Office of Financial Aid

Terms & Conditions

2016-2017

Office of Financial Aid
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Office of Financial Aid Terms & Conditions

Introduction
Santa Fe University of Art and Design is certified by the U.S. Department of Education as being eligible to participate in the Pell Grant program, the Federal Supplemental Educational Opportunity Grant program, the Federal Perkins Loan program, the Federal Direct Loan Program and the Federal Work Study program.

The following sections detail the policies related to financial aid programs. Federal regulations that govern the administration of federal aid programs are subject to change. Notification of any regulatory change will be provided to all students prior to the effective date of the new or revised policy.

Federal Pell Grants
Federal Pell Grants are generally awarded to undergraduate students who have not yet earned a bachelor’s or professional degree. All recipients are limited to a lifetime eligibility of 6 years of full time Pell. The Department of Education, using a standard need-based formula established by Congress, determines eligibility. The Pell Grant maximum for the 2016-2017 award year (July 1, 2016 to June 30, 2017) is $5,815. How much students receive depends on their expected family contribution, cost of attendance, whether they are enrolled full time or part time, and whether they are attending for a full academic year or less. Students may not receive Pell Grant funds from more than one school at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates students who are enrolled in their first undergraduate program of study and who have exceptional financial need. Funding is extremely limited. Pell Grant recipients with the lowest expected family contributions (EFC) will be considered first for a FSEOG. Just like Pell Grants, this grant does not have to be repaid.

Federal Perkins Loans
Grandfather restrictions will begin on Perkins loans as of the 2015-16 award year. Students who received the Perkins Loan in 2014-15 and who remain in the same program will be awarded up to $1,000 for the award year. Students who receive Perkins may appeal for additional Perkins funding up to the $5000 maximum.

Federal Direct Loans
Federal Direct Subsidized Loans are need-based. The federal government pays the interest on this loan while the student is enrolled at least half-time in school.
**Federal Direct Unsubsidized Loans** require that the student pay the interest while enrolled, unless the student arranges to postpone the interest payment by checking the appropriate box indicated on the Master Promissory Note. Students should be careful when choosing this option: It means that the interest will be capitalized (the accrued interest will be added to the principal amount), increasing the amount of the debt.

Both the subsidized and unsubsidized loans have a 1.068% origination processing fee deducted from each disbursement of the loan.

Students typically have a 6-month repayment grace period for all federal direct loans. A grace period is a period of time after borrower’s graduate, leave school, or drops below half-time enrollment where they are not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins. After this time, payments must be made. During the grace period, interest will not be charged on subsidized loans but will continue to be charged on unsubsidized loans. Payments are usually due on a monthly basis.

Creditworthiness is not a requirement to obtain a Direct Loan. Under this program, students may borrow up to their maximum annual loan limit every award year. Loan funds can be used to cover direct education costs such as tuition and fees, room and board, as well as indirect costs such as travel to and from school, books, and other education-related expenses. Federal direct loans borrowed while enrolled at another institute may impact a student’s loan eligibility at Santa Fe University of Art and Design. Before any funds are disbursed, students must read important disclosure information regarding their student loan(s). The disclosure statement provides information about the Direct Subsidized Loan and/or Direct Unsubsidized Loan that SFUAD plans to disburse (pay out) by crediting the student’s school account, paying the student directly, or both. There is also a Plain Language Disclosure that will explain the terms of the loan(s). Both disclosures are available at [www.studentloans.gov](http://www.studentloans.gov). Students are encouraged to keep a copy of all disclosures for their records.

All information submitted for the purpose of securing a federal student loan will be submitted to the National Student Loan Database System (NSLDS) and accessible by authorized agencies, lenders, and institutions. The student loan borrower is responsible for knowing the total amount of federal loans borrowed. A summary of an individual’s federal loan debt is available via the NSLDS website ([www.nslds.ed.gov/nslds_SA/](http://www.nslds.ed.gov/nslds_SA/)).
**Entrance Counseling**

**First-time** borrowers are required to complete Direct Loan Entrance Counseling prior to receiving the first disbursement of a Direct Loan. Counseling is completed online at StudentLoans.gov or by clicking here Subsidized and Unsubsidized Loan Entrance Counseling and will help students understand their rights and obligations as student loan borrowers. Loan counseling must be completed before students can receive loan funds.

