

UNDERSTANDING YOUR AWARD

2013-2014

OTTERBEIN FINANCIAL AID PRINCIPLES

Otterbein coordinates balanced and effective financial programs. Financial assistance from Otterbein is supplemental to all other resources such as: contributions from the family, a percentage of savings, earnings, state and federal grants, loans and scholarships. In addition to awarding merit-based scholarships, the University assists admitted students who demonstrate financial eligibility.

- Otterbein is committed to making your education financially attainable through gift aid and self-help aid.
- Otterbein scholarships are awarded for a four-year period provided the student meets the criteria of the award.
- Need-based financial aid awards may have loan and work expectations.

FINANCIAL AID AWARD

Your Financial Aid Award is based upon eligibility for various programs. Need-based eligibility is determined through the yearly completion of the Free Application for Federal Student Aid (FAFSA). Otterbein's filing deadline is February 15 for entering freshman and April 1 for returning students, prior to the academic year for which you are applying. The award may consist of one type of aid or any combination of scholarship, grant, loan or work study eligibility. Additional instructions regarding your offer of aid will be explained on your "Financial Aid Award", "Understanding Your Payment Options" and on "Self Service Banner" through the Student Portal, "MyO-Zone." Since your aid award is determined using many variables, please inform the Office of Financial Aid about any changes to the information you have provided for the preparation of your aid, in particular, if your enrollment level or housing status changes.

The Office of Financial Aid is located in Barlow Hall, 88 Cochran Alley. Office hours are Monday through Friday, 8:30 a.m.-5:00 p.m. during the academic year and 8:30 a.m.-4:00 p.m. during the summer.

Office of Financial Aid (888) OTTERBEIN (888-688-3723) (614) 823-1502 FAX (614) 823-1588 financialaid@otterbein.edu
Business Office/Student Accounts (614) 823-1150 FAX (614) 823-1512 business_office@otterbein.edu.

A full directory is available through the Otterbein website: <http://ocdirectory.otterbein.edu/rDirectory.aspx>

SPECIAL CIRCUMSTANCES

Families who have had significant changes in their financial status after the student's FAFSA has been submitted are advised to contact the Office of Financial Aid. Depending upon the allowable circumstances, adjustments to the financial aid award may be possible through the Financial Aid Special Circumstance Committee. Examples of changes that could affect the family contribution are: separation/divorce, unemployment, excessive medical and dental expenses not covered by insurance in 2012, and other unusual circumstances that might affect your ability to contribute to educational costs. Each family that requests this review must also complete the verification process before any changes in aid can be applied. Verification and special circumstance information will need to be submitted at the same time to avoid any delays.



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Office of Financial Aid
1 South Grove Street
Westerville, OH 43081
(888) OTTERBEIN
(614) 823-1502
Fax (614)823-1588
<http://www.otterbein.edu/>
financialaid@otterbein.edu*

SCHOLARSHIPS AND GRANTS

Otterbein scholarships and academic awards are based upon superior academic achievement as well as other criteria. Individual descriptions of these awards, including eligibility requirements, may be found in the online *Otterbein University Course Catalog* or by contacting the Otterbein Admission Office.

◆**OTTERBEIN SCHOLARSHIPS AND AWARDS** are awarded to students who have demonstrated exemplary academics and leadership in high school. The awards are available for four years as long as the student maintains the criteria set up by the award and is enrolled full-time. (President, Trustee, Deans, Alumni and other scholarships and awards).

◆**NATIONAL MERIT FINALIST AWARDS** are awarded to students who have been recognized through the National Merit Scholars selection process.

◆**AMMONS-THOMAS AWARDS** are offered to qualified students of racial/ethnic heritages after acceptance to the university and an evaluation of a written essay.

◆**TALENT AWARDS** are offered to full-time students majoring in art, music, communication, theatre or dance minor. These awards are given on the basis of demonstrated talent as determined by audition, portfolio review, a written essay or interview.

◆**COMMUNITY SERVICE AWARDS** recognize students with a commitment to community service and academics during high school. The recipient agrees to coordinate a community service program while at Otterbein.

◆**LEGACY AWARDS** are awarded to each accepted dependent student whose parent(s) or grandparent(s) attended Otterbein for at least two consecutive Terms.

◆**BRIDGE SCHOLAR AWARDS** are awarded to students with an associate's degree from any accredited community college and will transfer to Otterbein as a full-time student. Selection is based on cumulative GPA.

◆**TRANSFER SCHOLAR AWARDS** are awarded to traditional-age transfer students who have attempted at least 12 quarter or semester hours of coursework and who have a transferable GPA of 2.8 or higher. The award is renewable.

