



2018-19 Financial Aid Policy Student Handbook

6399 South Santa Fe Dr
Littleton, CO 80120

financialaid@denverseminary.edu

1-800-922-3040 (phone)

303-783-3122 (fax)

Normal Business Hours: 8:00am- 5:00pm

This manual contains the policies and procedures which govern all aspects of the Financial Aid Administration at Denver Seminary. Unless otherwise mandated by Federal Rules and Regulations, all policies and procedures are subject to interpretation or change, as deemed necessary by the Director of Financial Aid, the Scholarship Committee, or the Administrative Council.

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Introduction

Federal regulations mandate that institutions have written policies and procedures. Beyond the federal requirement, there are many benefits to having a written document outlining financial aid office policies and procedures:

- 1) for distribution to appropriate others outside the Financial Aid Office (FAO) for the purpose of informing and fostering an understanding of the complexity and operation of the FAO;
- 2) for FAO staff as a referral guide to assist in maintaining consistency in the problem-solving process; and
- 3) as an important component of a comprehensive training program.

Mission

Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture. Through our educational programs and mentoring process we challenge students to grow spiritually, intellectually, and professionally in order to lead God's people in the accomplishment of his mission in the world.

Vision

We commit ourselves and our resources to being a seminary that

- executes a spiritually transformative, intellectually challenging, and professionally focused learning experience that engages the realities of a world in need of redemption at every level;
- involves our entire community in the ethnic, cultural, and denominational diversity of the global church;
- pursues measured and sustainable institutional growth through creative programming and delivery systems;
- provides adequate financial resources for strategic growth while ensuring long-term financial health for the seminary; and
- partners with alumni, churches, mission agencies,

Administrative Capability

Authorization/Accreditation

Association of Theological Schools

10 Summit Park Drive

Pittsburgh, PA 15275

Phone: 412-788-6505 Fax: 412-788-6510

www.ats.edu

Since 1971 Denver Seminary has been an accredited member of the Association of Theological Schools, the only professional accrediting agency for seminaries in the United States and Canada.

The Commission on Accrediting of the Association of Theological Schools has approved the following degree programs:

Master of Divinity (MDiv) Master of Arts in Chaplaincy (MA in Chaplaincy) Master of Arts in Christian Formation and Soul Care (MA in Christian Formation and Soul Care) Master of Arts in Counseling (MA in Clinical Mental Health Counseling) Master of Arts in Counseling Ministries (MA in Counseling Ministries) Master of Arts in Justice and Mission (MA in Justice and Mission) Master of Arts in Leadership (MA in Leadership) Master of Arts in Youth and Family Ministries (MA in Youth and Family Studies) Master of Arts (MA) Doctor of Ministry (DMin) ATSS has also approved Denver Seminary for a comprehensive distance education program.

The Higher Learning Commission

North Central Association of Colleges and Schools

230 S. LaSalle St., Suite 7-500

Chicago, IL 60604-1413

800-621-7440 www.ncacihe.org

In 1972 Denver Seminary was approved as an accredited institution granting master's level degrees under the North Central Association of Colleges and Schools. Denver Seminary was one of the first independent graduate schools of theology to be granted regional accreditation by this organization. The Doctor of Ministry degree was approved in 1978.

Council for Accreditation of Counseling and Related Educational Programs

5999 Stevenson Ave.

Alexandria, VA 22304

www.cacrep.org

Denver Seminary's Master of Arts in Counseling program received accreditation in 1997 from the Council for Accreditation of Counseling and Related Education programs (CACREP). Denver Seminary was the first seminary to receive this accreditation.

Association for Clinical Pastoral Education

1549 Clairmont Road, Suite 103

Decatur, GA 30333

404-320-1472 www.acpe.edu

The Denver Seminary CPE Center is solely accredited to offer CPE training by the Association for Clinical Pastoral Education and has been approved by the same organization as a Clinical Pastoral Training (CPE) training center. The center offers CPE Level I, Level II, and supervisory education CPE units for matriculated Denver Seminary students. It is the first evangelical seminary to receive this designation.

