leg.state.mn.us/leg/districtfinder.aspx**.

# IMPORTANT/DOWNLOADABLE FORMS

The following forms and information are available to you online at **ConcordiaCollege.edu/finaidforms1819**. This information is posted on the financial aid website and is available through CobberNet utilizing the links provided.

- Scholarship Reporting form
- Concordia Congregational Matching Scholarship Brochure and Application
- Loan/Work Study Change form
- Asset Information form
- Household Information form
- Verification Worksheet and Guide
- Appeal form
- 2018-19 Degree Certification form
- Minnesota State Grant Questionnaire
- Summer Ministry Grant Notification form
- FAFSA Signature Page
- IRS Data Retrieval Instructions

## CONCORDIA COLLEGE
### Office of Financial Aid

Telephone (218) 299-3010
Fax (218) 299-3025
Toll Free (800) 699-9897
finaid@cord.edu
www.ConcordiaCollege.edu/financialaid
Office Hours: 8 a.m.-5 p.m. (4:30 p.m. summer)

## Important Contacts

Financial Aid for Students . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . studentaid.ed.gov
Financial Aid Information. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . finaid.org
Federal Loan History . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . nslds.ed.gov
Direct Loan Master Promissory Note and Loan Entrance . . . . . . . . . . . . . . . . . . . studentloans.gov
Direct Loan Application and PLUS Loan Credit Result Questions . . . . . . . . . . . . . . (800) 557-7394

## Federal DIRECT Loan Servicers

FedLoan Servicing (PHEAA) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 699-2908
myfedloan.org
Great Lakes. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 236-4300
mygreatlakes.org
National Education Loan Network (Nelnet) . . . . . . . . . . . . . . . . . . . . . . . . . . . . (888) 486-4722
nelnet.com
Navient. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 722-1300
navient.com

If your Loan servicer is not listed, please visit
**www.studentaid.ed.gov/sa/repay-loans/understand/servicers**

## Private Loan Lenders/Servicers

Bank of North Dakota . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 472-2166
Citizens One . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (888) 411-2402
Lendkey . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (888) 549-9050
Discover Student Loans . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (877) 728-3030
Firstmark Services (MN SELF Loan Repayment Questions). . . . . . . . . . . . . . . . . . (888) 295-0713
Minnesota SELF Loan (Application Questions) . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 657-3866
Sallie Mae. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (877) 279-7172
Student Choice Loans . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 734-4540
Suntrust . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 552-3006
Thrivent. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (866) 226-5225
Wells Fargo . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (800) 658-3567

# Concordia College Financial Aid Staff

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### Jess Christensen
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### Terri VanDyke
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