◆**BATTELLE SCHOLAR AWARD** is awarded to incoming first-time freshmen who show unusual leadership potential and intellectual promise. The scholarship is worth, up to, one-half the cost of tuition. Total Otterbein and State assistance can not exceed tuition. The award is maintained with full-time enrollment and accumulated Grade Point Average of 3.0. Applicant must live in or graduated from a high school in Delaware, Fairfield, Franklin, Licking, Madison, Pickaway and/or Union counties of Ohio.

◆**INTERNATIONAL BACCALAUREATE SCHOLARSHIPS** are awarded to recognize participation in the International Baccalaureate Programme. The amount is determined by level of achievement and on an individual basis.

◆**ROTC SCHOLARSHIP** ROTC Scholarship applications may be obtained by contacting Capital University at 614-236-6649

◆**UNITED METHODIST SCHOLARSHIPS** are available each year to a select number of Otterbein students. Applications may be obtained at www.GBHEM.org, or www.UMHEF.org, or the Office of Financial Aid.

◆**OTTERBEIN GRANTS** are awarded to full-time undergraduate students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). Students who already hold a bachelor's degree are not eligible. A portion of these grants may be supplemented by federal, state or other institutional resources.

◆**OTTERBEIN SIBLING GRANTS** are offered annually for concurrently enrolled full-time dependent undergraduate siblings.

◆**UNITED METHODIST MINISTERIAL GRANTS** are awarded to dependent children of United Methodist clergy who are probationary members, Elders or Deacons in full connection with the United Methodist Church. Children of retired or deceased clergy may also be eligible.

FEDERAL GRANT AID

Federal grant assistance may be available to students who file the Free Application for Federal Student Aid (FAFSA). Federal Pell Grant eligibility is determined by the results of the FAFSA. Federal Supplemental Educational Opportunity Grants (FSEOG) and Federal Perkins Loans may be awarded to those determined to have the greatest calculated need with Pell Grant eligibility. Funding availability varies.

◆**FEDERAL PELL GRANT** program provides funds to eligible full and part-time students who have completed a FAFSA. Pell Grants listed on the award letter as "Estimated" will not be confirmed until a valid Institutional Student Information Record (ISIR)/ Student Aid Report (SAR) is received by the Office of Financial Aid and/or verification is completed.

◆**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** is awarded to a limited number of students who demonstrate exceptional financial need. Eligibility is dependent upon available federal funding. Priority is given to students with Federal Pell Grant eligibility.

◆**TEACH GRANTS:** Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant program, which provides up to \$4,000 a year in grant assistance to students who plan on being a teacher and meet certain specified requirements. If student does not complete the required teaching, the grant must be repaid as a Federal Direct Unsubsidized Stafford Loan. <https://teach-ats.ed.gov/ats/index.action>

STATE FINANCIAL ASSISTANCE

The amount of information provided on the state web sites varies. Some states provide comprehensive information about residency requirements, loan, grant, scholarship and prepaid tuition programs and other state aid programs. A directory may be found at: http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE

◆**STATE GRANTS.** Many states, such as Ohio, Pennsylvania, Rhode Island and Vermont, offer grants which may be used to help meet direct educational costs at Otterbein. Application for State grants is made by completing the FAFSA. Funding levels and eligibility is determined by the individual states.

LOANS FOR EDUCATION

• FEDERAL PERKINS LOAN PROGRAM:

A limited number of students who demonstrate exceptional financial need are awarded the Federal Perkins Loan. The Perkins Loan Program is funded by both Otterbein University and the Federal government. Interest is not charged while the student is enrolled at least half-time (6 credit hours per semester for undergraduates; 3 credit hours per quarter for graduate students). Repayment at 5% interest begins nine months after graduation or enrolled less than half-time. Students are required to complete an entrance interview and sign a promissory note using the online process at: <https://www.ecsi.net/promp1/>

• FEDERAL DIRECT STAFFORD STUDENT LOAN:

Students attending at least half-time (6 semester hours for undergraduates; 3 semester hours for graduate students per semester) may be eligible to borrow from the subsidized and/or the unsubsidized Federal Stafford Student Loan Program. Effective July 1, 2013 through June 30, 2014 the interest rates are fixed at 6.8% for subsidized undergraduate Stafford borrowers, unsubsidized undergraduate and graduate Stafford loans. Graduate students are limited to unsubsidized Stafford loan only. The interest on a Federal subsidized Stafford Loan will be paid by the federal government while the student is enrolled at least half-time. Unsubsidized Stafford Loan Program interest is paid by the student while attending school, or can be deferred (interest is then capitalized).

The Financial Aid Award will list the estimated amount the student is eligible to borrow based on enrollment status and academic level.

First-time borrowers at Otterbein need to:

1. Accept their loan(s) through the 'MyO-Zone' portal.
2. Go to: www.StudentLoans.gov
3. Complete an Entrance Interview
4. Sign a multi-year Master Promissory Note (MPN) with your Federal PIN.