Institutional Approvals

Denver Seminary has been approved by the following government organizations: • Department of Education Since 1954 the Education Directory of the Office of Education has carried Denver Seminary's name as a government-recognized school of theology. This approval is basic to recognition in a number of other areas. • Department of Immigration and Customs Enforcement Denver Seminary is authorized under federal law to enroll nonresident alien students. • Veterans Administration Denver Seminary is fully approved for the education of veterans under the G.I. Bill of Rights. • Departments of the Army, Navy, and Air Force Denver Seminary is approved by the United States Army, Navy, and Air Force for the training of chaplains in their respective branches.

Staffing Procedure

There exists a clear and separate division of responsibility for the administration of financial aid programs which are divided between the FAO and the Business Office. In order to maintain this division, each office is accountable for the following responsibilities:

The Financial Aid Office

The FAO is responsible for the following:

1. Collect supporting documentation for the determination of aid eligibility.
2. Determine student eligibility for financial assistance.
3. Award Federal and Seminary aid in compliance with laws, regulations, and policies.
4. Notify students of aid eligibility.
5. Compile and complete all institutional and Federal reports.

The Business Office

The Business Office is responsible for the following:

1. Maintain and disburse accurate bills.
2. Collect payments for student accounts.
3. Disburse funds to students
4. Report scholarship donations to the FAO.

Consumer Information

Program Availability

Financial Aid programs which are available to students attending Denver Seminary are distributed through the following Denver Seminary published documents:

- The Denver Seminary Catalog
- The Scholarship Guide and Application

Financial Aid funds may be categorized into four basic sources: Federal, State, Institutional, and Private. Because there are too many outside private sources to list in this manual, and because Denver Seminary does not participate in state funding, only federal and institutional sources that Denver Seminary participates in are listed below.

Federal

- Federal Direct Unsubsidized Loan (FUSL)
- Federal Work-Study (FWS)

Institutional

- Emergency Loan (through the Dean's office)
- Denver Seminary Scholarships
- Endowed Scholarships
- Minority Scholarship

Church Partnership
International Grant
Seminary Grant
Spouse Half-Tuition Discount

For a complete list of the available scholarships available at Denver Seminary see the Scholarship Guide and Application.

Application Procedures and Forms

The procedures and forms required to apply for financial aid are published in the Seminary Catalog and the Denver Seminary Information newspaper. Aid is awarded on a first-come, first-served basis using a priority deadline. Direct Loans are still available if a student completes the paperwork after the deadline.

There are many forms which may be required to evaluate student aid eligibility. Students need to complete the FAFSA. Denver Seminary will receive the Instructional Student Information Record (ISIR) electronically if Denver Seminary's school code (001352) is listed on the FAFSA.

The Scholarship Application through Denver Seminary's website is recommended to complete to become eligible for institutional aid.

Student Eligibility Requirements

Student eligibility requirements are listed in the following documents:

- Denver Seminary Catalog
- Website (www.denverseminary.edu/financialaid)
- On specific aid applications (i.e., loan applications for Direct Loan and Scholarship Applications describe eligibility requirements)

To be eligible to receive Federal assistance, a student must:

- Be enrolled in an eligible program of study.
- Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status.)
- Maintain satisfactory academic progress in their course of study.
- Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
- Demonstrate Financial Need.

Criteria for Selecting Recipients and Determining Award Amounts

Students may obtain the criteria used for selecting financial aid recipients and determining award amounts by making an appointment with the Director of Financial Aid. Additional information concerning criteria and selection is listed in Section Fourteen.

Availability of Forms and Instructions

Availability of forms and instructions is listed in the following documents:

- Denver Seminary Catalog
- On specific aid applications

Student Rights and Responsibilities

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. Students have the right to know:

- Financial Aid programs available at Denver Seminary.
- Application process which must be followed to be considered for aid.
- Criteria used to select recipients and calculate need.
- Denver Seminary refund and repayment policy.
- FAO policies surrounding satisfactory academic progress.
- Special facilities and services available for the handicapped.

Students are responsible for:

- Completing all forms accurately and by the published deadlines.
- Submitting information requested by FAO staff in a timely manner.
- Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the FAO any additional assistance from non-Seminary sources such as scholarships, loans, fellowships, and educational benefits.
- Notifying the FAO of a change in enrollment status.
- Maintaining satisfactory academic progress.
- Re-applying for aid each year.

Cost of Attendance

A description of the fees for attendance is published on the students' award letters. A complete budget outlining the cost of attendance may be obtained from the FAO.

Refund Policy

A brief description of the refund policy is described in the Denver Seminary Catalog.

