



FINANCIAL AID HANDBOOK 2010-2011



Dear Student or Prospective Student of Carver College:

This handbook is published to help provide information to you about your financial opportunities and responsibilities while attending Carver College. While over 90% of our students receive some form of financial aid, it does not just happen. Planning is essential and you as a student must make the necessary preparations if financial aid is to help you meet college costs.

While Carver College supports the federal government's view that the first responsibility for providing a college education lies with the student and parents, we also realize it is becoming more and more difficult to meet those costs alone. And though students and their families are expected to contribute what they can, we also advise becoming knowledgeable about financial aid sources and application requirements. As a future student at Carver College, it would be worthwhile for you to research any financial aid which might be available from private sources, the Veterans' Administration, Rehabilitation Services, Army Reserve, service organizations, your school, or church. These are valuable resources which should not be overlooked.

Once you have applied for admission to Carver College, use the information in this handbook to become knowledgeable about and apply for all possible federal and institutional aid. Carver College has responded to the needs of our students with scholarships, grants, loans and employment programs which are designed to help families meet educational costs. These programs are described herein as are the basics of the federal programs offered at Carver College. Please read this handbook carefully and completely.

Remember that the financial aid application process is an annual one and early application each year will help ensure that you are awarded all aid for which you are eligible. Any aid requires an Application for Financial Aid to Carver College. All federal and state aid requires that the student file a Free Application for Federal Student Aid (FAFSA) as well.

If at any time the information provided does not answer your questions, please contact me. I want to help you make adequate financial preparation for college. Come to my office or send any inquiries to the Financial Aid Office, Carver College, 3870 Cascade Road SW, Atlanta, Georgia 30331. You may call (402)-527-520, ext. 224 or e-mail Prof. Jeff Easley: "<mailto:jeasley@carver.edu>"

Sincerely,

Jeff Easley, Vice President Academic Affairs

Director of Financial Aid

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STUDENT RIGHTS AND RESPONSIBILITIES

You have the right to know:

1. What financial assistance is available at Carver College?
2. The procedure and deadlines for submitting applications for each of the aid programs.
3. The cost of attending Carver College as well as the school's refund policy for those who withdraw.
4. The criteria used by Carver College to select financial aid recipients.
5. The procedure for determining your financial need, including how costs for tuition and fees, room and board, travel, books and supplies, personal expenses, etc., are determined.
6. What resources are considered in determining your need (i.e., parental contributions, your assets, and other financial aid).
7. How much of your financial need has been met.
8. The various programs that are a part of your student aid package.
9. What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have a right to know what the interest 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.
10. How the school determines whether you are making satisfactory progress and what happens if you are not.
11. How to request reconsideration of the award(s) made to you if you believe you were treated unfairly.
12. The name of the institution's accrediting organization.
13. About institutional programs, instructional facilities, and faculty.
14. The special facilities and services that are available to the handicapped.

It is your responsibility to:

1. Complete all financial aid forms and submit them to the right place at the right time.
2. Pay special attention to accurately completing all forms. Mistakes only lead to delays in your receiving aid. Intentional miss-reporting of information on application forms for financial aid is considered a criminal offense subject to penalties under the U.S. Criminal Code.
3. Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. Read and understand all forms that you are asked to sign and keep copies of them.
5. Accept the responsibility for all agreements you sign.
6. Notify the Department of Education or the lender of changes in your name, address, or school status if you have a Carver College student loan.
7. Perform satisfactorily the work that is agreed upon in accepting a Federal Work-Study (FWS) award.
8. Know and comply with Carver College's refund procedures
9. Consider carefully all information provided to you by Carver College and make decisions accordingly.
10. Obtain employment during the summer that will enable you to help meet educational expenses for the upcoming year.
11. Submit the required forms in a timely manner.

Steps to Applying for Financial Aid

Federal Financial Aid

Step 1-Carver outsources its financial aid through a third party which has created a website called the Virtual Financial Aid Office (VFAO). The entire application process can be handled through our VFAO office.

- Go to ["http://www.carver.edu"](http://www.carver.edu)
- Scroll down to the financial aid/VFAO tab
- You will be directed to the VFAO website
- Create a screen name and password (please keep you screen name and password in a safe place. You will need it as you log into the VFAO website on various occasions)
- Once you have logged in you will need to do an interview for the upcoming term.
- The VFAO will ask if you have completed you fafsa for the upcoming term.
- If you have not click on the fafsa application link. It will direct you to ["http://www.fafsa.ed.gov"](http://www.fafsa.ed.gov) where you may complete your fafsa application.
- Once you have completed your fafsa return to the VFAO and complete a VFAO interview. (completing the interview will merge your fafsa will our VFAO administrator which will allow him/her to assist you with processing your fafsa.

Step 2-Complete the Free Application For Federal Student Aid (FAFSA) online at ["http://www.fafsa.ed.gov"](http://www.fafsa.ed.gov)

What will I need?

- You will need to create a pin number (["http://www.pin.ed.gov"](http://www.pin.ed.gov))
- Previous years tax information
- An e-mail address that you check regularly

Step 2-After completing your fasfa you will need to sign the application with your electronic pin. After signing and submitting your application you will receive an e-mail confirmation. Print and retain e-mail confirmation for your records.

