

2007-08 Financial Aid

Student Consumer Information Bulletin



Guilford
COLLEGE

www.guilford.edu/finaid

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Guilford College Office of Student Financial Services Calendar

September/October

- Contact your high school guidance counselor regarding service clubs and state scholarship programs.
- Check with parents' employers, businesses and your local library for information regarding scholarship programs.
- Be aware of scholarship deadline dates — pick up and complete applications for private and state scholarship programs.

November/December

- Apply for admission to Guilford as soon as possible.
- Obtain a free Application for Federal Student Aid (FAFSA) from you high school counselor and become familiar with the information needed to complete it.

January

- Mail your FAFSA or file it online after January 1 and prior to February 15 to ensure that Guilford receives the results by the March 1 priority deadline (you may estimate your income if necessary).

February

- The FAFSA should be in the mail February 15 to allow for processing time before the March 1 priority deadline.

March

- March 1 priority deadline date. Your file is complete if your FAFSA results have been received at Guilford and you have submitted any required documentation. Financial awards will be made to all eligible students who are offered admission to the college and have met financial aid deadlines.
- If you miss the priority deadline, do not be discouraged. Submit all materials as quickly as possible.

April/May

- Students who met deadlines will receive a Financial Aid Award and Acceptance Agreement which shows the initial amount for which you are eligible.
- Later accepted students will receive their Agreement after all necessary forms have been completed.
- Read, sign, date and return your Award Agreement and any enclosed forms.

June/July

- Stafford Loan and PLUS Loan applications should be completed and turned into the Office of Student Financial Services. We will send you a loan application if you accepted a loan.
- You will receive a preliminary bill. Payment arrangements should be made prior to the beginning of the fall semester. Parents will receive information regarding the Monthly Installment Plan (MIP).



A message from
Dianne Harrison '82,
 director of financial aid

You are in the midst of choosing the community where you will develop your talents, skills and commitment over the next few years. Your college should be a place where you are comfortable, where you are challenged and where you will develop the values which will guide your life.

The teacher-learner relationship is valued and nurtured at Guilford. As an independent college, Guilford seeks academically capable students from diverse backgrounds who will contribute to the community which they join. The college's Quaker history emphasizes respect for the individual,

commitment to community and dedication to service.

College is a major investment for a family, but Guilford is committed to working with each family to make the Guilford experience affordable. Everyone — the student, the family, the college — contributes to make a college education possible, and we have found that in most cases when we work together, a Guilford education is financially feasible.

We urge you to apply to Guilford and to complete the financial aid process to discover what the actual cost of attending Guilford would be for you and your family.

This Student Consumer Information Bulletin is a guide to the financial aid process. We want you to understand the governmental and college policies that apply to this process, so they are spelled out here. We answer such questions as: Am I eligible for financial assistance? What kinds? How can I afford to attend Guilford?

As you study this information and plan the financing of your college education, I hope you will talk with me or one of my colleagues — Paul Coscia, Dianna LeBaube or Stephanie Williams — at 336-316-2354. We will be happy to help you in your planning to answer questions, to explain options and to outline the ways in which Guilford meets family needs.

Dianne H. Harrison

Introduction

Information about student financial services is a very important part of the college selection process. This publication contains facts you need to know in order to plan for your college education and how you will finance it. Please read this booklet carefully and keep it so that you may refer to it when questions arise.

Financial assistance at Guilford is based on need or outstanding achievement in academics or other areas. The college makes every effort to ensure that every qualified student will have the opportunity to attend, regardless of financial circumstances.

Nondiscriminatory Policy

In its active commitment to building a diverse community, Guilford College rejects discrimination on the basis of race, color, religion, age, gender, disability, sexual orientation or national or ethnic origin in admission, employment or access to programs and activities. The college also seeks to avoid discrimination in the administration of educational programs, admission policies, financial aid or any other college program or activity.

Accreditation

Guilford College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga. 30033-4097: Telephone number 404- 679-4501).

Directory

The office of student financial services is located in New Garden Hall on the Guilford campus. The staff is eager to assist students and parents with questions about and planning for financing college costs. Please call us any time we can be of assistance. Office hours are from 8:30 a.m. -5 p.m., Monday through Friday, year around.

Staff

Anthony Gurley, director, student financial services
 Dianne Harrison, director of financial aid
 Paulette Esdaille, director, student accounts
 Paul Coscia, assistant director, student financial services
 Vanessa Reese, student financial services counselor
 Brandi Wardell, student financial services counselor
 Ellen Crawford, student financial services counselor
 Dianna LeBaube, student financial services data systems operator
 Stephanie Williams, student financial services assistant
 Megan Williams, student financial services assistant
 Jeremi Watkins, cashier

We Can be Reached at

Guilford College
 Office of Student Financial Services
 5800 West Friendly Avenue
 Greensboro, NC 27410
 336-316-2176 or 336-316-2354 • 336-316-2954 FAX
 www.guilford.edu/finaid
 Federal ID: 002931

Need Based and Non-Need Based

Scholarship and Financial Aid Information: Federal, State and Local

Financial assistance at Guilford is based either on need or exceptional academic or other achievement. Students who demonstrate financial need receive a package of assistance consisting of scholarships, grants and/or loans and work. As a student consumer, you have the right to accept or decline any part of your financial aid package

Non-Need Based Assistance

- **Federal Stafford Loan (unsubsidized)**
- **Federal PLUS Loan**

All North Carolina Residents, enrolled as full-time students are eligible for an automatic tuition reduction of \$1,900 through The Legislative Tuition Grant Program, regardless of financial need.

All NCLTG recipients will have that grant matched by college funds.

- **Quaker Leadership Scholarship**
- **Honors Program**

Application for these awards is included in the admission application and should be returned with the application for admission.

- **Presidential Scholarship**
- **Achievement Awards**
- **Incentive Awards**

Candidates for these awards are determined during the routine review of admission application. No further application forms are required.

- **Choir Scholarship** (by recommendation of the choir director)
- **Charles A. Dana Scholarship** (for rising juniors and seniors, by invitation from the student awards committee)

How to Apply for Financial Aid

1. Complete a specified application process and meet certain priority deadlines. **Please note the following:**

First-year students must submit the **Free Application for Federal Student Aid (FAFSA)** by **March 1**. Continuing and transfer students should submit the **FAFSA** by **May 1**. (Guilford's Federal Code Number for use on the FAFSA is 002931.)