Academic Programs

A description of the academic programs offered at Denver Seminary is listed in the Denver Seminary Catalog. Additional information may be obtained from individual departments.

Person(s) Designated to Provide Financial Aid Information

Information concerning person(s) designated to provide financial aid information is listed in the Denver Seminary Catalog. Only information published, provided, or referred by FAO staff is valid. Any additional information should be verified with staff from the FAO.

Student Retention and Completion Data

The Office of Recruitment gathers student retention and completion data.

Information for Students with Disabilities

Information concerning students with disabilities is listed in the Denver Seminary Catalog. Students are also notified of their responsibility to inform the FAO of any special or unusual circumstances

Students complete a form for the Admissions Department after they have been accepted into a degree program. The form is then given to the Dean of Students. The Dean of Students will provide information and assistance to students with disabilities who are in need of special accommodations.

Student Budgets

Student budgets are an important component in the financial aid process. Standard student budgets reflecting the Denver Seminary average student population cost of attendance at a modest, but adequate standard of living are used to award financial aid. The Director of Financial Aid on a case-by-case basis approves special budget considerations.

Basis & Rationale

The Director of Financial Aid collects information to prepare standard costs on an annual basis. Student budgets are determined each year by adjusting non-direct costs in the budget for the previous year in an amount equal to the Cost of Living Adjustment (COLA) which is reported by the Bureau of Labor and Statistics, Denver-Boulder-Greeley consumer Price Indexes. Direct costs such as tuition and fees are updated yearly if these figures change because of a rise or drop in tuition or fees. All budget figures are determined by costs for each specific category, and each individual budget is computed based on the number of credits that each student is currently enrolled. Within each budget category, the values of specific budget items (Tuition/fees/books, for example) are defined. Doctor of Ministry budgets are based on costs defined by the Doctor of ministry department and are set forth more fully in the Doctor of Ministry section of this manual. Budgets may be adjusted on an individual basis to allow for the cost of study abroad, handicap allowance, or unusual situations. Adjustments are made on the basis of Professional Judgment.

Tuition and Fees

The Board of Trustees for Denver Seminary determines the tuition rate for each tier.

Books and Supplies

A survey of expenses within the different academic areas and the University Bookstore is used to collect costs for books and supplies.

Room and Board

Room budgets are based on the assumption of single occupancy of a one bedroom apartment at Denver Seminary.

Transportation

Transportation expenses include insurance, gas, and regular maintenance.

Personal Expenses

Personal expenses include costs for clothing, toiletries, medical/dental, recreational, and other miscellaneous expenses.

Special Considerations

Upon request, the Director of Financial Aid may review, and if appropriate, adjust a student's budget. Students must submit supporting documentation.

Examples of changes to standard budgets include, but are not limited to:

- Child care – the cost of childcare for single parents (or parents with a spouse also in college) with dependent children may be added to a standard budget.
- Special needs – disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources.
- Extreme medical expenses not covered by insurance.

Records

Confidentiality of Records

All records and conversations between an Aid applicant, his/her family and the staff of the FAO are confidential and entitled to the protection ordinarily given to a counseling relationship. Denver Seminary assures the confidentiality of student educational records in accordance with Denver Seminary rules, State, and Federal laws, including the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment – whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student written consent) as amended. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. A student who wishes to obtain access to his/her financial aid record is able to do so in the presence of an FAO employee.

Public Information

Any Denver Seminary employee may disclose the following information, considered “directory information”, to the public unless the student has specifically requested in writing that this information be withheld.

1. Name
2. Local address
3. Local telephone number
4. Birth date and place of birth
5. Major
6. Year in school
7. Enrollment status
8. Dates of enrollment
9. Degrees and awards received
10. Most recent attendance of previous educational institution
11. Anticipated Graduation Date

Non-Public Information

A student’s consent is required for the disclosure or publication of any non-directory information with the following exceptions:

1. Another Seminary employee
2. Representatives of Federal and State Agencies
3. Accrediting organizations

A student must submit a written release of information for any additional information to be released to any other person or agency. The student’s release must contain:

1. Date of request
2. Student’s Social Security Number
3. Student’s signature
4. Specific contact name or agency
5. Summary of information which may be released

Active Records

The FAO maintains a master record for each student receiving financial assistance. All financial aid folders are retained for three years after submission of the FISAP report. Any records involved in any claim or expenditure which has been questioned by Federal audit are retained until the question is resolved.