Step 3-If you are applying for loans you will need to sign a Master Promissory Note (MPN)

- Log into your VFAO and click on the SIGN MPN.
- You will be re-directed to ["http://www.studentloans.gov"](http://www.studentloans.gov)
- You will need your SS# and your fafsa pin # to log in
- Click on sign MPN and follow the steps for sign your MPN

Step 4-Verification

DEPENDENT/INDEPENDENT VERIFICATION POLICY

- Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify, or confirm, the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.
- **How will I know if I am selected for verification?** You may be selected for verification either by the federal processor or by the Carver College Office of Financial Aid. If you are selected for verification by the federal processor, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). You will also be informed of having been selected for verification in the SAR Acknowledgement letter, which will be included with your SAR documents. You can view your SAR online at ["http://www.fafsa.ed.gov"](http://www.fafsa.ed.gov) \o "FAFSA" under Step 3, View and Print Your Student Aid Report. If you are selected for the VFAO will send you an e-mail informing you of this selection and instructing you of any additional documentation that is required.
- When submitting verification documents you may bring to the Carver College VFAO and they will fax documents for you.

Step 5-Disbursements

- Once all verification documents have been received you will be notified via e-mail of your disbursement dates.
- Please allow 7-10 business days from the e-mail disbursement date to receive funds and settle financial accounts.
- Disbursements are handled by the business office.

- After receiving your disbursement e-mail and allowing 7-10 business days, schedule an appointment with the business office to settle your financial account.
- In some cases after accounts have been settled students may receive a refund to purchase books, or cover other cost of education related expenses.
- All refund checks will be issued by the business office.

INSTITUTIONAL AND FINANCIAL AID CONSUMER PUBLICATIONS

Student consumer information is provided by the Department of Financial Aid and is the responsibility of the Director of financial aid to oversee. Publications are reviewed and updated on an ongoing basis. Information may be provided to the media for publication.

Procedures and Forms Required to Apply for Financial Aid

All students wishing to receive federal or state funds must complete the Free Application for Federal Student Aid. Students may be asked to submit documentation such as tax returns, birth certificates, and Social Security cards and other items needed to verify financial or dependency status. Students who do not wish to submit requested documentation will not receive a financial aid award.

Students are notified at the beginning of each year that it is time to reapply for financial aid. Beginning February of each year, all continuing students are called with this reminder.

Methods of Disseminating Consumer Information

The Office of Financial Aid disseminates information through various channels. There is a financial aid web page that contains the Student Guide to Financial Aid at www.carver.edu. Each student who requests a packet receives the Guide. Financial Aid information is also included in various Carver College publications (the Catalogs, Bulletin, webpage etc.). The Department of Financial Aid also has various information pieces that are emailed to the student's populi email account. The Department will use this as the primary means for contacting a student. New students are sent paper letters until they have registered for courses. Targeted and general announcements are sent to student through Carver College populi email.

FINANCIAL AID BASICS / TYPES OF FINANCIAL AID

The types of financial aid offered at Carver College are categorized as:

Federal- (otherwise known as Title IV)

State-Institutional (aid offered by Carver College)

Federal programs have general eligibility requirements which don't necessarily pertain to institutional aid. A student must:

- * Have a high school diploma or its recognized equivalent (such as GED).
- * Be a U.S. citizen or eligible non-citizen.
- * Be registered with the Selective Service, if a male 18 years or older.
- * Be working toward a degree or certificate.
- * Be making satisfactory academic progress.
- * Not be in default or owe a refund on a Federal grant or educational loan.
- * Agree to use any Federal aid solely for educational purposes.
- * Has not borrowed in excess of the annual or aggregate loan limits.

Federal aid comes in three different forms.

- GRANTS & SCHOLARSHIPS *are financial aid you do not have to repay.*
- LOANS *are borrowed money that you must repay with interest.*

ELIGIBILITY CRITERIA

The majority of financial aid is awarded on the basis of need. Your financial need is determined by the following formula:

1. Cost of attendance
2. Expected family contribution (EFC)
3. Financial need

(An explanation of each aspect of the formula follows.)

COST OF ATTENDANCE

The cost of attendance may include these expenses:

Figures are for one academic term (two semesters) which is based on 12 hours of attendance

* Tuition and fees	\$5520.00
* Room and board	\$4800.00
* Books and supplies	\$800.00
* Transportation	\$1800.00
* Personal/miscellaneous	\$1800.00

A budget is developed for each student using average costs for students with similar circumstances. Costs vary according to course load, living accommodations, and distance from home. A list of actual expenses charged by Carver College can be seen in the Carver College catalogue

EXPECTED FAMILY CONTRIBUTION (EFC)

The Expected Family Contribution figure used in the equation is taken from the Student Aid Report (SAR). It is derived from the computation of a formula passed into law by Congress which takes into consideration many factors including family income and assets, family size, number in college, age of parents, and business and farm equity. Expected Family Contribution is the amount the student and parents are expected to contribute toward educational costs. It could come from assets, cash flow or loans. All students are expected to make some monetary contribution toward educational costs in addition to parental contribution. The combination is the Expected Family Contribution.

FINANCIAL NEED

When the Expected Family Contribution is subtracted from the cost of attendance, the resulting figure is called Financial Need. The maximum amount of financial aid that the student may be awarded, excluding the PLUS (Parental Loan), cannot exceed the cost of attendance.

DEFINITION OF FULL TIME

Definition of full time is a student taking 12 plus hours a semester. Nine to eleven hours are considered $\frac{3}{4}$ time student. Six hours are half time and 5 or less is considered part time.