Borrower Rights and Responsibilities are part of your MPN. You must to accept or decline your Stafford Loans through the Otterbein Banner Self Service Financial Aid site on a yearly basis.

Repeat borrowers will have their maximum loan amount estimated. You may accept, reduce or refuse your Stafford Loan amount through 'MyO-Zone' portal Self Service. Federal regulations may require prorating of loan eligibility for certain programs or remaining periods of enrollment which are less than an academic year in length. Contact the Office of Financial Aid if you intend on completing your program of study during mid-academic year.

• FEDERAL DIRECT STAFFORD LOAN ACADEMIC YEAR ELIGIBILITY

Class Level	Hours Earned	Dependent	Independent
Freshman	0 - 31	\$5,500	\$9,500
Sophomore	32 - 63	\$6,500	\$10,500
Junior	64 - 95	\$7,500	\$12,500
Senior	96 +	\$7,500	\$12,500
Graduate			\$20,500

• FEDERAL DIRECT STAFFORD LOAN MAXIMUM AGGREGATE LIMITS BY STUDENT TYPE

Undergraduate, Dependent Students - \$31,000 maximum
(No more than \$23,000 of this amount may be subsidized loans.)

Undergraduate, Independent Students - \$57,500 maximum
(and Undergraduate, Dependent students whose parents have been declined a Federal Direct Parent PLUS Loan due to adverse credit history) (No more than \$23,000 of this amount may be in subsidized loans.)

Graduate Students - \$138,500 maximum
(No more than \$65,500 of this amount may be in subsidized loans.)

• LOAN DEFERMENT TERMS AND CONDITIONS:

Under certain circumstances, borrowers have the right to defer (postpone) repayment of loans or request a temporary delay or reduction of scheduled loan repayments. The most common deferment occurs while you are enrolled at least half-time at an eligible school. Additional information regarding special repayment arrangements is described in your MPN and will be included as part of your required loan exit interview.

• FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) is available to parents with a good credit history and may be borrowed for each dependent student that is enrolled at least half-time. The annual loan limit is the student's cost of attendance minus any estimated financial aid received. Repayment begins 60 days after the last disbursement. PLUS interest rates are fixed at 7.9%. Apply online at: www.Studentloans.gov

• PRIVATE EDUCATION LOANS:

The Office of Financial Aid maintains information regarding other sources of education loans to undergraduate and graduate students. These loans are consumer based and credit history is a factor in determining eligibility. More information is available in the financial aid loan section of the Otterbein.edu website. Otterbein does not endorse any specific private loan program.

• UNITED METHODIST STUDENT LOAN PROGRAM

is a church-wide educational service providing loans to help supplement the financial needs of today's students. An applicant must be an active, full member of a United Methodist Church for at least one year prior to applying, a citizen or permanent resident of the U.S., admitted to a degree program, and maintain at least a C average. Applications are available at <http://www.gbhem.org>.

• LOAN COUNSELING:

In addition to entrance and exit interview sessions online at www.studentloans.gov, the financial aid staff is available to provide information regarding borrowing and repaying of loans .

• FINANCIAL BASICS:

Comprehensive, non-commercial information to help with informed financial decisions:
<http://www.otterbein.edu/public/consumer.aspx>

STUDENT EMPLOYMENT

- **WORK STUDY** students will be paid on the 10th of each month for actual hours worked during the previous month. Compensation for student jobs is determined by the employer based on a pay range. Jobs are posted at <https://www.myinterfase.com/otterbein/Account/LogOn>. While classes are in session, students may work up to but not exceed 20 hours a week. In order to work you will have to complete an I-9 form which requires certain forms of identification.
- **FEDERAL WORK-STUDY** is a federally-funded program which provides on-campus or community service employment. Once enrolled and attending classes, students complete job application forms and arrange interviews with prospective employers. The amount listed on the Financial Aid Award is the

potential eligibility that may be earned by the student. The eligibility for Federal Work Study is determined by information supplied by the FAFSA.

- **NON-FEDERAL WORK-STUDY** is funded by Otterbein and limited opportunities are available to students who do not qualify for the Federal Work-Study program. Interested students must apply and be approved by the hiring supervisor.
- **COMMUNITY SERVICE** is an integral part of the Otterbein experience. A number of the campus positions allow students to assist the greater Westerville community. Additional information is available through the Center for Community Engagement.