General Policies

Academic Year

For the purpose of Federal Direct Loans, the academic year for all master's level programs is defined as August of the current year through August of the next year (i.e. Fall and Spring). Summer session is considered a trailer to the academic year. Exceptions to the academic year can be made on a case-by-case basis. In these individual cases, a borrower based academic year will be used.

Cost of Attendance

Every financial aid applicant is assigned an annual Cost of Attendance (COA), which will be published on the Award Letter. The COA represents the maximum amount of financial aid a student can utilize for an academic year.

A student's COA is calculated by the Financial Aid Office using figures from tuition/fees, estimated books/supplies, and estimated living expenses (as published by the state of Colorado). This amount generally cannot be changed unless the student qualifies for an adjustment. If the adjustment is approved, it will allow the student to utilize additional Financial Aid for that academic year up to the adjusted amount. The student must reapply for the adjustment each academic year, after the FAFSA is complete.

Crime Statistics

Crime Statistics are published, distributed and available in the Auxiliary Services Office. This is updated once a year in the month of September and reported as required by October 1st to the Department of Education.

Debt Reduction

We encourage all students to visit the following sites to learn about how to avoid taking out too much in loan funding.

Budgeting: <https://studentaid.ed.gov/sa/prepare-for-college/budgeting>

Repayment: <https://studentaid.ed.gov/sa/repay-loans/understand/plans>

Repayment Estimator:

https://studentloans.gov/myDirectLoan/repaymentEstimator.action?_ga=2.2398839.639941700.1531146540-1644267793.1530812294

Finding Scholarships: <https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships>

Default Reduction

Denver Seminary awards \$16,000 Unsubsidized loans to begin with to all students. The Financial Aid Office does this to make sure that students are thinking about how much debt they are accruing rather than just signing off on their loan offer. Students can request an additional \$4,500 in Unsubsidized Direct Loans by completing a Loan Adjustment Request Form and submitting it to the Financial Aid Office. Denver Seminary reserves the right under Professional Judgment to refuse to certify a loan on a case by case basis. The Director of Financial Aid will discuss the situation with the Vice President of Student Services before a final decision is made.

Enrollment

Enrollment Reporting

This report is sent at different points of the semester so that student's enrollment is reported in a timely manner. It is important that it is sent at the beginning of the term the day after Add/Drop, monthly during the semester, and on the last day of the semester.

In-School Deferment

Students who are taking at least 3 credits per semester/term (half-time status) are eligible for In-School Deferment. During In-School Deferment the student does not need to make any student loan payments. Previously disbursed subsidized loans do not accrue interest during this period. Once a student drops below 3 credits the 6-month repayment grace period will begin (unless if previously fully used).

Denver Seminary partners with the [National Student Clearinghouse \(NSLC\)](#) to automatically enter eligible students into deferment status.

If you believe the Dept. of Ed is not receiving the appropriate communication from the Clearinghouse, an In-School deferment form can be downloaded from your loan servicer's website and submitted to the [Financial Aid Office](#). The Financial Aid Office will complete section 4 and send it to the Dept of Ed.

Enrollment Status

Loan Enrollment

Masters Level Programs:

Full-time: 6 or more credit hours per semester.

Half time: 3-5 credit hours per semester.

Less than half time: 1-2 credits or less

Intersession

One class is considered full time.

Doctorate Level Programs:

Full-time: 3 or more credit hours per semester

Half time: 2 credit hours per semester.

Less than half time: 1 credit or less

Scholarship Enrollment

On campus Masters Level Programs:

Full-time: 9 or more credit hours per semester.

Half time: 5-8 credit hours per semester.

Less than half time: 4 credits or less

Fully Online and Masters in Theology:

Full-time: 6 or more credit hours per semester.

Half time: 3 credit hours per semester.

Less than half time: 2 credits or less

Intersession

One class is considered full time.

Doctorate Level Programs:

Full-time: 3 or more credit hours per semester
Half time: 2 credit hours per semester.
Less than half time: 1 credit or less

Professional Judgment & Dependency Overrides

We do not perform Dependency Overrides as all students attending Denver Seminary are considered Independent as they are enrolled in a Masters or Doctorate program.