ATTENDANCE POLICY

Attendance (Chapel, Work Days, Prayer Days, Conferences)

Students are required to support the various activities of the school. This includes the chapels; work days, prayer days, and conferences, which occur periodically.

Policy on Absences (Emergencies)

Students who are absent due to sickness or some other emergency must present documented evidence (doctor's statement or written verification from qualified personnel). All such documents are to be presented to the necessary instructors on the first class day the student returns. Because emergencies do occur, a professor may grant a student who qualifies an excused absence for no more than 10 percent of the total class sessions. Students missing more than 20 percent will be dropped from class, and a W (withdrawn) will be placed on his transcript.

Tardiness

Students are expected to be seated in the classroom or chapel by the beginning bell. You are tardy or late when the bell has sounded. Three times tardy equals one absence. Any student entering class 15 minutes late or chapel 10 minutes late after the bell has sounded is considered absent. An appropriate marking will be recorded on the student's attendance record.

Loss of Credit Due To Excessive Absences

Any combination of tardiness and absences which cause the student to miss more than 20 percent of his class time cannot receive credit for that course. Credit is lost if he misses seven hours of a two-hour course; 11 hours of a three-hour course, and 14 hours of a four-hour course, and 14 classes of a four-hour course. Attendance records start on the first day of classes.

DEPENDENT OR INDEPENDENT

The definitions for dependent and independent students often cause much consternation. What the student and family desires and feels to be true may not coincide with federal student aid definitions. Since the federal aid programs are based on the idea that students and their parents have the primary responsibility of paying for their children's education, students who have access to parental support -- dependent students -- should not receive Federal funds at the expense of students who don't have that access -- independent students. Quite often, the student's desire for independence would simply shift dependence from the parent to the government. The FAFSA guides students through a series of questions to determine whether or not a student is dependent upon the parents for support or if the student is financially independent.

- * If the student is independent, financial need will *only* be determined based upon the student's (and spouse's) income and assets.
- * If the student is dependent upon parents for support, the parents' income and assets will also be used to determine financial need.

How to Address Dependent Professional Judgment

The US Dept. of Education provides in the Higher Education Amendments of 1998 a reaffirmation of the use of professional judgment in determining eligibility for federal financial aid. This provision allows for consideration of projected year income, rather than prior year income, to calculate a student's eligibility.

You may request a review of your financial aid application due to special circumstances that you feel may change your financial aid eligibility. The Financial Aid Office requires certain documents to support your request. If your family meets a special circumstance requirement in the 2010-2011 year and you submit the required documentation, your eligibility may be recalculated using expected income for 2010.

Independent

To be considered independent, a student must meet one of the following criteria:

- * Student is 24 years of age or older.
- * Student is a veteran of the Armed Forces of the United States of America.
- * Student is an orphan or ward of the court or homeless. (has to be documented)

- * Student provides over half of the support for a dependent other than a spouse.
- * Student is married.

Dependent

If the student does not meet any of the above criteria, he or she will be considered dependent on parents for support and parental income and assets must be considered on the need analysis.

Students with exceptional personal or financial circumstances are invited to contact the Academic Affairs' Office by letter to explain the situation. On rare occasion, circumstances do exist which warrant special handling.

DEPENDENT/INDEPENDENT VERIFICATION POLICY

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify, or confirm, the data reported by students and their parent(s) on the FAFSA. If selected, the verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

How will I know if I am selected for verification?

You may be selected for verification either by the federal processor or by the Carver College Office of Financial Aid. If you are selected for verification by the federal central processing office, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). You will also be informed of having been selected for verification in the SAR Acknowledgement letter, which will be included with your SAR documents. You can view your SAR online at ["http://www.fafsa.ed.gov"](http://www.fafsa.ed.gov) \o "FAFSA" under Step 3, View and Print Your Student Aid Report. If you are selected for verification by the Carver College Office of Financial Aid, the office will send you an e-mail informing you of this selection and instructing you of any additional documentation that is required.

Why was I selected for verification?

The main reasons for being selected for verification include that you were chosen randomly, the FAFSA you submitted was incomplete, your FAFSA contains estimated information, or the data you provided on the FAFSA is inconsistent.

How will I know what additional documentation is required for verification, where to send it, or the deadline to send verification document?

If your SAR indicates you were selected for verification or if the Carver College VFAO Office of Financial Aid determines that your application needs to be verified, you and your parent(s) will be required to provide supporting documents to the Carver College Office of Financial Aid. You will be notified via e-mail of documents needed for verification and the deadline to submit documents. In most cases, this documentation includes the following information from the tax year prior to the current aid year:

- 1). Verification worksheet (dependent or independent)
- 2). Signed copies of student and parent federal income tax returns, including all schedules
- 3). Student and parent W-2 statements
- 4). Documentation of student and parent untaxed income received during the calendar year

Please note that additional documents may be requested at the Carver College Office of Financial Aid's discretion.

If the federal processor selects your application for verification, do not wait for the Office of Financial Aid to request additional documentation from you. It is your responsibility to review your SAR to determine if you are selected and submit additional documentation to the Office of Financial Aid no later than April 15th (of the current calendar year). If the Carver College Office of Financial Aid selects your application for verification, the office will contact you by email to let you know both that you have been selected and what additional documentation is required. This communication will include our office's mailing address and fax number, as both are acceptable forms of document submission for most items, and will include a deadline. Please be sure to respond to requests for documentation in a timely manner to avoid delays in applying your financial aid as a credit to your bill.

