

Terms and Conditions
Earlham College Financial Aid Award
2009-10 Academic Year

Students are responsible for reading this document carefully.

Applying for Financial Aid

Aid applicants submit their FAFSA electronically at www.FAFSA.ed.gov.

- New students must submit the Free Application for Federal Student Aid (FAFSA) by March 1.
- Returning students from Indiana must also submit the FAFSA by March 1.
- Returning students who are not from Indiana must submit the FAFSA by June 1.
- Returning students intending to study off-campus during Fall Semester are encouraged to submit their FAFSA by April 1.

If Earlham College receives FAFSA results for a student who is no longer enrolled, but who was previously enrolled, the Financial Aid Office will not consider those results and will not calculate a financial award for that student.

Award Notification

Students are notified of their aid on a rolling basis after they have submitted all their aid application materials. Students first entering Earlham College for the Fall Semester usually receive notification beginning in early February preceding the Fall Semester. For continuing students, this notification typically begins in April preceding the Fall Semester. Aid notifications for students not enrolled during the Fall Semester but enrolling during Spring Semester are notified of their aid in December or early-January.

Accepting the Financial Aid Award

Earlham College assumes students accept the aid offered in their Award Notification each year unless they notify the Financial Aid Office in writing to the contrary using the [Financial Aid Update Form](#) provided with the Award Notification.

Sources of Aid

All aid sources beginning with “Federal” described on the Grants, Scholarships, Loans and Employment Web pages or PDFs are federally funded or guaranteed.

Most of the aid sources listed on a student's Award Notification are awarded according to the family's financial circumstances. The Federal Direct PLUS Loan, Federal Direct Unsubsidized Stafford Loan, Earlham-funded or controlled merit aid, and aid funded by other agencies are exceptions to this.

Eligibility for assistance provided and/or guaranteed by the federal government, a state government, or Earlham has been determined according to the rules, regulations and policies governing the specific program.

Grants, Scholarships, Loans and Employment

A printed copy of the various Web pages for [Grants](#), [Scholarships](#), [Loans](#) and [Employment](#) is included with the Earlham College Award Notification. It is the student's responsibility to read and understand this information.

Limits and Policies Governing Student Financial Aid

Satisfactory Academic Progress. To receive financial aid, students must be making minimum satisfactory academic progress toward their degree as described in the [Earlham College Curriculum Guide](#). Students receiving financial aid should carefully read and fully understand these requirements.

Students not making satisfactory academic progress but who are permitted to continue at Earlham College by the Academic Advisory Committee will receive aid on a probationary status for one semester. Financial aid will not be offered for the next semester if students do not meet the stated academic requirements of their probationary status as determined by the Academic Advisory Committee.

Financial Aid Eligibility. Students must be enrolled full-time, taking at least 12 credits per semester, to receive financial aid. Financial aid will not be disbursed to students taking fewer than 12 credits unless the Registrar has approved the students' part-time status.

Financial Aid Eligibility for Eight Semesters. Students may receive the Earlham-funded financial aid for which they qualify for the equivalent of eight semesters. Time spent at another college or university or on off-campus programs is included in the eight semesters.

Students receiving a Presidential Honors Scholarship, Cunningham Scholarship, or C. B. Edwards Scholarship may receive the scholarship during their eighth semester at Earlham College provided (1) they have registered for at least six credit hours and (2) the Earlham College Registrar has approved their registration as part-time students.

Maximum Time-Frame for Federal Title IV Student Aid. The maximum time-frame during which students may receive Federal Title IV Student Aid at Earlham College is the *least* of the following: (1) a student's completion of all requirements including a major, general education requirements, and 122 semester hours (120 academic), OR (2) the completion of 10 semesters or the equivalent of 10 semesters of full-time academic work including time spent at other colleges or universities, OR (3) the completion of 150 semester hours, including those completed at other colleges or universities.

Financial Aid and Off-Campus Study. Students may receive merit or need-based Earlham-funded aid for *one* Earlham- or GLCA-approved off-campus program. Federal and/or state funded aid may be used for more than one Earlham or GLCA approved off-campus program. The maximum timeframe for receiving Federal Title IV Student Aid as stated above applies to off-campus programs. Earlham-funded aid is *not* available for May Term programs charges or other expenses.

Payment of Direct College Charges

Direct charges for attending Earlham College, including but not limited to, tuition, fees, room and board are published annually. Other costs students incur include books and academic supplies, personal expenses, and transportation to and from campus. These expenses vary by student.

The Accounting Office sends students a semester bill approximately six weeks prior to Registration Confirmation Day; payment is due when indicated on the semester bill. Details of Earlham's payment options, including a monthly payment plan, are described on the billing statement.