AID ELIGIBILITY REQUIREMENTS

• **VERIFICATION:** Students may be required to verify the accuracy of the information provided on the FAFSA. Appropriate documents will be requested by the Office of Financial Aid. Your Student Aid Report (SAR), sent to you after completion of the FAFSA will initially inform you if you are selected for this process. Federal, state and institutional regulations require the verification process be completed before financial aid can be credited to the student's account. Please be aware that your award is an estimate until the verification process is complete. Completing verification in a timely manner will allow your family to plan financially for the upcoming academic year with your actual financial aid award amounts. You will not receive federal, state or institutional need-based assistance if this process is not completed before the end of your enrollment term. You will be notified by mail or email if your award changes due to this process.

• **CONFLICTING INFORMATION:** The Office of Financial Aid is required to resolve any conflicting information in the student's financial aid file or other related educational records prior to disbursing financial aid and to require repayment of any undeserved assistance previously disbursed. In most cases, additional documents will be requested from the student or family. Failure to resolve the conflicting information with documentation acceptable to the Office of Financial Aid will eliminate financial aid eligibility.

• **ENROLLMENT AND AID ELIGIBILITY:** To be eligible for aid, you must meet the requirements of each source of assistance. For example, a student must enroll for a least 12 credit hours per semester (full-time for undergraduate) to be eligible for institutional, as well as some state, and federal financial assistance. A student must enroll and maintain at least half-time enrollment each semester in a degree or certificate program in order to receive the Federal Stafford Student Loan and PLUS. Federal Pell Grant eligibility will be determined for any enrollment category. Most federal and state grant programs are directed towards undergraduates without a bachelor's degree. Any change in enrollment during the semester or academic year may cause changes in your award. The Office of Financial Aid has the right to adjust or void an offer of aid at any time it is found necessary. Such adjustments may result in owing an overpayment. This action may be the result of a change in

student status, determination that an award was made based on false or erroneous information, the availability of federal, state, or institutional funding, the late completion of application materials, conflicting information, or an unintentional processing error on the part of the Office of Financial Aid systems or staff. Overpayment cases will be reported to the U.S. Department of Education.

• **DRUG CONVICTIONS:** A federal or state drug conviction can disqualify a student for federal student aid funds if the offense occurred during a period of enrollment for which the student was receiving Title IV aid.

• **FUNDS FROM OTHER SOURCES:** Otterbein University encourages students to explore the possibility of aid from foundations, companies, civic groups and professional organizations. Regulations require you to report additional funds received (such as scholarships or non-school certified private loans) from any other source promptly to the Office of Financial Aid. Should any adjustment be necessary, the first to be reduced will be the student's loan and work eligibility. Please be advised that Otterbein University reserves the right to decrease institutional aid awarded (scholarship and need-based grant) to students receiving military and veteran's benefits if the sum of the veteran's benefits paid directly to the school (with or without State grant funding) equals the amount charged for tuition and fees.

• **RENEWING YOUR ASSISTANCE:** All students receiving need-based financial aid including Otterbein Grant must submit the FAFSA each year for determination of continued eligibility. **Otterbein's filing deadline is February 15 for entering freshman and April 1 for returning students prior to the academic year.** Financial aid is renewed annually on the basis of continued financial need and satisfactory academic progress as defined by the University's catalog. Since a family's financial strength is subject to change, financial need and the amount of aid awarded may increase or decrease each year. Other factors may change a student's award; examples would include a change in housing status, enrolling at less than a full-time status, failure to maintain Satisfactory Academic Progress, changes to the family size, and the number of students enrolled in college.

Federal and state assistance will have other deadlines.

COSTS AND THE BILLING PROCESS

Tuition, on-campus room and board charges are listed below. Please note the room and board rates represent base amounts. Actual charges may vary depending on your room assignment. Additional charges may include private (applied) music lessons, equine science fees, nursing fees and science lab fees. Please refer to the fee schedule in the **Otterbein University Course Catalog** and master schedule of classes for details.

2013-2014 Estimated Costs of Attendance

Full-time Tuition	\$31,424	Books	\$1,258-1,500
On-campus Room*	\$ 4,828	Transportation	\$ 967-1,870
On-campus Board	\$ 4,210	Miscellaneous	\$1,586-4,208
		Non-campus	
		Room & Board	\$1,628-5,612

(Part-time undergraduate tuition \$564 per credit hour up to 11 hours per semester; Graduate tuition \$571 per credit hour for MAE/MAT & MAEM programs; \$591 per credit hour for MSN & MSAH programs; \$690 Nursing DNP; \$1,051 per credit hour Nursing CRNA program; \$633 per credit hour for MBA program)

* Traditional Residence Hall

1. When your financial aid file is complete, the Student Accounts Office will be notified of the type and amount of aid that you will receive each semester. **The FAFSA filing deadline is February 15 for entering freshman and April 1 for returning students.**

Funding may be reduced or unavailable for students who complete the FAFSA after this date.