Dependency Override Policy

Under Section 480 (d) (7) of the Higher Education Act of 1965, as amended, an individual who does not automatically qualify as an independent FAFSA applicant may be classified as independent if (s)he... “is a student for whom a financial aid administrator makes a documented determination of independence by reason of unusual circumstances”. Such a determination is referred to as a dependency override.

When a dependency override is approved for a FAFSA applicant, a financial contribution from the student's parent(s) is neither expected nor included as part of the federal financial aid eligibility calculation. The Higher Education Act, a federal statute, allows an aid administrator to make dependency overrides on a case-by-case basis for students with unusual circumstances. The Department of Education (DOE) has issued interpretive guidance to assist financial aid administrators in making consistent, prudent and reasonable dependency override decisions.

Therefore, in accordance with DOE guidance, a dependency override cannot be approved for an otherwise dependent FAFSA applicant at Jefferson Community College, if the following conditions (singly or in combination with each other) are the only circumstances cited by the applicant:

- The student demonstrates total self-sufficiency;
- Parents refuse to contribute to the student's education;
- Parents are unwilling to provide information on the FAFSA or for verification;
- Parents do not claim the student as a dependent for income tax purposes.

STUDENT PROCEDURES:

If you are a dependent student by the federal definition, but you believe that unusual circumstances are present that establish you as "independent" you can request a review of your situation by the Financial Aid Office. The following procedure is required:

- You must provide the Financial Aid Office, in writing, a full explanation of your unusual circumstances. This letter must provide all relevant information about your claim, including dates and court documentation (if applicable).
- You must secure written documentation from one disinterested third party/agency (clergy member, attorney, counselor, medical doctor, officer of the court, law enforcement officer, mental health professional) on their professional letterhead confirming the specifics as described by you in (A). This documentation must be in writing, on the appropriate letterhead, and must be signed.
- You are responsible for providing full written documentation, as stated in A and B above, to the Financial Aid Office.

U.S. DEPARTMENT OF EDUCATION

TITLE IV STUDENT AID

Carver College participates in the following student financial assistance programs authorized and administered under Title IV of the Higher Education Act of 1965. If further information is desired, please request a Federal Student Guide from the Carver College Academic Affairs Office.

FEDERAL PELL GRANT

- Grant-No Repayment
- Maximum award-\$5,550
- Required to fill out a FAFSA
- Student Aid Report (SAR) required
- Expected Family Contribution (EFC), hours enrolled and budget determine grant amt.
- Student account credited about 3 weeks into the semester. (Census date is the 2nd Friday after the first day of classes)
- Unlimited in number

DL STAFFORD LOANS-Dependent undergraduates

- Loan-must be repaid
- Available to students showing need and available for COA.
- Separate application required
- \$3,500.00 subsidized loan and \$2,000.00 unsubsidized loan for Freshmen (0-32 credit hours)
- \$4,500.00 subsidized loan and \$2,000.00 unsubsidized loan for Sophomores (33-64 credit hours)
- \$5,500.00 subsidized loan and \$2,000.00 unsubsidized loan for Juniors (65-96 credit hours) & Seniors (97-129)

- Loan counseling required for incoming students
- Loan approved by school and processed through the Department of Education (DOE)
- Funds arrive Electronic Funds Transfer-student receives notification in their campus mailbox
- First year students must wait to receive first loan payment 30 days after classes start
- Origination fees (regulated by DOE) deducted from funds
- Repayment begins six months after eligible enrollment ceases
- No interest on Subsidized loans while in school (government pays interest for the student)
- Unsubsidized Stafford Loans available to those not showing need (government does not pay interest)
- Variable interest rate, changes July 1 of each year

DL STAFFORD LOANS-Independent undergraduates

- Loan-must be repaid
- Available to students showing need and available for COA.
- Separate application required
- \$3,500.00 subsidized loan and \$6,000.00 unsubsidized loan for Freshmen (0-32 credit hours)
- \$4,500.00 subsidized loan and \$6,000.00 unsubsidized loan for Sophomores (33-64 credit hours)
- \$5,500.00 subsidized loan and \$7,000.00 unsubsidized loan for Juniors (65-96 credit hours) & Seniors (97-129)
- Loan counseling required for incoming students
- Loan approved by school and are processed through Department of Education (DOE)

- Funds arrive Electronic Funds Transfer-student receives notification in their campus mailbox
- First year students must wait to receive first loan payment 30 days after classes start
- Origination fees (regulated by DOE) deducted from funds
- Repayment begins six months after eligible enrollment ceases
- No interest on Subsidized loans while in school (government pays interest for the student)
- Unsubsidized Stafford Loans available to those not showing need (government does not pay interest)
- Variable interest rate, changes July 1 of each year

CARVER COLLEGE INSTITUTIONAL AID

GENERAL ELIGIBILITY REQUIREMENTS

The institutional aid offered by Carver College is not subject to the same rules as Title IV aid.

Scholarship Requirements

1. No Carver College scholarships awarded until FAFSA is completed and on file at Carver College.
2. Be accepted for enrollment to Carver College.
3. Complete a Carver College Financial Aid Information Form” and the “Scholarship Application Form”.

The following are deadline dates:

1. March 15-Carver College Financial Aid Information Form and Scholarship Application are due.
2. July 15-FAFSA must be completed by this date.
3. All students are encouraged to complete the three requirements as soon as possible. If by July 15th the student does not have the FAFSA completed, they may lose the scholarship.