2. The office of student financial services will receive your information from the federal government. The information you provided includes any family resources (parents' and students' income and assets). All taxable and nontaxable income (social security, welfare, veteran's benefits, etc.) is included. Allowances are made for taxes and social security paid, and housekeeping if both parents are working. Other factors considered are family size, unusual expenses, employment ex-

Need-based Assistance

The Free Application for Federal Student Aid (FAFSA) must be filed by March 1.

- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant**
- **Federal Perkins Loan**
- **Federal Stafford Loan (subsidized)**
- **Federal Work Study Employment (FWS)**
- **Corella and Bertram F. Bonner Scholarship**
- **General Scholarship**

For needy North Carolinians

- **State Contractual Scholarship Fund**
- **State Student Incentive Grant**
- **Guilford Opportunity Alternative Loan (GOAL)**

Preference given to residents of Rockingham County

- **Dorothy Ragsdale McMichael Scholarship**

pense, medical and dental expenses not covered by insurance and the number of family members in college.

3. You will receive notification of your financial aid award by letter. This lists all funds that have been reserved for you by the college from institution, state and federal sources.
4. If you receive assistance from outside sources, **it is your responsibility to notify the office of student financial services**. Your award will be reviewed and adjusted as necessary to comply with federal rules. Outside aid is used first to meet any unmet need remaining after college, federal and state sources have been used. If the outside aid exceeds this unmet need, the remaining funds are first applied to reduce loan or work components of your financial aid package.
5. If your financial aid package resulted from an application for need-based aid, **please notify the office of student financial**

Financial Aid

services of any changes in circumstances that might affect your financial eligibility.

6. After reviewing your **financial aid award and acceptance agreement**, calculate what you will owe for tuition, fees, room, board and any other charges for the semester. *Remember: exclude work study as a credit.*
7. Any balance due to Guilford College after the crediting of

financial aid funds is payable by August 1. Students will be allowed to register, pending receipt of the office of student financial services certified aid funds for a period not to exceed 30 days after registration.

How Need is Determined

A student's need is determined by subtracting the family contribution from the cost of attending the college. The family contribution includes support from parents, savings from previous earnings, liquid assets and the public or private assistance that may be available to the student.

Normal college expenses include tuition, fees, room and board, medical insurance, books, transportation, and miscellaneous living expenses. Any increase or decrease in college charges will automatically be considered in determining or revising a student's financial aid award.

$$\begin{array}{r} \text{Cost of Education} \\ - \text{Family Contribution} \\ = \text{Demonstrated Need} \end{array}$$

The budget used in calculating a student's financial aid varies with changes in the costs of attending Guilford. Listed below is a typical budget (cost of education) for a student living on campus in the 2007-08 academic year.

	<u>Budgeted Expenses</u>
Tuition and Fees	\$24,340
Room and Board	\$6,860
Books and Supplies	\$900
Transportation	\$750
Miscellaneous Living Expenses	\$1,100
Total	\$33,950

Definition: Independent Student

An independent student is a student who has attained age 24. If a student is under 24, he or she is independent only if he or she:

- is an orphan
- is a ward of the court
- is a veteran

- is a graduate or professional student
- is married
- is not married, but has legal dependents

Notification of Awards

Each student who qualifies for need-based assistance is offered a package consisting of a combination of grant, scholarship, loan, work and merit awards (if applicable). Specific policies determining the mix of these funds are subject to change from year to year. A number of variables are used to determine the package of assistance to be awarded in response to need-based applications. These may include, but are not limited to: need, income and academic performance.

How Assistance is Applied

Financial aid funds, except college work-study, are distributed to students by directly crediting their business office accounts for tuition, fees, room and board. Work-study funds are paid directly to the student on a monthly basis via direct deposit after properly signed time sheets are submitted.

The only funds paid directly to the student are earnings from work-study or Bonner Grants and Stafford Loan proceeds that exceed actual charges billed from the business office.

Early Estimate of Need

Guilford offers an early financial aid estimate service. Beginning October 1 prior to the year of enrollment, any high school senior or transfer student who has made official written inquiry regarding admission to our admission office may submit a **Guilford College Early Estimate Form**.

Specific Policies on Financial Aid

Terms and Conditions of Employment as Part of Aid

Guilford College participates in two work-study programs: The Federal Work-study Program and our Institutional Work-study Program. Work-study funds awarded indicate the maximum amount allotted to the student for that academic year. **NOTE:** If you have been allocated either Federal work-study funds or Institutional Work-study funds, keep in mind that this **authorizes you to work -- it is not a guarantee of employment.** It is your responsibility to obtain employment through the college's **student employment services located in the Human Resources Department in New Garden Hall.** Work-study funds are never credited to the student's business office account, but are paid directly to the student each month based on the number of hours worked at minimum wage. **Due to deadlines for payments, work-study funds cannot be counted on for the purpose of books and supplies at the start of school or for making the first payment on the Monthly Installment Plan.** If a work-study obligation interferes with the student's academic performance, the student should make arrangements with the supervisor to reduce the number of hours worked each week. Work-study authorization forfeited in this manner cannot be replaced with other financial aid funds.

Loan Repayment/Counseling

If you are awarded a Federal Stafford Loan or PLUS Loan, **you must complete the necessary promissory note** and, if a **new student**, an entrance interview. This may be accessed by connecting to the Guilford College office of student financial services' Web site at www.guilford.edu/sfs. If you accept a loan, you must be willing to **repay it fully**, according to the terms of the promissory note. You must also report to the student financial assistance and planning office upon request or **prior to withdrawal** for information concerning entrance and exit counseling.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Guilford College seeks to provide a high quality educational experience for all who choose to benefit from this opportunity. Guilford College is committed to extending all possible resources in pursuit of this goal. However, students have responsibilities in regard to their educational pursuits. These responsibilities include, but are not limited to, the completion of course work in a reasonable time frame and a quality of performance that meets accepted grade point standards. These benchmarks will be described in detail below.

In compliance with appropriate Federal regulations Guilford shall adhere to the policies stated herein for determination of Satisfactory Academic Progress compliance relative to eligibility for financial aid. This includes federal, state and institutional

funds. Certain academic awards and some endowed scholarships may require higher academic performance than this Satisfactory Academic Progress (SAP) policy. Students must be maintaining Satisfactory Academic Progress before financial assistance can be awarded.