2. When you receive your bill, your confirmed financial aid for the semester will appear as “Memo” or “Authorized” aid. You will pay the “Amount Due” for the semester. If financial aid is not listed on your bill or if the amount listed is not consistent with your most recent Financial Aid Award, you may deduct the appropriate amount for the semester from the total charges and pay the calculated amount due. You may also view your account via Banner in “MyO-zone”. You may refer to “Understanding Your Payment Options” sent with your award.

3. **Do not deduct amount listed under Work-Study categories.**

This amount represents potential eligibility and is paid to you for actual hours worked.

4. You may deduct amounts listed under Federal Stafford Student Loan if you have completed the Federal Stafford Master Promissory Note (MPN), Entrance Interview and/or Federal PLUS Loan to meet your costs. If you have been selected for verification, the verification process must be completed before the Stafford Loan can be originated or receive credit for any federal aid.

Please submit all loan requests no earlier than June 1st and no later than July 15th for Fall Semester. Please allow 4-6 weeks processing time. Stafford Loan funds are received by Otterbein University the third week of classes and posted to the student account.

5. Your Financial Aid Award has been completed using information available at the time of preparation; however, your Otterbein bill serves as the official determination of your balance due. Any changes to the data used to determine your aid eligibility could affect your award. Changes in enrollment status, such as full-time to part-time, on campus to off campus, or other items used to determine eligibility may change your financial aid.

6. You are responsible for submitting the balance due to the Student Accounts fourteen days prior to the start of the academic term. If you participate in a payment plan, the final payment must be made on a specified date before the term.

7. Tuition payment plan (ePay) arrangements and participation can be made by contacting the Student Accounts Office at 614-823-1150 or visit: www.otterbein.edu/epay.

8. The Free Application for Federal Student Aid (FAFSA) is completed every academic year.

Cost of Attendance Budgets (COA)

Three basic budgets are developed for determining financial aid eligibility. Need-based financial aid eligibility varies depending on the housing option the student chooses.

On Campus housing budgets are used for students residing in traditional residence halls, suite style halls, the Commons apartments and Theme housing.

Off Campus housing budgets are used for students residing in off campus housing as well as Greek housing at Otterbein.

Commuter housing budgets represent living at home with parents or (with permission) relatives.

WITHDRAWALS

You are required to officially withdraw through Registrar’s Office. A student who withdraws during a semester in which financial aid is provided must immediately inform the Registrar’s Office and complete a withdrawal form. **Non-attendance does not constitute official withdrawal. Consult with the Office of Financial Aid prior to withdrawing from class.** The student will receive

information regarding cancellation of the unearned financial aid according to the current Otterbein University refund schedule, federal and state regulations. Additional details and examples of refund calculations are provided in the Online University Catalog.

Recipients of federal loans are required to complete an Exit Interview. Incomplete aid, such as unprocessed Federal Stafford and Parents’ Loans for Undergraduate Students (PLUS), cannot be obtained after withdrawal. See “Withdrawal Procedure” at

<http://www.otterbein.edu/public/Academics/Registrar/withdrawal.aspx>

REFUND SCHEDULE

Refund schedules are posted on the Otterbein website via the address listed below. Adjustments to charges are made only during add/drop period if a student has a schedule adjustment. **No adjustments to charges are made after add/drop period unless a student withdraws entirely from the University.**

Otterbein’s Refund Policy exists for calculating the refund of institutional charges and assistance. Students who withdraw from the University will receive a pro-rated refund of educational and room/board fees due or paid, according to the refund schedule.

If a student withdraws or is expelled from Otterbein University, then the school or the student may be required to return some of the federal funds awarded to the student.

<http://www.otterbein.edu/public/FutureStudents/BusinessOffice/RefundPoliciesandSchedule.aspx>

SPECIAL PROVISIONS BOOKS/SUPPLIES

Students who are eligible for a Federal Pell Grant may receive a credit for the purchase of books and supplies if their potential Federal Student Aid resources create a credit balance on the student account. Please contact the Office of Financial Aid for help with this process.

ACADEMIC STANDING AND SATISFACTORY ACADEMIC PROGRESS

Academic Standing and Satisfactory Academic Progress are ways of measuring a student's successful completion of coursework toward a degree at Otterbein University.

Academic Standing is a benchmark used to assess appropriate academic achievement. An **undergraduate student** who maintains the minimum cumulative grade point average (GPA) as required in the chart below is in good standing.