To be eligible for continuation of your scholarship, the following must be met:

1. Remain in good standing as a student of Carver College.
2. Maintain satisfactory attendance at chapel.
3. Maintain the noted grade point average.

Financial and Tuition Assistance Opportunities

1. Students desiring to apply for any financial aid should pick up a financial aid packet from the Financial Aid Director well in advance of the semester for which the aid is needed. Students who have completed and submitted all necessary documents by March 1 for the fall semester and by October 1 for the spring semester will be given first priority in all financial assistance consideration.

2. The Financial Aid Committee determines all recipients of institutional financial aid. The committee will evaluate an applicant only after the student has completed and submitted all of the necessary documents. In general, candidates are evaluated on academic performance (i.e., at least a 3.0 GPA), Christian character, Christian service, need, and the availability of funds. Students who are granted financial assistance are sent an official letter of notification from the Financial Aid Committee.
3. The following list of financial aid opportunities should be read carefully and all criteria noted. Note: The Financial Aid Committee will grant a specific type of aid only if the applicant fully meets the stated criteria. Therefore, students should only apply for the types of aid for which they meet the indicated criteria.

Presidential Scholarship:

The Presidential Scholarship is awarded each year to a full-time student. Recipients of this scholarship are chosen according to their demonstration of academic excellence (i.e., at least a 3.5 GPA), Christian character, leadership potential, Christian service record, and financial need. Recipients of this scholarship are required to serve 20 hours per week during the semesters in which they receive this award. All efforts will be made to place the recipient in a position that fits their skill and advances the college. This scholarship is funded by the President of the Carver and other donors, and it covers 12 hours of tuition, room, and board. Fees are not included.

General Scholarship:

Recipients of this scholarship are chosen according to their demonstration of academic excellence (i.e., at least a 3.0 GPA), Christian character, Christian service, and financial need. Recipients of this scholarship are required to serve 20 hours per week during the semesters in which they receive this award. All efforts will be made to place the recipient in a position that fits their skill and advances the college. Funds for this scholarship are provided by the college's financial aid fund. This award covers 12 hours of tuition, room, and board. Fees are not included.

Institutional Work Scholarship Program:

The work scholarship program allows a limited number of students to acquire a position of employment at Carver. Students desiring to participate in this program should contact the Office of Student Affairs for available positions, job descriptions, and any other eligibility requirements. Funds for this program are provided by the college's financial aid fund.

Scholarships for Children of Active Missionaries:

Dependent children whose parents are actively serving as full time missionaries on a home or foreign field, under a recognized board (approved by the Admissions Committee) may receive a 50% reduction in tuition costs while attending Carver Bible College. Funds for this scholarship are provided by the college's financial aid fund.

Tuition Grant for Spouse:

The spouse of a full time student (one taking 12 hours or more) or a full time employee may take one course per semester tuition free. Regular application procedures must be followed and all other fees associated with registration must be paid. Funds for this grant are provided by the college's financial aid fund.

Roy Reeves, Sr. Memorial Scholarship:

The Roy Reeves Sr., Memorial Scholarship is awarded to a full time junior or senior student who demonstrates academic excellence, Christian character and financial need. This scholarship is funded by the Carver Alumni Association, and the amount of the award is \$300.00.

Dr. Herman Conley Memorial Scholarship:

This scholarship is given in memory of the late Dr. Herman Conley, who served as a Board Member and Professor. It is granted to a junior or senior student who shows promising pastoral ability, pastoral spirit of excellence, & demonstrates outstanding faithfulness to Christ and the church. The recipient of this scholarship must also have attained a GPA of 3.0. This awarded is provided by Berean Bible Baptist Church.

Dr. J.T. Alexander Memorial Scholarship:

The Dr. J. T. Alexander Memorial Scholarship is given in memory of the late Dr. J.T. Alexander, one of the first 14 students to enroll at Carver Bible Institute and a past member of the College's faculty. The scholarship is provided courtesy of the Mt. Calvary Missionary Baptist Church of College Park, Georgia, where Dr. Alexander served as pastor for 45 years. The Dr. J.T. Alexander Memorial Scholarship is awarded to a student who demonstrates excellence in pastoral studies.

Dr. T. Michael Flowers Scholarship:

The Dr. T. Michael Flowers Scholarship is awarded each year to a full-time junior or senior student. Recipients of this scholarship are chosen according to their demonstration of academic excellence, Christian character, and financial need. The scholarship is provided by both Community Bible Chapel (Atlanta, GA) and Decatur Bible Chapel (Decatur, GA).

Mrs. Barbara Walton Memorial Scholarship:

The Mrs. Barbara Walton Memorial Scholarship is awarded each year to a full-time junior or senior student. Recipients of this scholarship are chosen according to their demonstration of academic excellence, Christian character, and financial need. The scholarship is provided by both Community Bible Chapel (Atlanta, GA) and Decatur Bible Chapel (Decatur, GA).

Cheryl R. Crummie Memorial Scholarship:

The Cheryl R. Crummie Memorial Scholarship is given in memory of Cheryl R. Crummie, who served the college as Dean of Women and Professor of Science and Mathematics. The scholarship is awarded to a married female in her junior or senior year of academic study and who models the character of a virtuous woman, academic excellence, and demonstrates outstanding faithfulness to Christ and the church; and whose GPA is 3.0 or higher. This scholarship is funded by various donors.

L. Fleming Academic Scholarships:

The L. Fleming Academic Scholarship is given in honor of Mr. L. Fleming, Sr. The scholarship is awarded to a male student desiring to serve in the pastorate who demonstrates outstanding Christian character and academic excellence by maintaining a 3.4 GPA or higher. The scholarship is provided by the honoree's son, Mr. L. Fleming, Jr.