Financial Aid Disbursement

All aid is disbursed directly to full-time students' accounts. Financial aid, including Earlham-funded grants, federal and/or state funded grant aid, and federal student loans, are not ordinarily disbursed to a student's account until the first day of class. Financial aid may be disbursed 10 days prior to the start of classes for unusual, special circumstances. Students receiving financial aid must be registered full-time unless approved for part-time status by the Registrar.

Students offered any Federal Title IV Student Loan including a Federal Perkins Loan or Federal Direct Loan must comply with all federal requirements including properly completing promissory notes and entrance counseling before the loans can be disbursed.

Aid will not be disbursed to students whose aid application is selected for verification by the Federal Department of Education until all required or requested information has been submitted to the Earlham College Financial Aid Office.

Any awards or funds not administered by the College will not be credited to students' account until Earlham's Accounting Office receives the check or another form of payment.

Funds listed within Estimated Award Notifications and grants listed as "anticipated" or "estimated" on an Award Notification will not be credited to the student's account until the requested information is provided by the student or Earlham College can confirm students' eligibility for the funds. Anticipated awards may result in a service charge if documentation is not received before the beginning of each semester.

Credit Balances

If Federal Title IV financial aid exceeds a student's Earlham College charges for a semester, the credit balance created by federal funds are refunded to the student by check.

If proceeds from a Federal PLUS Loan create a credit balance, the funds are refunded to the parent borrower by check.

Credit balances caused by all other payments are held on the student's account. Students should contact the Accounting Office to obtain a refund.

Student Responsibilities

Enrolling Full-Time. Students must be enrolled full-time, 12 credits per semester, to receive financial aid. Financial aid will not be disbursed to students taking fewer than 12 credits unless the Registrar has approved the students' part-time status.

Future Direct Loan disbursements for the academic year will be canceled for students with a Direct Loan who drop courses and subsequently lower their registration for fewer than six credits. If students drop a class or classes after the conclusion of a semester's published registration period deadline, tuition charges and financial aid will not change from their full-time basis.

Applying for Aid on Time. Students must apply on time for all types of federal and state aid. Earlham **will not** replace funds lost by a student who does not meet application deadlines. Financial aid is awarded one year at a time. Students must re-apply for need-based financial aid each academic year.

Reporting Additional Financial Assistance. Students must report any additional financial assistance received, including tuition remission, which was not included on their Award Notification. Outside aid will apply first to any unmet need according to federal regulations, then will reduce need-based loans and work if required by federal regulations. Need-based grants are reduced if required to keep students' aid within their demonstrated financial need following federal regulations. Different policies apply to Bonner Scholarship recipients.

Using Aid for Educational Expenses. Students may use financial aid only for room, board, tuition, fees, transportation, books, and related education expenses.

Registering for the Selective Service. All male students, 18 or older, must register for the Selective Service to receive Federal Title IV Student Aid funds. If a student cannot register for reasons of conscience, he may submit an appeal to Earlham to replace lost federal aid with Earlham funds. Students should contact the President's Office for information about this appeal process.

Reporting Wages to the IRS. Students must report student wages as income if/when required by the Internal Revenue Service. All grants and scholarships that exceed the student's tuition, fees, books and required equipment also may be taxable income and should be reported on the student's federal income tax return following IRS instructions. It is each student's responsibility to be aware of Federal Income Tax law.

Appeals and Reconsideration for Aid

Students or parents whose financial circumstances change after completing the aid application or who encounter unusual circumstances should send a letter with supporting material detailing the situation to the Financial Aid Office. The Financial Aid staff will review the circumstances and, if appropriate, revise the aid award(s). A student may appeal to the Financial Aid Committee if needed. Any increases in aid, however, depend on availability of aid funds to Earlham.

Arranging Leaves of Absence and/or Withdrawing from Earlham College

Students may take an approved leave of absence by requesting the leave in writing and gaining approval from the Student Development Office. Direct Loan and Perkins Loan regulations regarding leaves of absence differ significantly from Earlham's leave of absence policies.

Therefore, students receiving *any* type of financial assistance are required to

- (1) consult with the Financial Aid Office and
- (2) follow the leave and withdrawal procedures outlined in the [Student Handbook](#).

Contacting the Financial Aid Office

Located on the lower level of Carpenter Hall, Earlham's Financial Aid Office is open Monday through Friday, 8 a.m. to Noon and 1 p.m. to 5 p.m.

Earlham College Financial Aid Office
801 National Road West
Richmond, IN 47374-4095
Phone (765) 983-1217

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