Earned Hours /Quality Hours /GPA Hours (whichever is greater)	Cumulative GPA (4.0 Scale)
1 to 32 hours	1.50
33 hours and above	2.00

Academic Probation occurs when an undergraduate student's cumulative grade point average is below the minimum levels established. **Suspension** transpires when a student does not meet the terms of probation (first-time suspension is one semester; second-time suspension is one year; and third time is permanent dismissal). **Undergraduate Academic Standing is overseen by the Office for Academic Affairs (614- 823-1556).**

A **graduate student** must maintain a 3.000 (B) cumulative grade point average; a student is placed on academic probation when the overall GPA falls below 3.000. If a student's GPA for a semester falls below 3.000, a review by the Graduate School office will be conducted and a decision regarding status will be made. The student may be on probation only once during the program of study (a probationary period consists of up to two registered academic terms). The GPA must be raised to 3.000 or above during the next two semesters of enrollment in required or elective courses. If the cumulative GPA falls below 3.000 a second time, the student will be dismissed from the program. **Graduate Academic Standing is overseen by the Graduate School Office (614-823-3210).**

Satisfactory Academic Progress (SAP) must be maintained in order to remain eligible for **Federal Aid** consideration. The Office of Financial Aid evaluates SAP after the completion of each academic period (Summer, Fall, and Spring). All terms of enrollment, including Summer, must be considered in the determination of SAP (even periods in which the student did not receive federal student aid funds must be counted).

Satisfactory Academic Progress (SAP) towards a degree is determined by three tests:

1. **Academic Standing**, the appropriate GPA based upon credit hours as outlined above;
2. An undergraduate student's **successful completion of credit hours attempted**; and
3. The **completion of one's degree within a reasonable time period.**

Credit Hours Attempted versus Hours Earned: To maintain eligibility for federal student financial assistance, **a student must successfully complete two-thirds (67%) of the credit hours attempted.** Any course with a grade of "F" (failing), "W" (withdrawal), or "IP" (in progress) on the student's academic transcript is considered an unsuccessful completion of hours attempted. Once the "IP" has been completed, the grade will stand as either successful or unsuccessful completion as mandated by the Federal Government.

Degree Completion: In addition to completing two-thirds of the credit hours attempted, a student must also complete his/her academic program within a reasonable timeframe, not to exceed 150% of the published length of the program—a student must meet all graduation requirements by the time the 180th credit has been attempted. All periods of attendance are counted towards the maximum timeframe.

Since **Academic Standing (Institutional)** and **SAP (Federal)** are interrelated, a student may meet an adequate Academic Standing level (higher than a 2.0 cumulative GPA, for example), but not meet SAP standards. If the student has not successfully completed enough classes (those classes with a "D" or above on the academic transcript) to meet the two-thirds (67%) earned hour rate, he or she would not be making SAP for federal financial aid purposes.

Graduate students are considered to be making SAP for purposes of financial aid eligibility only if they are in good academic standing with Otterbein.

The first time a student fails SAP they will be placed on warning. A student on warning status may receive one term of financial aid. If a student on warning fails SAP they may appeal his/her SAP and possibly receive one term of federal aid on probation. Student failing SAP may be required to submit a written plan signed off by a member of the Center of Student Success. The SAP Appeal form may be used for this purpose and is available in the Office of Financial Aid or through the website in the forms section. SAP is administered by the Office of Financial Aid (614-823-1502).

Grade Symbols

The following grades from letter-graded courses are included in the calculation of the grade point average (GPA). The numeric equivalents to the letter grades are in parentheses.

A	=	(100-93%)	4.0	Exceptional
A-	=	(92-90%)	3.7	Excellent
B+	=	(89-87%)	3.3	Above Average
B	=	(86-83%)	3.0	Above Average
B-	=	(82-80%)	2.7	Above Average
C+	=	(79-77%)	2.3	Average
C	=	(76-73%)	2.0	Average
C-	=	(72-70%)	1.7	Below Average
D+	=	(69-67%)	1.3	Below Average
D	=	(66-60%)	1.0	Below Average
F	=	(59-0%)	0.0	Failure

The following grades are not included in the calculation of the grade point average:

- F = failing from pass/fail graded course
- IP = coursework is incomplete; temporary condition
- NR = grade not reported by instructor; temporary condition
- P = passing from pass/fail graded course
- R = repeated course
- S = satisfactory from satisfactory/unsatisfactory graded course
- T = transfer credit from another institution
- TC = technical credit
- U = unsatisfactory from satisfactory/unsatisfactory graded course
- W = withdrawal with permission

CONSUMER RESOURCES AND INFORMATION

• **STUDENT FINANCIAL AID INFORMATION** – Otterbein has staff members available during normal operating hours to assist with financial aid and consumer questions. Details regarding need-based and non-need-based financial assistance, costs of attending school, terms and conditions under which students receive federal loans, how eligibility and aid distribution is determined, and the rights and responsibilities of students receiving aid is available via the Otterbein website, the U.S. Department of Education website and this copy of “Understanding Your Award”. The “Resources” section of this document lists additional addresses for consumer and disclosure information. Federal Pell Grant recipients may receive a voucher for books from the Student Accounts Office if all Federal Student Aid creates a credit balance for the payment period.