Leo Wells Scholarship:

The Leo Wells Scholarship fund is awarded each year to full-time (12 hours) international student. Recipients of this scholarship are chosen based on their financial needs as an international student, according to their demonstration of academic excellence, and Christian character. Requirements for this scholarship are a 3.0 GPA, and twenty hours work-study. This scholarship covers housing and twelve hours of tuition for an academic calendar. Each student is responsible for ALL fees, books and class supplies.

Veterans Benefits

Veterans attending Carver College may be eligible for education benefits. Contact your area Veterans Administration office for information and application materials. The Registrar's

Office at Carver College verifies enrollment and processes benefits for VA benefits.

VOCATIONAL REHABILITATION

If you qualify for rehabilitation funding, contact your home state area Department of Vocational

Rehabilitation office for eligibility requirements. Students with physical disabilities, including certain visual and auditory losses, are candidates. Apply early as funds are limited.

EMPLOYMENT OPPORTUNITIES

A number of opportunities are available for part-time employment in retail stores, fast food restaurants, and other businesses. Many local employers call the school when they have need because they like to have Carver College students fill their employee positions.

Some employment opportunity also exists on campus. Though Federal Work-Study jobs are need based and applied for through the Financial Aid Office, there are a few other positions available through the college food service or maintenance which do not require that a student show financial need.

GENERAL INFORMATION

Carver is committed to providing its students with a high-quality Christian education at the most affordable cost. As a result, generous financial gifts from individuals and private organizations go toward covering most of the College's operational outlay, leaving the students to pay for only a small portion of the actual expenses needed to finish their education.

PAYMENT POLICY

- All tuition, fees and other required expenses aforementioned are payable at the time of registration.
- All students are required to fulfill their entire financial obligation at the time of registration unless enrolled in the installment plan.
- The tuition and fees are subject to change based upon the approval of the Board of Trustees with or without notice.

REFUND POLICY

All fees are non-refundable. If a student withdraws from school prior to the end of the semester the following refund policies apply to tuition only:

- Withdrawal during the first week 75%
- During the second week 50%
- During the third week 25%
- After the third week 0%

Tuition refunds will be credited to the student's account when the student has an outstanding financial obligation. If no financial obligation to the College exists, the student may be issued a refund check.

** Review the Carver Catalogue for tuition fees calculations, non-refundable fees and Carver College installment plan available to students.

Carver College Scholarships

Carver College scholarships will be applied after 60% completion of the semester. If a student is placed on disciplinary probation or is dismissed from school, the student loses the current semester Carver College scholarship aid, figured on a pro-rata basis from either the date of non-disciplinary probation or the date of dismissal.

Housing

Students who apply for housing live in off-campus housing at Ashley Cascade Apartments (men and women) located less than a mile east of the campus or the Men's Dormitory located 1.5 miles North of the campus.

RETURN OF OVERPAYMENT

Title IV financial aid recipients who withdraw from all classes before 60% of completion, or who are administratively withdrawn from all classes may be required to return a portion of the financial aid they received. Calculations are done to determine the percent of financial aid earned and unearned for the given term.

Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment.

The student will be notified if a Return of Title IV funds is due. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

ORDER OF RETURN OF TITLE IV FUNDS

All returns will be distributed to the student financial assistance programs in the order below with the following exceptions. Title IV funds required to be returned by the student will not be distributed to a Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program. (Bold print represents grant & aid offered by Carver)

Federal Direct Unsubsidized Stafford Loan

Federal Direct Stafford Loan

Federal Perkins Loan

Federal Direct PLUS Loan

Federal PELL Grant Program

Federal SEOG Program

Other Title IV Programs

Other Federal and State Programs

Institutional or Agency Programs

If you withdraw or are expelled from school on or before the 60% point in the enrollment period and have received any federal financial aid, you may be responsible for part or full

repayment of the aid (programs affected are listed below). Repayment of Title IV Funds is figured according to the following formula and excludes Federal Work-Study.

- A. Calendar Days Completed = % of Aid Earned
 - B. Countable Calendar Days in Period
 - C. % of Aid Earned x's Title IV Funds Disbursed = Amount of Aid Earned
 - C. Title IV Funds Disbursed Amount of Aid Earned = Title IV Aid to be Returned
-

Note: If you withdraw or are expelled from school your Financial Aid will be suspended. You will then need to meet the qualifications outlined in the "Financial Aid Reinstatement" section of this handbook to receive Federal Financial Aid.

Only if there is any refund remaining following the return of this proportionate amount to Federal programs, and if the student does not owe the college, will he/she receive a refund.

SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to be eligible to receive federal financial aid, students must be making satisfactory progress toward the completion of their chosen course of study. Both the quality (Qualitative) and the quantity (Quantitative) of work is monitored.

Carver College requirements for satisfactory progress as listed in the college catalog under Academic Programs will apply.

Satisfactory Academic Progress is evaluated at the end of each academic year (See Carver College Catalogue)

The Registrar's Office calculates each student's Grade Point Average (GPA) at the end of each semester. In order to be eligible to receive federal financial aid, students must be making satisfactory progress toward the completion of their chosen course of study. Both the quality (Qualitative) and the quantity (Quantitative) of work is monitored.