We will perform Professional Judgements on a case by case basis. These are few since we only have Federal Work Study and Direct Unsubsidized Loans, so the benefit from performing one would be a small one for the student.

Students may talk to the Financial Aid Office if they feel that their Cost of Attendance Budget or their EFC does not accurately reflect their living situation.

FAFSA Files

We import all FAFSA files on a weekly basis from the Department of Education. Typically this is done at least 2 days per week, and during peak processing times 3 days per week.

From the time a student submits a FAFSA it can take up to 7 days for the FAFSA to be processed and for it to then reach the school.

The student will need to ensure that they list Denver Seminary's school code (001352) on their FAFSA when completing it for us to receive it.

Each FAFSA opens on October 1 for the next year. The 2019-20 FAFSA will open on October 1st, 2018. Students are encouraged to complete their FAFSA as soon as it opens.

Loans

Federal student loans are available at Denver Seminary for eligible students who need assistance in addition to grants & scholarships. Due to the Budget Control Act of 2011, Subsidized loans are no longer available for graduate-level students.

The loan program is available to all masters and doctorate students who also meet the requirements listed below. All students must register for and maintain at least half-time status for any semester in which loans will be used.

Half-time: 3 credits for master's students, 2 credits for DMin students.

Full-time: 6 credits for master's students, 3 credits for DMin students.

All students must maintain Satisfactory Academic Progress. The minimum required GPA is 2.0 and students must complete two-thirds or more of all courses attempted.

If you have been offered a loan, details can be found on the Student Portal via the Award Letter or under My Finances > Account Information > Registration Bill. Students must actively accept loans in order to have them disbursed.

Unsubsidized loans are available to every student who completes a FAFSA, is enrolled at least half-time, and maintains Satisfactory Academic Progress. Interest begins accruing immediately; however, the student is not required to make any payments while in deferment status.

Students are required to complete a Master Promissory Note and Entrance Counseling prior to receiving a Disbursement of the loan. These are completed electronically through www.studentloans.gov. The MPN is good for 10 years once completed and after a loan pays to it.

We begin disbursements after the Add/Drop date for each semester and are then done on a Weekly basis throughout the semester.

Aggregate Loan Limits

The loan amounts that students may receive are set by the Department of Education. The amount that a student can receive is also affected by their COA, as no yearly amount can ever exceed the COA.

Type	Amount
Graduate or Professional Students	\$20,500 (Unsubsidized only)
Total Aggregate Loan Limit	\$138,500 for graduate or professional students—The graduate aggregate limit includes all federal loans received for undergraduate study.

Origination Fees

There are fees that are associated with each Direct Loan that is received. This is determined by the Department of Education and is given to them, the school cannot opt out of this fee, nor do we receive this fee. Currently the fees are:

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/18 and before 10/1/19	1.062%
	On or after 10/1/17 and before 10/1/18	1.066%
Direct PLUS Loans	On or after 10/1/18 and before 10/1/19	4.248%
	On or after 10/1/17 and before 10/1/18	4.264%

Interest rates

These are set by the Department of Education and are based on when the loan first pays. The Interest rate is a fixed rate for the life of the loan (unless if the loan is consolidated) Current interest rates are:

Interest Rates for Direct Loans First Disbursed on or After July 1, 2018, and Before July 1, 2019		
Loan Type	Borrower Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	5.05%
Direct Unsubsidized Loans	Graduate or Professional	6.6%
Direct PLUS Loans	Parents and Graduate or Professional Students	7.6%

Graduate PLUS

We do offer the Graduate PLUS loan for those students who have used their Maximum amount of unsubsidized loans for either the year or for their lifetime. We ask that the student complete their credit check online at www.studentloans.gov and then complete a form with the Financial Aid office for the specific amount requested.

We do also ask that all students taking out additional funding complete the Financial Awareness counseling through www.studentloans.gov so that they can understand what their repayment will be upon graduation or being less than ½ time.

Alternative Loans

Alternative loans (also known as private education loans) are typically offered by all major lenders. The terms and conditions of these loans may be less favorable than those of federal Title IV loans.

Note: With a few exceptions, most alternative loans must be certified by the Financial Aid Office. Some students may not be eligible for alternative loans, as the total amount of financial aid must remain within the institution's estimated Cost of Attendance budget (COA). To apply Contact the lender of your choice directly. Many major banks and other private lenders have student loan programs available. Denver Seminary does not promote any particular organization.