Satisfactory Academic Progress Policy Defined

A Guilford student is maintaining Satisfactory Academic Progress towards the completion of a degree if he/she is meeting standards according to the following measurements:

1. Qualitative Measurement of Academic Progress

GPA of 2.0 or greater after two or more semesters of enrollment. GPA of 1.0 or greater after first semester of enrollment.

Academic Probation. A Guilford student will be on academic probation if the cumulative grade-point average is below the level required for graduation: 2.00. Students placed on academic probation are not allowed any unexcused absences from classes. Their eligibility to continue at Guilford College is contingent upon earning at least a C (2.00) average during each term of academic probation. Earning a C average during a given term may not remove a student from academic probation, but it will assure eligibility to continue at Guilford. Failure to meet the conditions of academic probation will result in suspension or dismissal. Academic probation is not considered a punitive measure, but rather an indication that the student needs to make greater effort. Students on academic probation are advised to seek special counseling from their academic adviser, staff of the academic skills center or from the student life staff to help surmount difficulties that might lead to suspension or dismissal.

Academic Suspension or Dismissal. If a student fails to attain a term average of C while on academic probation, the student either will be suspended for an academic year or be dismissed for academic deficiencies. Students recording a 1.00 or lower grade-point average during the first semester at Guilford will be suspended or dismissed without a probation period. Suspended students may apply for readmission through the associate academic dean after their suspension period. The associate academic dean has the authority to readmit students whom the college has previously dismissed. If they are readmitted, students who have been suspended or dismissed return on academic probation. These students may become eligible again for financial aid; the returning student must file an appeal with the student aid and awards committee. Similarly, readmitted students are permitted to resume athletic participation if all eligibility standards are met.

Disciplinary Suspension or Dismissal. The "Student Handbook" outlines rules and regulations for disciplinary suspension or dismissal.

1. Quantitative Measurement of Academic Progress

A. Successful Completion of 66% of Hours Attempted for Academic Credit

In order to maintain Satisfactory Academic Progress a student must successfully complete with a grade D- or better at least 66% of all hours attempted for credit. At the end of each term all enrolled students' credentials will be reviewed for compliance with this requirement. Any class enrolled in for which the student does not receive a 100% refund when withdrawing will be considered "attempted hours" for purposes of this policy. Any student who does not pass at least 66% of these attempted hours will be placed on financial aid probation. These students will be allowed to continue to receive financial assistance during the next term of enrollment. Students failing to meet the 66% threshold during this probationary term will not receive financial assistance in the subsequent term. Students on probation who meet the 66% threshold will continue on probation and eligible for assistance. Upon reaching a cumulative mark of hours passed equal to or greater than 66% students will be removed from Satisfactory Academic Progress probation.

B. Maximum Time-Frame for Degree Completion

Students are expected to enroll and satisfactorily complete the required number of credit hours for completion of their chosen degree. Federal regulations limit the maximum time frame for receipt of financial assistance to no more than 150% of the length of the academic program. Students are allowed to "attempt" a total number of credit hours not to exceed 150% of the total credit hours required for completion of their program. At Guilford this regulation limits eligibility to 190 attempted hours. If a student exceeds this regulatory limitation, financial assistance will be discontinued.

Maximum allowable credit hours attempted includes all terms of enrollment at Guilford:

- Terms during which students are not maintaining Satisfactory Academic Progress;
- Terms during which students are enrolled for less than half-time;
- Terms during which students do not receive financial assistance

Note: All credit hours for which students enroll for credit during any term of enrollment are included as "attempted hours," whether or not the student successfully completed the course or officially withdraws. (Exception: courses which a student drops and receives a 100% refund are not included in "attempted hours.")

Satisfactory Academic Progress will be evaluated at the end of each term for determination of eligibility for assistance for the next academic term.

Reinstatement of Financial Aid Eligibility

Should a student have his or her financial aid eligibility revoked due to this policy, termination will continue until the student successfully completes one full-time semester, or the equivalent thereof, without benefit of financial assistance. When the student has completed this full-time semester with a GPA of at least 2.00 and has passed at least 66% of attempted credits, eligibility may be reinstated for the next term. **A student should request reconsideration of aid when he/she has met the satisfactory academic progress definition.** Reinstatement of aid will depend on the type of funds requested and the availability of funds.

General Information

- **Transfer students.** Transfer credits from other institutions are not used in determining satisfactory academic progress.
- **Incomplete Courses.** Credits of incomplete courses are counted in the number of attempted hours and GPA calculations.
- **Course Withdrawals.** W's are not considered in computing grade point averages. They are counted in attempted hours.
- **Withdrawal from the College.** When a student withdraws from Guilford with grades of W in all courses, these courses will be counted in the number of attempted hours.
- **Audited Courses.** Because students do not receive credit for audited courses, these courses are not counted as hours attempted or completed. (Financial aid is not awarded for classes taken on an audit basis.)
- **Grades.** In evaluating coursework for Satisfactory Academic Progress compliance, all coursework attempted for academic credit for which tuition charges are assessed will be counted in the number of attempted hours to determine the pass-rate percentage. All grades will be included in measuring the pass-rate, including W, WP, WE, WN, F and XF.
- **Re-admitted students.** Students who return to Guilford after an absence of one semester or more will have their Satisfactory Academic Progress status continued.
- **Enactment of Policy.** This updated Satisfactory Academic Progress policy became effective with the 2001-2002 academic year. The policy will be reviewed periodically to determine its effectiveness and compliance with Federal regulations.

Appeals of Financial Aid Termination due to SAP Non-compliance

To appeal financial aid termination a student must be able to demonstrate unusual circumstances affecting his/her academic performance.

- 1) A student must appeal, in writing, to his/her student financial services counselor. This written appeal must include the reason(s) why the student did not make satisfactory academic progress and why financial assistance should be re-instated. This written appeal must be received in the office of student financial services within thirty days of the date of the letter of notification to the student informing the student of the termination of eligibility. Any pertinent documentation relative to the student's appeal is recommended.
- 2) The counselor will review the appeal. This review should take place within three days of receipt of the letter of appeal. The counselor will notify the student, in writing, of the decision and the reason for the ruling.
- 3) A student wishing to appeal the decision of the counselor may do so, in writing, to the director of student financial services. This appeal must be received by the director within ten days of the date of the letter in response to the first appeal.
- 4) The student will be advised of the director's decision within five days of receipt of the letter of appeal. Decisions of the director are final.