In order to remain in good standing, you must maintain an overall 2.0 GPA for all courses taken while a student at Carver College. Students whose semester GPA falls below 2.0 are placed on academic probation. Students receiving any kind of financial assistance are required to maintain a cumulative GPA of at least 2.0. Failure to do so may result in the loss of funding. (See Financial Aid Handbook)After receiving notification of probation, students must meet with their advisor to plan a course of action for resolving the situation.

Qualitative – Grades

Students are expected to maintain a GPA of 2.0 (yearly average) and CGPA of 2.0 (cumulative average) consistent with requirements for graduation. (See page 50 of the Carver College Catalogue.)

GRADING SYSTEM

All work produced for a particular course of study is evaluated using the following grading system:

<u>Letter</u>	<u>Score</u>	<u>GPA</u>	<u>Interpretation</u>
A	90-100	4.0	Superior; outstanding mastery of subject
B	80-89	3.0	Very good; better than average mastery of subject
C	70-79	2.0	Satisfactory; average mastery of subject

D	60-69	1.0	Passable; minimum acceptable mastery of subject to achieve credit but with significant deficiencies
F	below 60		Failure; less than minimum acceptable mastery of subject necessary to achieve credit
I			Incomplete
W			Withdrew
WP/F			Withdrew passing/failing
AU			Audit

ACADEMIC HONORS

Graduates earning a cumulative grade point average of 3.0 to 3.50 for the entire college course of study are granted their degrees with Honors (cum laude).

Graduates earning a cumulative grade point average of 3.51 to 3.80 for the entire college course of study are granted their degrees with High Honors (magna cum laude).

Graduates earning a cumulative grade point average of 3.81 or higher for the entire college course of study are granted their degrees with Highest Honors (Summa cum laude).

Quantitative - Credit hours completed

1. Attempted Credits - Students must successfully complete* at least 70% of the credits they attempt. For Example: If a full-time student attempts 13 credit hours and successfully completes only 10 credit hours, the student will have met their 70% completion standard ($13 \times .70 = 9.10$ or credit hours). If a student attempts 13 hours and completes 8 hours, the student will be placed on financial aid probation for the following semester.

It is very important that you carefully consider decisions to drop/add credits once you have registered. Your drop/add decisions is computed into your overall GPA.

Note: Credit hours transferred in to CARVER COLLEGE are also included when considering maximum time for completion.

If a student has some unusual circumstances and needs additional time (more than 125%) to complete their program, they can appeal to the Student Affairs Office by following procedures listed under the "Appeal for Reinstatement of Financial Aid" section of this handbook. If the

appeal is accepted, program length can be extended from 125% to 150%. Appeals are not automatically accepted.

SUCCESSFUL COMPLETION OF A COURSE

To successfully complete a course taken for credit, the student must receive a letter grade of A, B, C, or D. Courses that receive F (Failing), W (Withdrawal), U (Unsatisfactory) or AU (Audit) are not considered successful completions and can result in termination of Financial Aid. If a student has taken I (Incomplete) in his/her course(s), financial aid will be extended for the next eight weeks of the following semester on a probationary status. When the student completes the Course work successfully, the satisfactory grade is figured into the CGPA and is then considered completed credit hours for financial aid eligibility. Incomplete grades that are not made up by the deadline (Outlined in the Carver College Catalog), will be recorded as an F (Failure). The grade will then be figured into the CGPA to determine eligibility for federal aid, which could be terminated.

REPEATED COURSES

If a student wishes to repeat a course to improve his/her grade, it will be figured into the CGPA like any other course. Repeated courses can be used to help re-establish financial aid eligibility. However, students are not eligible for title IV funds for repeated courses that are successfully completed.

DUAL ENROLLMENT

At the present time, Carver College has a Dual Enrollment Agreement. Credits transferred from another college must be classes taken toward their degree at Carver College. The transfer credits will be computed in the SAP (Satisfactory Academic Progress) in the 70% completed section. Only credits receiving a 2.00+ GPA will be transferable.

FINANCIAL AID PROBATION

Satisfactory Academic Progress (SAP) will be evaluated at the end of each Academic Year. Students who fail to maintain Qualitative standards (GPA) will be placed on probation and eligibility for aid will continue during this time. If qualitative standards are met by the next academic year the student will be removed from probation status.

Occasionally a bad semester early in one's college career will make it difficult to bring the CGPA (Cumulative Grade Point Average) up to the required standards in one additional semester. If a student continues to show progress by maintaining a satisfactory GPA even though the CGPA is below standard, financial aid may be granted on a probationary basis beyond the one semester.

Students who fail to maintain quantitative standards (70% of attempted credits successfully completed), and first academic year-Freshmen who fail to maintain qualitative standards (GPA of 2.0 or better), may be placed on probation. There is no probation for upper classmen on quantitative standards. However, the student on financial aid suspension can appeal to the Student Affairs Office by following the procedures listed under “Appeal for Reinstatement of Financial Aid” section of this Handbook.

FINANCIAL AID SUSPENSION

If qualitative (GPA) standards are not met during the probationary semester and satisfactory progress is not seen in the GPA, the student will be placed on financial aid suspension and financial aid will be withheld.