**Exit Counseling**

To help students manage their student loans after graduation, federal regulations also require that they complete exit loan counseling. Exit loan counseling is available online at StudentLoans.gov or here http://www.nslds.ed.gov/nslds_SA/ and should be completed:

- before the student graduates
- before the student transfers to another institution
- before withdrawals and leaves of absence
- if a student is enrolled less than half time

**Undergraduate Students: Direct Loan Maximums**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1* (0–31 credits)</td>
<td>$5,500—Only $3,500 of this amount may be in subsidized loans.</td>
<td>$9,500—Only $3,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Year 2* (32–63 credits)</td>
<td>$6,500—Only $4,500 of this amount may be in subsidized loans.</td>
<td>$10,500—Only $4,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Years 3–4* (64 credits to program completion)</td>
<td>$7,500—Only $5,500 of this amount may be in subsidized loans.</td>
<td>$12,500—Only $5,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Lifetime Maximum Total Debt from Stafford and Direct Loans (in each status)</td>
<td>$31,000—Only $23,000 of this amount may be in subsidized loans.</td>
<td>$57,500—Only $23,000 of this amount may be in subsidized loans.</td>
</tr>
</tbody>
</table>

† Dependent students whose parents have been denied a Federal Parent PLUS Loan are eligible to borrow at the independent undergraduate level.

*Students in undergraduate certificate programs or who are in the last two terms of their academic program may be eligible for reduced amounts due to required pro-rating.
Federal Student Loan Repayment Plans

Federal Direct and Stafford Loans offer several repayment plan options. Some of the options carry a lower monthly payment than standard repayment, but choosing these extends the term of the loan and increases the total amount of interest paid during the life of the loan. Learn about the various options and your ability to move between plans by visiting http://studentaid.ed.gov/repay-loans.

Repayment Estimator is a tool that William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) program borrowers can use to obtain preliminary repayment plan eligibility information and estimated repayment amounts. This easy-to-use tool offers borrowers the opportunity to obtain preliminary repayment information across all of the repayment plans. Its advantage over repayment plan-specific calculators is that it provides side-by-side results for all plans and information about the total cost of a loan over time. The new Repayment Estimator is available for borrower use on the www.studentloans.gov website.

1. **Standard Repayment.** On a standard repayment plan, a borrower pays a fixed monthly amount for a loan term of up to 10 years, with a $50 minimum monthly payment.

2. **Extended Repayment.** Extended repayment is like standard repayment, but allows a loan term of 12 to 30 years, depending on the amount borrowed. Stretching out the payments over a longer term reduces the size of the monthly payment, but increases the total amount repaid during the life of the loan.

3. **Graduated Repayment.** Graduated repayment starts off with lower monthly payments, which gradually increase every two years. The loan term is 12–30 years, depending on the amount borrowed. The monthly payment must be at least $25 and will amount to at least the interest accruing.

4. **Income-Based Repayment.** This is a new plan started in 2009 for all federal loan borrowers. Income-based repayment extends the term for up to 25 years and bases the monthly repayment amount on the borrower’s income, resets annually, and caps the monthly payments at a lower percentage of income than income-contingent repayment. If income is low enough, the interest that accrues is waived for a fixed period of time. At the end of 25 years, any remaining balance on the loan will be canceled, and the amount canceled is taxable.

5. **Income-Contingent Repayment.** This applies only to Direct Loans. Monthly payments are based on the borrower’s income and total amount of debt. Payments are adjusted each year as the
borrower’s income changes. The loan term is up to 25 years. At the end of 25 years, the remaining balance on the loan will be canceled, and the amount canceled is taxable. A $5 minimum monthly payment is required.

6. Income-Sensitive Repayment. With an income-sensitive plan, the borrower’s monthly loan payment is based on annual income. As income increases or decreases, so do the payments. The maximum repayment period is 10 years. Borrowers should ask their lender for more information on FFEL Program Income-Sensitive Repayment Plans. Direct Loans are not eligible for this repayment plan.

7. Pay As You Earn. Borrowers with eligible student loans may qualify for this program, that includes a repayment based on income, interest payment benefits, limitation on capitalization of interest and loan forgiveness, if the borrower qualifies. Borrowers should speak with their loan servicer for more information on this program.