Study Abroad Programs

Students who receive financial assistance may apply the aid (work-study excepted) to overseas programs. Any student who attends Guilford should be able to participate in a semester abroad for very little more than the equivalent cost of a full semester. Special scholarships for travel are available through the generosity of Guilford's Board of Visitors. You are encouraged to apply for these scholarships. Applications are available from the college **study abroad office**.

In addition, Guilford has affiliations which allow students to register through Guilford and keep their financial assistance while studying at other international sites. Contact the **study abroad office** for a list of sites included in this arrangement.

Note to Spring and/or Summer Study Abroad Students

If you plan to continue attending Guilford College and receive financial aid for the next academic year, you will need to make arrangements to complete the financial aid application process from abroad. To avoid delays in receiving your fall semester aid, complete the FAFSA before March 1 and respond promptly to all correspondence from the student financial assistance and planning office.

Drug and Alcohol Abuse Policy

As explained in Section 5301 of the Anti-Drug Abuse Act of 1988, if you are convicted of drug distribution or possession, the court may suspend your eligibility for federal Title IV financial aid. If you are convicted three or more times of drug distribution, you may become permanently ineligible to receive federal Title IV financial aid. Guilford College makes available its policy on substance abuse in the **Student Handbook**, published by the **campus life office**.

For specific information on the college's policy and on state and federal sanctions, as well as health risks associated with the abuse of drugs/alcohol, please refer to the section on college regulations in the above mentioned publication.

Off-campus Expenses

It is the college's policy to award financial aid funds from resources available to the point at which all actual college charges have been met. This is defined as the cost of tuition, fees, on-campus room and board. Financial aid awards shall not exceed federal eligibility if any need-based funds are involved. Once all charges have been met, the student may receive only work-study earnings and a Federal Stafford Loan refund for off-campus living expenses.

Presidential Scholarships, Achievement Awards, Incentive Grants and Dean's Awards are reduced by 25% for students who choose to move off-campus.

International Students

International students are eligible for the same merit scholarships as domestic students. They also may work on campus. In addition, the office of student financial services maintains a list of third party lenders that will consider making loans to international students. That list is available in hard copy in the office of student financial services, and at the **forms and resources page** on our web site.

Summer School

The only financial aid funds available for summer school are Federal Stafford Loans (if remaining eligibility exists) and remaining eligibility on unused Federal Pell Grant Funds.

Tuition Remission

The college offers its employees and their spouses and dependents certain tuition remission benefits. See the **Guilford College Handbook for Administration/Staff/Faculty, Section 6.510**.

Guilford College Financial Aid Opportunities

Need-based

<u>SOURCE</u>	<u>ELIGIBILITY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Federal Pell Grant	High need based on FAFSA	\$400-\$4,310	Federal Government
Federal ACG	Pell recipient, Freshman Sophomore - graduate from academically rigorous HS program (3.0 gpa required)	\$750 1st year \$1,300 2nd year	Federal Government
Federal SMART	Pell recipient, Jr., Sr. w/3.0 GPA, major in selected majors identified by US Dept. of Ed. as vital to National Security	\$4000/year	Federal Government
Federal Supplemental Educational Opportunity Grant	High need based on FAFSA	\$400-\$4,000	Federal Government
N.C. Contractual Scholarship	Need based on FAFSA	\$500-\$7,000	N.C. State Government
Guilford College Named Scholarships	Need based on FAFSA	\$250-\$19,000	Endowed funds provided by friends and alumni of Guilford College
Guilford College General Scholarship	Need based on FAFSA	\$250-\$12,000	Current unrestricted college funds
Corella and Bertram Bonner Scholarship	Need based on FAFSA, community service	\$2,100-3,600	Selected by application, reviewed by committee, coordinated by office of internships and experiential learning
Federal Perkins Loan	Need based on FAFSA	\$500-\$4,000	Federal government, 5% interest rate, no payments while in school
Federal Stafford Loan (Subsidized)	Need based on FAFSA	\$3,500 freshman \$4,500 sophomore \$5,500 junior, senior	Banks or other lenders, variable rate, no payments while in school
Guilford Opportunity Alternative Loan (GOAL)	N.C. residents with high need	\$4,001-\$7,000	Alternative to Federal loans, 8.25%, with 35% cancelled at graduation with GPA of 2.65 or better and eight semesters of enrollment
Federal College Work-Study	Need based on FAFSA	\$500-\$2,500	Part-time jobs, usually on campus, paid minimum wage

Merit Awards

<u>SOURCE</u>	<u>ELIGIBILITY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Honors Scholarship	Approximately top 10%	\$2,500 over and above any Presidential or Achievement Award	Application by invitation of admission counselor
Presidential Scholarship	Above our median, but not Honors recipients	\$12,000	Renewable for a total of eight semesters; subject to maintaining a 3.0 GPA
Guilford College Achievement Award	Students with academic credentials around the median, with exceptional achievement beyond GPA and SAT scores	\$7,800	Renewable for a total of eight semesters; subject to maintaining a 2.75 GPA
Guilford College Incentive Grant	Students demonstrating exceptional promise not necessarily reflected in SAT or ACT Scores	\$4,800	Renewable for a total of eight semesters; subject to maintaining a 2.5 GPA
Quaker Leadership Scholarships	Demonstrated desire to serve and develop skills for the Religious Society of Friends	\$2,000-\$5,000	Selections made by committee, coordinated by the coordinator of campus ministries
Choir Scholarship	Audition with director of choral programs	\$400-\$1,600	Participation in Guilford College choir required
Dean's Award	Recommendation from admission counselor; top 10% of high school class	\$2,000	Awarded at discretion of the admission counselor

Other Aid

<u>SOURCE</u>	<u>ELIGIBILITY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
North Carolina Legislative Tuition Grant (NCLTG)	N.C. resident enrolled full-time seeking first undergraduate degree, must complete a N.C. Residency Questionnaire	\$1,900	N.C. State Government
N.C. Matching Grant	Must receive the NCLTG	\$1,900	Designated funds
Federal Stafford Loan (Unsubsidized)	Students who do not qualify for need-based aid based on the FAFSA	\$3,500 freshman \$4,500 sophomore \$5,500 junior, senior	Banks or other lenders, variable rate, payment on interest while enrolled
Institutional Work-Study	Students who do not qualify for need-based aid	\$500-\$2,500	Part-time jobs, on campus, paid minimum wage, funds from college's current unrestricted funds
Federal PLUS Loan	Available to parents, not need-based, but subject to credit analysis	Cost of attendance less other aid	Banks or other lenders, variable rate, payments commence while student is enrolled
Monthly Installment Plan	Open to all students	Balance after all financial aid	Administered by Academic Management Services (AMS); request a brochure from the office of student financial services