Likewise, if quantitative standards (70% of attempted credits) are not met, the student will be placed on financial aid suspension and will not receive financial aid until an appeal is accepted, or until they complete the required hours of credit. If your financial aid is terminated, you will no longer be able to receive funding from the following sources:

1. Subsidized and/or Unsubsidized Direct Loans
3. Pell Grant

APPEAL FOR REINSTATEMENT OF FINANCIAL AID

Occasionally there are unusual circumstances which affect a student's ability to perform to the best of their abilities (For Example: serious illness or a death in the family). A student, who has not met satisfactory academic progress due to an unusual circumstance, may submit a written appeal with supporting documentation (such as a note from the doctor if there is an illness) to the Student Affairs Financial Aid Office for reinstatement. Appeals must be submitted by the end of the first week of classes during the academic year in which financial aid is to be suspended. A decision on the appeal will be made and communicated to the student within 2 weeks of its receipt by the director of financial aid.

*Appeals are not automatically accepted.

FINANCIAL AID REINSTATEMENT

Students whose financial aid has been suspended can be reinstated when the following criteria is met. Successfully meet the satisfactory academic progress at Carver Bible College without the benefit of federal financial aid.

TRANSFER STUDENTS

If a transfer student comes to Carver College in good standing, he or she will be considered for all possible aid and will be treated as would any incoming freshman. However, a transfer student who, due to academic performance, is on financial aid suspension at the most recently attended institution will start at Carver College on financial aid probation. He or she will have only one semester to meet satisfactory progress requirements.

WHAT ELSE DO I NEED TO KNOW?

1. You must reapply for financial aid each year. A Carver College “Financial Aid Information Form” is distributed to each non-graduating student during the spring of each year. Renewal FAFSA's can be filled out online at www.fafsa.ed.gov.
2. You must have all necessary documents on file before receiving your awards (for example: Carver College Financial Aid Information Form, SAR, signed award letter, and FERPA).
3. If you take less than twelve (12) credit hours at Carver College, financial aid will be adjusted for three quarter, half-time, or less-than-half-time status.
4. You must inform the Student Affairs Office of any change in your financial status, including the addition of any scholarships or monetary gifts from outside sources.
5. Once a FAFSA has been completed, figures may not be changed due to a change in marital status of student.
6. All financial aid will be applied to student accounts. School bill must be paid in full before any money can be returned to the student.
7. Financial aid awards are processed beginning in May. If you wish to be considered for all possible aid, completing the application process early is advised.

PAYMENT POLICY

On the day of registration, you should be prepared to pay your semester charges in full. However, if this is not possible, the payment plan option is available:

- (1) Two payments (one at registration and one at mid-term), or
- (2) Three payments (At registration, a payment on the second and fourth month.).
A payment option must be declared at registration.

The following types of aid will be applied as anticipated payment on the day of registration:

1. Institutional scholarship or tuition waiver if an award letter is on file.
2. Awarded Grants such as: Federal Pell Grant, FSEOG, or state grants (NOG).
3. Church or other organization scholarships (if a letter from them indicating an award is on file).
4. Federal Direct Loan Program (student & parent loans) if application has been made and a signed award letter is on file.

Students may not graduate, re-enroll for an ensuing semester, or receive an official transcript with an outstanding student account. Additionally, at the conclusion of each semester, outstanding student accounts are transferred to a collection agency. Course work taken outside of the traditional Fall and Spring semesters must be paid for at registration. If the appropriate funds are available, students may utilize funds from their Carver College student accounts to meet their summer course obligations. Students will be required to pay the balance of the course expense if the funds are less than the total bill due.

STATEMENT OF LICENSURE AND ACCREDITATION

Carver College is listed in the Education Directory of the Department of Education as a recognized institution of higher education. It is approved by the State Department of Education for the granting of degrees and certificates and for training of veterans and other persons eligible for Veterans Administration benefits. Approval has also been granted by the U.S. Department of Justice, Immigration, and Naturalization Service, for the training of nonimmigrant alien students.

Carver College has been granted accredited status by the Association for Biblical Higher Education (ABHE). ABHE is recognized as national accrediting agency by the Council for Higher Education Accreditation (CHEA).

STATEMENT OF NONDISCRIMINATORY POLICY

It is the policy of Carver College not to discriminate on the basis of race, color, national and ethnic origin, sex, age, or physical handicap in its educational programs, admissions policies, financial aid, or other school-administered programs.

CHECKLIST FOR APPLYING

- [] I have submitted my Application for Admission to the Admissions Office, 3870 Cascade Road SW, Atlanta, GA 30331. Date mailed ___/___/___.
- [] I have submitted my Application for Financial Aid to Carver College to the Financial Aid Office, 3870 Cascade Road SW, Atlanta, GA 30331. Date mailed ___/___/___.
- [] I have completed my FAFSA for Federal Pell Grant or any need-based aid, made a photocopy, and submitted it. Date mailed ___/___/___.
- [] I have reviewed my SAR received from the Department of Education. If it was incorrect, made the necessary changes, signed it, made a photocopy, and returned the original to the Carver College Financial Aid Office for electronic reprocessing. Date mailed ___/___/___.
- [] If I received a Verification Worksheet, it has been correctly completed, the necessary tax returns and other requested documentation have been attached, and all have been mailed to the Carver College Financial Aid Office. Date mailed ___/___/___.
- [] I have received my Final Award Letter, signed and returned one copy to the Carver College Financial Aid Office indicating acceptance or rejection of the proposed aid. Date mailed ___/___/___.
- [] If my award package allows a loan and I need to apply for one, I will need to go to **www.studentloans.gov** and complete the entrance counseling and MPN (master promissory note). Date submitted ___/___/___.
- [] I have made arrangements to pay the balance of my direct college expenses due at registration (tuition, fees, room and board). Date ___/___/___.