R2T4 and Drops

When students do not attend as they have registered during a semester and have received Title IV aid we are required to perform a Return to Title IV calculation. Students are paid their loans on the understanding that they will stay enrolled in and complete their classes. When they do not we calculate how long the student attended and allow them to have that percent of their loan based on the amount of time they attended.

We have 45 days from the day the student drops to perform this calculation. The result will either be that the student attended long enough to keep all of their loan or we return some or all of their loan to the Department of Education.

Students are notified once this calculation is completed.

Return Policies

Students who drop any classes after the semester has started may be in jeopardy of losing financial aid awards. The following policies explain what financial aid will need to be returned in certain situations. In addition to this section please also read the Tuition Refund Policy, as the final student account balance will be affected by that policy as well.

Return of Institutional Aid Policy

Eligibility for all awards is contingent upon course completion. The student will be required to return at least a portion of any scholarships, grants and tuition discounts back to Denver Seminary if any courses are dropped after the semester starts or are not completed with passing grades. Adjusted amounts will be based on final enrollment status. Denver Seminary is required to return at least a portion of Federal Direct Loan funds to the lender if a student fully withdraws before at least 60% of the semester is complete.

Students who drop any classes but do not fully withdraw:

Grants & Non-Full-Tuition Scholarships - If the student drops or does not complete any classes (including receiving a failing grade) but continues to maintain at least the minimum amount of required credits (as determined by the award received), no adjustments will be made to the amount of the award. If the student drops below the award's minimum amount of required credits the full award will be withdrawn from the student's account, regardless of when during the semester the classes were dropped.

Full-Tuition Scholarships & Tuition Discounts - If the student drops or does not complete any classes (including receiving a failing grade) the amount of the award will be adjusted to reflect the tuition charged for the remaining classes, regardless of when during the semester the classes were dropped.

Students who fully withdraw or take a leave of absence:

If the student drops all of the classes on or after the semester's start date the full award(s) will be withdrawn from the student's account, regardless of when during the semester the classes were dropped. (See some of the examples below).

Return of Federal Funds Policy

The financial aid office must recalculate eligibility for federal financial aid for students who do not fully complete any classes once the semester has started.

Students who drop any classes but do not fully withdraw:

While the student is required to be registered for at least 3 semester credits to be eligible to receive loan disbursements, Denver Seminary is not required to return federal loan funds to the lender if the student does not fully withdraw after the loan has been disbursed.

Students who fully withdraw or take a leave of absence:

If the student drops down to 0 credits (full withdrawal, or mid-semester leave of absence) before the semester has been completed, the Financial Aid Office is required to calculate a percentage of federal funds that will need to be returned to the lender. This calculation of eligibility is based on the percentage of earned aid and the actual amount of tuition and fees charged to the student. The percentage of earned aid is based on the number of semester days completed up to the withdrawal date, divided by the total amount of days in the applicable term.

The withdrawal date is defined as the day a student initiates the withdrawal process. The student will also be asked to check the student account to make sure that this return, combined with the percentage of

tuition refunded, has not created a balance owed to the school. If the withdrawal has caused a balance owed, the student will need to contact the business office to arrange reconciliation of the account.

NOTE: If a student unofficially withdraws (if he/she just stops attending classes without taking any other administrative actions), the midpoint of the semester or the date documented by the student as the last day of attendance will be documented as the withdrawal date.

Return of Veterans Benefits Policy

The Department of Veterans Affairs (VA) has determined that overpayments and other debts owed are to be directly settled between the student and the VA. As such, if an overpayment has occurred (typically due to a student dropping any classes after a tuition/fees payment has already been sent to the school) the student will need to bring the statement of debt (from the VA) to the business office and request a refund check for the extra funds. The student can then make a direct payment to the VA for the debt owed.

Effective October 1, 2011, the exception to this policy is when a student fully withdraws from a semester or term. In that situation the VA will invoice the institution for the debt. Based on Denver Seminary's tuition refund policy, the student may then have a balance owed to the school on the student account that will need to be paid immediately. Payment arrangements can be made directly with the business office.

Satisfactory Academic Progress (SAP)

Policy

To ensure students meet a standard of program progression, a standard SAP policy has been created. This policy mirrors our Academic Standards policy, and the process of pulling students is ran by the Registrar office at the end of each semester after all grades post.