• **CAMPUS SECURITY AND FIRE SAFETY**– Otterbein University’s annual Campus Security and Fire Safety Report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assault/violence, missing person notification, fire safety and other important campus policies. The report also provides statistics concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Otterbein University; and on public property within, immediately adjacent to, and accessible from the campus; as well as on-campus fire statistics. The report may be requested from the Otterbein Police Department or can be accessed via the website at: <http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/ClergyActCrimeReporting.aspx>

• **EQUITY IN ATHLETICS DISCLOSURE ACT (EADA)**: Information regarding the commitment to provide equitable opportunities available for men and women students may be requested from the Department of Athletics. Program participation rates and financial support data is available upon request and at <http://www.ope.ed.gov/athletics/Index.aspx> Otterbein is a member of Division III of the National Collegiate Athletic Association (NCAA) and the Ohio Athletic Conference (OAC) follows their policies and principles. A student athlete may receive financial aid through Otterbein’s established and continuing program to assist students. Otterbein does not consider athletic ability as a criterion in the formulation of the financial aid package.

• **THE FAMILY RIGHTS AND PRIVACY ACT (FERPA)** grants students certain rights, including the right to file a complaint with the US Department of Education, in connection with educational records maintained at Otterbein University. Specific information can be directed to the Office of Student Affairs. More information is provided in the College Campus Life Handbook, and the Consumer Resources section of the Otterbein website.

• **SERVICES AND FACILITIES FOR THE DISABLED** Otterbein adheres to Section 504 of the Rehabilitation Act to provide requested services for disabled students as specified by the requirements contained in the Americans with Disabilities (ADA) policy guidelines. We encourage disabled students or parents to contact the Office of Financial Aid if special arrangements are needed in regard to financial aid advising. The Academic Support Center facilitates special academic accommodations for students with disabilities. <http://www.otterbein.edu/public/Academics/AcademicAffairsDivision/AcademicSupportCenter/DisabilityServices.aspx>

• **NONDISCRIMINATION POLICY**–Otterbein is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract or loan. Title IV of the Civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of sex, religion, color or national origin. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individuals with disabilities.

• **STUDY ABROAD**– Federal Title IV aid may be available for approved study abroad programs for which Otterbein accepts transfer credit. Contact the Center for International Education & Global Engagement or the Office of Financial Aid for information. A consortium agreement, a part of the Study Abroad Financial Validation Form, must be completed prior to the receipt of financial assistance.

• **VOTER REGISTRATION**–Forms are available in the Office of Financial Aid, the Westerville Public Library or online at: <http://www.vote.franklincountyohio.gov/voter-services/>

• **SELECTIVE SERVICE REGISTRATION**–Male students who are 18 years old must be registered with Selective Service to receive state and federal aid. Forms are available at any post office, the Office of Financial Aid or you may register on-line at <http://www.sss.gov/regist.htm>

• **DRUG LAW VIOLATIONS AND FINANCIAL AID** A federal or state drug conviction can disqualify a student for federal student aid (FSA) funds if it was for an offense that occurred during a period of enrollment for which the student was receiving federal Title IV aid. Specific information is available in the Office of Financial Aid by calling 1-800-433-3243.

• **DRUG AND ALCOHOL ABUSE PREVENTION** – A comprehensive substance abuse prevention program is offered to Otterbein students, faculty and staff. It includes information regarding standards of conduct, a description of the applicable legal sanctions under local, state, and federal laws for the unlawful possession, and the use or distribution of illicit drugs and alcohol. It is available through the Office of Student Affairs or online at:

<http://www.otterbein.edu/public/campuslife/HealthAndSafety/WellnessProgramming.aspx>

• **CONSTITUTION AND CITIZENSHIP DAY** – Otterbein celebrates the U.S. Constitution on September 17th each year.

• **CONTACT INFORMATION** for filing complaints may be found in the Additional Resources section and may be made through the Ohio Board of Regents, The higher Learning commission or the Federal Student Aid Ombudsman Group.

• **COMMUNICATION**–The preferred, most efficient and environmentally sensitive means of contact with students is through Otterbein email address. A method of communication form will be requested from student to verify acceptance of this process. It only needs to be completed once and may be updated at anytime. Campus and postal mail will also be used depending on the time of the academic year. General information will also be posted on Otterbein’s website.