Explanation of Loan Programs

Federal Stafford Loan Program (FSLP)

FSLP loans are federally insured. The completed FAFSA serves as your official application for a Federal Student Loan. If you are awarded a Stafford Loan, it will be included on your Financial Aid Award and Agreement. You will receive an official promissory note. In order to receive the loan, you should sign and return the award letter and complete and return the Federal Stafford Student Loan promissory note. Once these documents are received, your loan proceeds will be transferred electronically to your tuition account.

There are two versions of the Stafford Loan. The subsidized Stafford Loan is a need-based loan, while the Unsubsidized Stafford Loan is not need-based. Once the office of student financial services has determined your eligibility for either of these loans and indicated such on your award letter, you must return the official Stafford Loan application form to receive these funds. If you are awarded either of these loans and wish to decline, simply indicate your rejection of the loan on your signed award letter, initial the change, and return it to the office of student financial services. The office will remove any reference to the loan(s) on your award and will not anticipate any funding from these sources.

Loans which are accepted by the student, but for which a properly executed promissory note is not received by the lender, will be revoked and the student will be billed for any resulting unpaid balance.

Parents wishing to apply for the PLUS version of the Federal Stafford Loan Program must complete the PLUS Loan portion on the same Stafford Loan application form. Contact the office of student financial services for an application if you wish to use the loan and an application was not included in the packet accompanying the student's financial aid award letter, or you may download it at www.guilford.edu/sfs.

Guilford Opportunity Alternative Loan (GOAL)

Guilford College has a long history of serving the higher education needs of talented students regardless of their family's financial means. The Guilford Opportunity Alternative Loan (GOAL) is a loan program designed with these students in mind -- giving them the opportunity to attend Guilford without accumulating an overwhelming debt load.

The GOAL offers needy students an interest-free loan while they are enrolled full-time at Guilford for a period not to exceed eight academic semesters. The interest rate of 8.25% goes into effect 6 months after the last day of enrollment and remains in effect for the life of the loan.

Due to the limited funding available for this loan, it is limited to higher need students from North Carolina.

Recipients who graduate in eight semesters with a cumulative GPA of 2.65 or better have 35% of their loan balance cancelled, and any required co-signer is removed from the loan.

Estimated Statement of Charges

Using the chart below, you may wish to estimate your expenses. Actual charges may vary based on specific courseload, residence status and miscellaneous personal expenses.

Remember: Financial aid is applied toward actual charges determined by Guilford College (bookstore purchases must be handled at the point of purchase and are not chargeable to your tuition account).

Any federal student loan funds left over after paying your room, board, tuition and fee charges are refundable to you. If you work on campus, those earnings are paid directly to you.

Statement of General Charges • Actual 2007-08*

	On-campus (residence halls)	On-campus (apartments)	Off-campus
Tuition	\$24,340	\$24,340	\$24,340
Activity Fee	\$330	\$330	\$330
Room and Board	\$6,860	(single) \$8,360-9,570	N/A
Room Key Deposit	\$25	\$25	N/A
Insurance (optional)	\$183	\$183	\$183
Athletic Supplement	** \$170	**\$170	**\$170
Estimated Book Charges	\$900	\$900	\$900
Total	***\$32,808	***\$34,308-35,518	***\$25,923

If you enroll on less than a full-time basis, you should substitute \$615 per credit hour for the above full-time tuition rate.

Reminder: Do not count on aid awarded from work-study programs for the purchase of books. The first work-study checks are issued at the first of October (fall term) and the first of March (spring term). **Students should be prepared to pay for books.**

*Visit the office of student financial services for detailed information.

** Athletic Supplement required for students participating in intercollegiate athletics.

*** The Athletic Supplement if participating in intercollegiate athletics.

for the 2007-08 Academic Year

Conditions of Awards

- Unless otherwise specified, your Financial Aid Award is based upon full-time enrollment for the period indicated on the award letter.
- You are required to report in writing any changes in the following: your marital, enrollment, employment status, type of housing arrangements, permanent mailing addresses, and changes in your spouse's or parents' financial circumstances.
- You must use all financial aid awarded solely for expenses related to attendance at Guilford College for the academic terms covered by your Financial Aid Award.
- When you accept the Financial Aid Award, you authorize Guilford College to credit funds to your tuition account in the office of student financial services after you have enrolled for the appropriate number of credit hours and provided the required documentation. Federal Perkins, Federal Stafford and Institutional Loan recipients must also sign the Schedule of Advances on their promissory note(s) before funds can be credited. Students who receive North Carolina Legislative Tuition Grants must also submit the necessary state residency forms.
- All funds must first go toward payment of Guilford College expenses, or qualify as refundable. Work-study earnings, State Incentive Grants and Federal Stafford Loan Program funds above the charges of the college may be refunded. When other aid is in excess of charges, revision of your award may be necessary.
- If you withdraw from classes, or drop below full-time during the refund period, your aid may be reduced proportionately corresponding to the reduction in your charges. We recommend you contact the office of student financial services before making any decision about withdrawal during the refund period.
- **If you accept a loan, you must be willing to repay it fully according to the terms of the promissory note. Entrance and Exit Interviews are required.**
- Work-study awards are commitments to provide the opportunity to earn up to the award amount in the time specified on the Financial Aid Award. You will earn the full amount if you work the required hours. You will not be paid for work in excess of the required hours.
- Students must maintain satisfactory academic progress to receive financial assistance. This policy is published in the college catalog and on pages 6-8 of this document. Students are responsible for understanding and complying with its terms.
- Changes in federal or state program funding, as well as eligibility requirements, may occur without advance notice. Students should stay informed by reading campus publications, such as *The Guilfordian* and the *Guilford Buzz*.
- Return all forms to the Guilford College office of student financial services by the due date. Failure to do so could affect the awarding of aid.
- The office of student financial services reserves the right to review, change or cancel your financial aid award at any time

due to changes in your status or because of availability of funds.