We require that students maintain a cumulative 2.0 GPA (2.75 for MA-AE, MA-NT, MA-OT, MA-TH, 3.0 for DMin). We monitor the pace that the student is completing the program by requiring the student complete a cumulative 66.67% of their classes. Student must complete their program within 250% of the time that it would take to complete it. If the program states it should take 2 years to complete attending full time then the student would need to complete their program within 5 years to be considered eligible.

The first semester that a student fails to meet one of the above requirements they are placed on a 1st semester probation (Warning). They are still allowed to receive Title IV funding during that semester.

The second semester that a student fails to meet the above requirements will be placed on a 2nd semester probation (Suspension). They would not then be able to receive any Title IV funding for the next semester, and as long as they stay on this status are not eligible for Title IV aid.

A student would be placed on Probation Cleared status when they meet the above requirements. At this point they would then be eligible for Title IV funding in the next semester.

Scholarships

Policy

Scholarships are awarded to students who complete a yearly application, have a completed FAFSA and have been accepted to the Seminary. There are many scholarships that are provided with funding from private donors and are managed by the Advancement office. For specific scholarship eligibility please refer to the individual donor form provided from Advancement. Additionally please see the Scholarship page on our website for current information.

Tuition Discounts

Church Partnership Discount

This discount is given to those students who will have a church sponsorship pay for at least 40% of their tuition. The student needs to be enrolled in at least 9 credits to receive this discount. This is not a renewable award unless if the Church continues to pay the 40% of the tuition.

Business Office will send a notification to the Financial Aid email when we receive a check. Once the check is received and it is calculated that the payment is 40% or more of their tuition, then the Discount is added to the student's awards. CP10% is added in an Accepted status.

Cru, Navigators

This discount is dependent on the student working for the specific organization, and submitted a verification form each year.

The Cru discount is based on whether the student is employed Full or Part time. Full time is at least 32 hours and will receive a \$205.00 per credit discount. Part time is under 32 hours and will receive a 20% discount.

For Navigators the student needs to be employed Full time and will receive a 35% discount. Again the verification form needs to be completed each year.

Spouse Half-Discount

This discount is given to those married couples where both students are attending Denver Seminary. At least 1 spouse needs to be full time, however they do not need to be degree seeking. The discount will apply to the spouse that has the lesser credit load.

Fellowship of Evangelical Churches (FEC) Discount

This discount is setup where a group of set students is admitted to Denver Seminary, Bethel Seminary and Trinity Evangelical Divinity School at the same time. The students will take 9 credits at each school over the course of 3 different semesters. While the student attends Denver Seminary they will get a tuition discount and if the student wishes to take additional classes at Denver Seminary they will continue to receive this discount.

We will discount their tuition so that they only pay \$335.00 per credit hour

Glen Arbor Church Discount

This discount is given to those DC students who are members of the Glen Arbor Church. This is not renewable automatically, but can be as long as the student stays a continued member of the church. Reverend Deborah Barr (Site Director) will let FA know who is to receive the discount each year. It is 25% discount on tuition.

Project Bridges

This is a discount given to students who are members of a Project Bridges church. It is a 25% discount on tuition. To qualify the student needs to complete an application and have it confirmed by Project Bridges. They will tell FA who is to get the discount and like the Glen Arbor Church Discount is not automatically renewable but can be if the student and church stay members.

Verification

Students are selected for Verification by the Department of Education. The general guidelines are that they select about 30% of applicants per year. Since Denver Seminary does not award Pell Grants and Subsidized loans we only complete Verification when the student will be receiving Federal Work Study Funds, as these are need based awards. Per IFAP Chpt 4 pg 80 “Verification Exclusions”. We are not required to verify all students “The applicant is eligible to receive only unsubsidized student financial assistance. However, students selected for V4 or V5 verification should complete it in accord with the answer to Question DOC-Q18 on the webpage cited in the margin of page 79.”

We also complete Verification for all students who are selected for V4- Custom Verification Group or V5 –Aggregate Verification Group. These students are required to complete the Identity/Statement of Educational Purpose and provide proof of High School Completion. For those selected for V5 we also will verify their Income and Household size.

We do not perform interim disbursements and only will award and pay students once their verification has been completed.