CONSUMER RESOURCES AND INFORMATION

STUDENT RIGHT-TO-KNOW—In accordance with the Student Right-To-Know Act, section 668.44; of the Title IV Higher Education Act of 1965 as amended, Otterbein annually publishes graduation, persistence and transfer rates. Copies of the current statistics are available through the Office of Academic Affairs. Graduation, retention rates and student body diversity information is also available through the U.S. Department of Education at: <http://nces.ed.gov/collegenavigator/>

CODE OF CONDUCT- Otterbein staff members follow a code of conduct which reflects its continuing commitment to conducting financial aid practices with integrity, free from conflicts of interest, and in the interest of students. Otterbein's code of conduct for education loans prohibits revenue-sharing arrangements with any lender; receiving gifts from a lender, a guarantor, or a loan servicer; contracting arrangement providing financial benefit from any lender or affiliate of a lender; directing borrowers to particular lenders, or refusing or delaying loan certifications; offers of funds for private loans; financial aid office staffing assistance; advisory board compensation.

FINANCIAL AID RECIPIENT RIGHTS AND RESPONSIBILITIES

You have the right to know:

- The types of financial aid available from federal, state, and university funded financial aid programs.
- How to apply and the deadlines to apply for federal, state and university financial aid programs each year.
- The cost of attending Otterbein and the refund policy.
- The criteria used by Otterbein to select financial aid recipients.
- How to submit an appeal of your financial aid award if your circumstances change.
- The portion of your financial aid that is a loan, and what portion is gift aid.
- If offered a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
- How Otterbein determines your Satisfactory Academic Progress and what happens if you are not passing.
- Certain types of financial aid are available for study abroad.

It is your responsibility to:

- Review and consider all information about Otterbein before deciding to enroll. Be sure you understand your 'projected balance due' as outlined on your financial aid award (new students). Please develop a plan to pay the balance due.
- Review the Financial Aid Policies provided on the website.
- Complete all application forms accurately and truthfully. Intentional misreporting of information for financial aid purposes is a violation of law and is considered a criminal offense, subject to penalties under the U.S. Criminal Code.
- Correct any discrepancies in your application for assistance, such changes in reported housing.
- Respond to all requests from the Financial Aid Office for additional information or documents.
- Read all forms that you are asked to sign, and keep copies of them for your records.
- Review the information provided in the online "Understanding Your Award".
- Notify the Financial Aid Office in advance if you plan to enroll less than full-time as determined by your program of study, or withdraw from the university.
- Notify the Financial Aid office of any additional resources, e.g. scholarships or tuition benefits that have not been considered when determining your financial aid award.
- Maintain Satisfactory Academic Progress. Withdrawing from Otterbein or never attending classes can result in termination of financial aid, and may also involve partial or full repayment of disbursed aid for that semester.
- Complete required Federal Loan Entrance and Exit Counseling.
- Repay any student loans you borrow.
- Notify the Registrar's Office of changes in your name, permanent or local address or telephone numbers.
- Apply for financial assistance every year using the Free Application for Federal Student Aid (FAFSA) - www.FAFSA.gov. Otterbein's filing deadline is February 15 for entering freshman and April 1 for returning students of the academic year during which you wish to attend.

ADDITIONAL RESOURCES (WEBSITES)

Federal aid: www.studentaid.gov

State of Ohio aid:

<http://www.ohiomeanssuccess.org/students/pay-for-college/ohio-financial-aid/>

Otterbein University Catalog:

<http://www.otterbein.edu/public/catalogs>

Campus Life Handbook:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx>

Otterbein Consumer and Disclosure Information:

<http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/ConsumerInformation.aspx>

Otterbein Financial Aid Award Information:

www.otterbein.edu/financialaid/index.asp

Otterbein Financial Aid Forms:

<http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/forms.aspx>

Otterbein Self-Service Banner: Link to MyO-Zone / **MyBanner**

Data for post-secondary institutions: <http://nces.ed.gov/ipeds>

Consumer Financial Protection Bureau:

<http://www.consumerfinance.gov/students/repay/>

Federal Loans: <https://StudentLoans.gov/>

Entrance Interview Federal Stafford Loans:

www.StudentLoans.gov

Exit Interview Federal Stafford Loans:

www.nsls.ed.gov/nsls_SA/

Entrance/Exit Interview Federal Perkins Loan:

<http://www.ecsi.net/promP1/>

Funding Education Beyond High School:

http://studentaid.ed.gov/students/publications/student_guide/index.html

State Higher Education Agencies:

http://wdcrocolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE

Otterbein does not discriminate on the basis of race, creed, gender, sexual orientation, national origin, age, political affiliation, or disabling condition in admission of students, educational policies, financial aid, housing athletics, employment or other activities. Information in this brochure is believed to be as accurate and up-to-date as possible; however, changes may occur at any time during the year. This information is supplementary to the eligibility requirements for federal and state aid. Paper copies of identified policies may be obtained from the appropriate offices. Consolidated Otterbein consumer information and disclosures is available at: <http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/ConsumerInformation.aspx>