- Institutional mailings are sent to your campus mail box and your campus e-mail. It is your responsibility to check both of these regularly.

Payment Option Plans

1. Payment in Full:

Payment in full by August 1 for the Fall semester and December 15 for the Spring Semester.

2. Monthly Installment Plan using AMS (Academic Management Services):

To enable payment of education costs on a monthly basis, Guilford College utilizes the AMS Monthly Payment Plan.

This is an interest-free, debt-free way to spread tuition payments over the course of several months. The Tuition Pay Plan is not a loan, so there are no interest payments; only a low annual enrollment fee.

For more information regarding AMS' Tuition Pay Monthly Plan, you may call them at 1-800-635-0120 or reach them on the web at www.tuitionpay.com.

Payment by credit card. The college will accept payment, subject to confirmation, by Visa, MasterCard, AMEX and Discover Card. If you would like to use this method of payment, please contact your student financial services counselor, or call the office of student financial services front desk at 336-316-2176 or 336-316-2384.

Refunds and Adjustments

Refunds for credit balances from loan disbursements or over payments (if requested) **will be made approximately one week from the day request is made.** Requests should be made to your student financial services counselor, or directly to the cashier. If credit is from a student's Federal Stafford Loan, the refund will be made to the student. If credit is from an overpayment, the refund will be made to the person making the payment, unless written permission is granted to pay another person. Refund may not be processed in time to purchase books before the beginning of classes. However, if a refundable credit exists, funds can be placed on a Bookstore Voucher on the student Quaker Card.

Tuition Adjustments

Subject to adviser approval, a student may change registration to add courses during the **first week of classes.** Any student who reduces the course load to **below 12 credits during the first 21 calendar days** will have his or her charges changed and be billed on a per-credit-hour basis.

A student who is billed for an extra-credit overload (**in excess of 18 credits**) may drop courses to reduce credits to 18 or less through the 21st calendar day beginning with the first day of classes. The student will receive 100 percent adjustment of the extra-credit charges. **No adjustment of charges will be made after this date.** Adjustments are figured on the date the withdrawal or drop form is received in the registrar's office. Any course change must be completed in the registrar's office.

Withdrawal From the College

The financial aid refund and repayment policy attempts to accomplish the following:

1. determine if a refund is due based on your withdrawal
2. determine the portion of the refund to be allocated to Title IV, non-title IV programs and you
3. credit refunded program funds
4. determine if a repayment of a cash disbursement is required
5. determine the portion of repayment to be refunded to Title IV programs and non-Title IV programs
6. credit repaid funds

This policy applies to Title IV aid programs, including Federal Pell Grant, Federal Perkins Loan, Federal Stafford Student Loan, Federal PLUS Loan, Unsubsidized Federal Stafford Student Loans, as well as college funded aid. All refund and repayment calculations are made on a per-semester basis. Any Federal Stafford, Federal PLUS and Unsubsidized Federal Stafford Student Loans refunded must be returned to the lender, but only up to the amount disbursed by check and only when disbursement of the loan is known for certain.

Only after refunds and repayments are made to financial aid programs may funds be returned to you or your parents.

The allocation of funds among the federal programs is based on requirements made by the Higher Education Amendments of 1998. Refunds of Federal Perkins Loans will be applied as a credit toward your principal amount. It will not be necessary to reduce the original amount of your promissory note.

Refunds are calculated based on the percentage of the term attended at the time of withdrawal. No refunds are due after a student has attended at least 60 percent of the semester. When this 60 percent period occurs and the proper refund calculation has been made, any required refund of aid funds will be made

according to the following fund hierarchy:

Unsubsidized Stafford Loan
Subsidized Stafford Loan
Perkins Loan
PLUS
Pell Grant
ACG Grant
SMART Grant
Educational Opportunity Grant
College Funded Loans
Funded Grants/Scholarships

For more detailed description of Guilford's withdrawal and refund policy, please see the office of student financial services' publication *Student Billing, Fees and Payment Information*.

Room

No refund or credit will be made to any student suspended or expelled from the college or residence hall for disciplinary, academic or financial reasons.

The college is not responsible for the student's personal belongings located on college property. Students are urged to obtain their own insurance policy or to check with their parents' policy to ensure that their personal belongings are covered for damage or theft while located on the Guilford campus.

Board

The director of food services, director of residential life and college nurse are responsible for reviewing requests from students who present medical evidence requesting removal from the board plan for dietary reasons. Students seeking an exemption from the board plan should begin the process by going to the residential life office for procedures and application forms. Approval is required prior to a student's removal from the board plan.

About Guilford College

Public Safety

The public safety office at Guilford makes every effort to ensure a safe environment for all students. Campus grounds are patrolled 24 hours daily throughout the year. More detailed information about security is available in the college's **Guide to Public Safety** distributed to all students in September of each year. Notices about security-related incidents occurring on campus are regularly published in *The Guilfordian*.

Equity in Athletics

Information concerning Gender Equity in Athletics is available upon request from the **Guilford College athletic department**. The U.S. Department of Education requires that this data be compiled and reported under 34 C.F.R. 668.48 (c).

Services and Facilities for Students with Disabilities

The **academic skills center**, located on the second floor of **Hege Library**, serves individuals who wish to improve their skills in academics and time management. The **learning disabilities association** provides peer support and programs for students having learning disabilities. Students with disabilities should contact the **dean for campus life** for referral to and coordination of services. The office is located on the second floor of **Founders Hall**. Hours are Monday-Friday, 8:30 a.m.-5 p.m. For more information about facilities available for students with disabilities, please refer to the **Guilford College Catalog** and the **Student Handbook**.

Degrees and Majors Offered

Guilford College awards the following degrees: **A.B.**, **B.S.** and **B.F.A.** The **bachelor of administrative science (B.A.S.)** degree is also offered in accounting, community and justice studies and management through the center for continuing education. A certificate of study is offered in most departments. There are 38 academic majors and 53 interdisciplinary concentrations. A complete listing of these majors and programs is provided in **The Guilford College Catalog**.

Faculty and Staff

The faculty is comprised of 135 full-time members — 75% with terminal degrees. The student/faculty ratio is 15 to 1. Please see **The Guilford College Catalog** for a complete listing of faculty and administrative staff.

Graduation, Completion and Transfer Rates

Detailed information on graduation, completion and transfer rates is available in the **Institutional Resource Department** upon request.

Instructional, Laboratory and Other Physical Plant Facilities

Students should refer to various publications, including the *Guilford College Catalog*, the *College Viewbook* (published by the enrollment office) and the *Enrollment Handbook* (published by the First Year Center) for information concerning the physical plant of the college. A campus map and listing of all college buildings are included in the above-mentioned publications.

Student Rights and Responsibilities

As a financial aid applicant at Guilford College, you have the following rights and responsibilities.

You have the right to:

- know what financial aid programs are available at the college.
- know the deadlines for submitting applications for each of the financial aid programs available.
- know how financial aid will be distributed, how decisions on that distribution are made and the basis for these decisions.
- know how your financial need was determined (including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses are considered in your budget).
- know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
- know how much of your financial need, as determined by the institution, has been met.
- request an explanation of the various programs in your student aid package.
- know the college's refund policy.
- know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan and when repayment is to begin.
- know how the college determines whether you are making satisfactory progress and what happens if you are not.

It is your responsibility to:

- complete all application forms accurately and submit them on time to the appropriate place.
- provide correct information. Intentionally misrepresenting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
- return all additional documentation, verification, corrections and/or new information requested by the student financial assistance and planning office or the agency to which the application was submitted.
- read and understand all forms that you are asked to sign and keep copies of them.
- accept responsibility for all agreements that you sign.
- perform the work that is agreed upon in accepting a college work-study award.
- be aware of and comply with the deadlines for application or reapplication for aid.
- be aware of the college's refund procedures.
- consider the information provided by the college regarding its programs and performance before you accept or decline admission.

For Students: Managing Your Money

This section is designed to help students avoid monetary difficulties by offering advice on how to manage limited funds.

Consider the following questions:

1. What are the sources of my funds?
2. Will money be available to me when needed?
3. Will my funds be sufficient?

Recommendation: Develop a budget work sheet. Identify what income remains after basic expenditures and fixed commitments are met. The money that is left is called “discretionary income” and can be used for personal expenses, recreation or extras. Here is a suggested plan to calculate the income and outgo:

- A. Estimate your **income**. This includes financial aid, social security or veterans’ benefits, wages from work-study or other employment, any help from parents, spouse, savings, etc.
- B. List your **fixed expenses**. Examples of fixed expenses are tuition, fees, room and board, books and supplies. Subtract total fixed expenses from your total income, Divide the result by eight to find out how much is available for living expenses each month during the academic year.
- C. Calculate your **living expenses** (transportation, food, rent, utilities, etc.). Total everything you have to pay each month.

For such a budget to work, the monthly living expenses must be equal to or less than income minus fixed expenses.

Step-by-Step Budget Guide

1. Projected Available Funds:	Savings	\$ _____
	Parent contribution	_____
	Part-time job	_____
	Financial assistance	_____
	Total funds available	\$ _____
2. Expenses:	Tuition	\$ _____
	Room	_____
	Food	_____
	Books and supplies	_____
	Transportation	_____
	Clothing	_____
	Personal expenses	_____
	Recreation	_____
	Miscellaneous	_____
	Total expenses	\$ _____
3. The Bottom Line:	Total funds available	\$ _____
	Minus total expenses	_____
	Discretionary income	\$ _____

Other Useful Information

You may find the following information located in the World Wide Web useful:

Guilford College office of student financial services:
www.guilford.edu/sfs

Guilford College Quaker Card Options: www.guilford.edu/about_guilford/services_and_administration/quaker_card/faq.html
Students may use this Guilford College Quaker Card for a variety of cash purposes such as the bookstore, dining hall, local off campus vendors. For further information contact your student financial services counselor.

FAFSA of the Web: www.fafsa.ed/gov

The Financial Aid Information Page: www.finaid.org/
An extensive guide to all aspects of financial aid, including an estimator of family contribution and need, free scholarship searches, a loan repayment calculator and many other helpful items.

U.S. Department of Education Office of Post-Secondary Education: www.ed.gov/offices/OPE/
You may access an online version of The Student Guide, federal school codes and State Higher Education Assistance Authority addresses and phone numbers.

Federal Trade Commission www.ftc.gov/
Extremely helpful — furnishes information on recognizing and avoiding scholarship scams.

Internal Revenue Service: www.irs.treas.gov/hot/not97-60.html
Topics include the Taxpayer Relief Act of 1997.

Scholarship Searches

Fast Web: www.fastweb.com
The internet's largest free scholarship search.

College Board: www.collegeboard.org
College costs, free scholarship search, educational issues.

The Smart Student Guide to Financial Aid: www.finaid.org
Scholarship searches, financial aid, academic resources.

College Foundation of North Carolina: www.cfnc.org
Comprehensive information on college planning and financing.

Don't Forget

- The primary purpose of financial aid is to provide assistance to students who, without such aid, would be unable to attend college.
- Priority is given to currently enrolled renewal applicants.
- Students must maintain satisfactory progress in the course of study; not be in default on any Federal Perkins Loan or on a loan made, insured or guaranteed under the FFELP; and not owe a refund of grants previously received under the Federal Pell Grant, ACG, SMART, Federal Supplemental Grant or the State Student Incentive Grant Programs.
- The college places primary emphasis on financial need, academic achievement, character and future promise in the selection of recipients.
- Financial assistance granted is to be used only for legitimate educational purposes.
- Applicants for financial aid must have been accepted for admission as degree-seeking students or be enrolled at least half-time as degree-seeking students at Guilford College. Visitors and non-degree students are not eligible to apply.
- Recipients of financial assistance must notify the office of student financial services if they receive additional scholarships, loans or employment.
- Applications must be renewed each year for financial aid. It should be the responsibility of the student to complete the appropriate forms.
- All aid awards are made from a combination of funds: some grant and scholarship monies and some self-help funds.
- Fees are payable at the time of registration, so apply early. The best time is January through March of the calendar year you plan to enroll.
- If you borrow money from a loan program, choose the program which is best for you. Borrow only from this program if possible.
- **Be aware of deadlines:** March 1 is the deadline for need-based assistance.
- If you have any questions concerning any program for which you apply, contact the office of student financial services.

FAQs: Here are Some Frequently Asked Questions about Financial Aid

1. Where, when and how do I apply for financial aid?

You will need to apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA). Most students submit this document online at www.fafsa.ed.gov. The paper form may be obtained from any high school guidance counselor, from the financial aid office on college and community college campuses and from most public libraries.

You should submit the FAFSA by March 1. In response you will receive the Student Aid Report (SAR) which will list all of your information. Check this, make any necessary corrections and follow the directions included with it. Guilford College will use the information provided by the FAFSA to determine your financial aid award. The office of student financial services will send you notification of your award and any additional documents needed.

2. I don't think I qualify for need-based financial aid. Should I complete the FAFSA?

You should complete the FAFSA. Many factors are involved in calculating need. If you would like to begin your financial planning early, you may complete a the Guilford College Financial Need Estimator which enables your student financial services counselor to provide you with a preliminary financial assistance package. Additionally, there are unsubsidized Federal Stafford Loans, campus employment and merit aid for students who do not qualify for the subsidized Federal Stafford Loan. If you complete the FAFSA, the student financial assistance and planning office can determine your eligibility for these programs.

3. Is there a priority deadline for applying for financial aid?

Yes. The priority deadline for completing the FAFSA is March 1.

4. How is financial need determined and how long will the financial aid process take?

The applicant's cost of education minus his or her family's financial resources equals the demonstrated financial need. The student's resources include support from parents, savings from previous earnings, liquid assets and other public or private assistance that is available to the student.

$$\begin{array}{r} \text{Cost of Education} \\ - \text{Family Contribution} \\ = \text{Demonstrated Need} \end{array}$$

You will be sent a Financial Aid Award and Acceptance Agreement notifying you of all the funds that have been reserved for you by the college from institutional, state and federal sources. Naturally, the sooner you complete all required forms and submit all requested documentation, the sooner you will receive notification of your award.

5. Do I have to apply for need-based financial aid each year?

You must complete the FAFSA each year, as soon after January 1 as possible. Students who have applied the previous year should complete the Renewal Application. Do this online, using the same PIN numbers used the previous year.

6. How can I find out about scholarships from outside sources?

Many agencies, employers, military and service organizations award funds to students. A good place to begin your search is with your high school guidance counselor, who can direct you to local sources of scholarships and awards. There are also some excellent sources on the Internet. Three of the most used include the College Board, at www.collegeboard.org, Fast Web Scholarship, at www.fastweb.com, and www.finaid.org.

NOTE: Any organization which requests a fee for a scholarship search should be carefully researched. Contact the Better Business Bureau or visit the Federal Trade Commission's Web site at www.ftc.gov/.

7. What if I don't understand how to complete the FAFSA?

Contact the office of student financial services at Guilford. Also, the financial aid office at many local community colleges will assist students with this form. For additional help, see the section in this publication called *Other Useful Information* for phone numbers and Web addresses.

8. What if my tax returns are not completed by March 1?

You may complete the FAFSA using estimated income.

9. What if my or my parents' financial situation changes?

Contact the office of student financial services for a Professional Judgement Appeal or write your student financial services counselor about your situation. All requests for special consideration or adjustments to a student's aid package must be accompanied by appropriate documentation. You will receive a written request if additional information is needed to process the Professional Judgment Appeal.

10. What is verification?

Verification is the federally required process of checking the accuracy of information supplied on financial aid applications. The information students provide may be selected for verification by the office of student financial services or by the U.S. Department of Education. Students selected for verification will not receive notification of their eligibility for aid until they have submitted all requested information.

11. What is the maximum loan amount I can borrow from the Stafford Loan Program?

As an undergraduate student you may borrow the following amounts:

- Dependent Student:** \$3,500 if you are a first-year student (0-24 earned credit hours)
- \$4,500 if you have completed the first year of study (25-56 credit hours)
- \$5,500 if you have completed two years of study (57 hours or more)

- Independent Student:** \$7,500 if you are a first-year student
- \$8,500 if you have completed your first year
- \$10,500 if you have completed your first two years

(The amounts for independent students include subsidized and unsubsidized loans.)

12. What is the difference between subsidized and unsubsidized loans?

The government pays the interest on the Federal Subsidized Loan while the student is in school at least half-time. The student is responsible for the interest on the Federal Unsubsidized Loan while in school. The student receives a bill quarterly for the interest payments only.

13. What is loan counseling?

Federal regulations require students who receive a federal loan (subsidized or unsubsidized) to participate in entrance and exit loan counseling. Loan funds may not be disbursed until the student has met the entrance loan counseling requirement. Easy access to loan counseling is available on the college's Web site at www.guilford.edu.

14. If I withdraw from the college, what happens to my financial aid?

Students who withdraw are subject to federal policies as well as institutional policies governing the repayment of funds. Depending on the point of withdrawal, students may be required to repay all or a portion of the aid received. Anyone considering withdrawal should see their counselor in the office of student financial services. Failure to repay financial aid can result in a "hold" being placed on student records. If a student does not repay aid that came from Title IV funds, the institution may report the matter to the Department of Education and future federal financial aid funds will be held until this debt is repaid.

15. Do I notify the office of student financial services if I receive an outside scholarship?

Yes. Send information about scholarships to the office. We need this information to ensure that you are not over-awarded.

16. What are some of the most common mistakes made in applying for financial aid?

Five of the most common mistakes are:

- not filing early enough
- not reading instructions
- not fully completing the applications
- failing to provide the proper PIN numbers
- not signing all tax returns submitted to the office of student financial services

Financial Aid Checklist

1. Apply for aid

- Complete and mail or submit online the 2007-08 FAFSA or Renewal FAFSA by March 1, 2007.

2. Complete your file

- Clear any eligibility issues from prior semesters (check Satisfactory Academic Progress, etc.).

3. Review your Student Aid Report (SAR) to ensure the information is correct

(The SAR will be sent to you after the FAFSA is reviewed.)

- If correct, keep the SAR for your personal records.
- If incorrect or incomplete, make the necessary changes online and resubmit.
- Send any additional documentation that is requested to the student financial assistance and planning office.

4. Receive your Award Letter

- After receiving your award letter, read it carefully and follow all instructions.
- Complete any necessary paperwork enclosed, or do so online as instructed.

5. Pay your bill

- If you have accepted your award and completed all paperwork, your financial aid will be applied to your account and you are responsible for paying any remaining balance.

6. Receive your funds

- Sign any checks awaiting your signature in the office of student financial services.
- Pick up any refund checks from the office of student financial services.