Loan Deferments

Under certain circumstances, an enrolled borrower is entitled to have the repayment of a loan deferred. During deferment, the borrower is not required to pay loan principal and interest on subsidized loans does not accrue. After the in-school deferment, the borrower may be entitled to one grace period of 6 consecutive months. The date that the deferment starts may affect the length of the grace period.

Students who have a valid social security number on file at Santa Fe University of Art and Design will have their enrollment here reported and updated monthly with the National Student Clearinghouse (NSC). The NSC communicates electronically with the federal and non-federal loan servicers to insure that students who remain enrolled maintain the in-school deferments for which they are eligible.

Santa Fe University of Art and Design’s Policy: Students who seek to defer repayment of their prior student loans and do not want to rely on the electronic exchange with the NSC must fill out forms to have their enrollment status verified. Students must get the forms from their lender(s) and send them directly to:
Santa Fe University of Art and Design
Office of the Registrar
1600 St. Michael’s Drive
Santa Fe, NM 87505

At the top of the form, students should include their enrollment start date and the term for which they are requesting an in-school deferment.

Note: Any deferment paperwork sent to Santa Fe University of Art and Design’s registrar’s office for enrollment verification is forwarded to the National Student Clearinghouse on a weekly basis.
Annual Loan Limits vs. Lifetime Aggregate Loan Limits

Annual Loan Limits

The federal government limits the annual amount of Federal Direct Loans that a student can borrow. Santa Fe University of Art and Design defines its annual award year as two semesters and an 8-week summer term for traditional students, and as three semesters for students enrolled in the year-round programs. Loans borrowed at a prior institution can impact a student’s eligibility at Santa Fe University of Art and Design. Our office may ask students to provide additional information about prior loans in order to process new loans at Santa Fe University of Art and Design.

Direct Subsidized Loans

**Undergraduate:** annual borrowing ranges from $3,500-$5,500 depending on year in school

Direct Unsubsidized Loans

**Undergraduate:** annual borrowing ranges from $5,500-$12,500 (less Direct Subsidized Loan eligibility) depending on year in school and dependency status

**Parent PLUS Loans:** processed based on a three-semester award year, limited annually by the cost of attendance minus any financial aid received.

Lifetime Aggregate Loan Limits

The federal government limits the aggregate amount of Federal Direct Loans that a student can borrow in her or his lifetime. The lifetime aggregate limits for federal loans (Stafford and Direct) are as follows:

**Dependent undergraduate students:** $31,000 combined (only $23,000 may be subsidized).
**Independent undergraduate students:** $57,500 combined (only $23,000 may be subsidized).
**Parent PLUS Loans:** no lifetime maximum.

As a loan borrower, students are responsible for knowing the total amount of federal loans they have borrowed. Having sufficient remaining eligibility is important to a student’s ability to successfully complete their academic program. A summary of each borrower’s federal loan debt is available via the National Student Loan Data System at www.nslds.ed.gov.
Exceeding Annual or Aggregate Loan Limits
Your Student Aid Report (SAR) may indicate that a student has inadvertently borrowed in excess of the Federal Direct Loan limits. For example, it is possible that a student was inadvertently allowed to borrow federal undergraduate loans in excess of undergraduate limits at a prior institution. Before Santa Fe University of Art and Design can award Direct Loans to the student; the student must reaffirm the debt by either consolidating the prior loans that exceed the limits or obtaining a reaffirmation letter from the holder of the loan(s).

Federal Direct Parent Loans for Undergraduate Students (PLUS)
Federal PLUS Loans are available to all parents of dependent undergraduate students regardless of income. Qualification is based solely on good credit. You must be the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. Your child must be a dependent student who is enrolled at least half-time at Santa Fe University of Art and Design. There are no debt-to-income ratio guidelines or employment verification requirements. Parents may borrow up to the total education cost for the year, minus any other financial aid that the student is receiving. The total education cost may include tuition and fees, room and board, books and supplies, transportation, and living allowance. The interest rate for a Federal Direct PLUS Loan is 6.84%. A federal fee of up to 4.272% may be deducted from the loan disbursement. PLUS loan repayment normally begins within 60 calendar days after the loan has been fully disbursed. Parents may request that repayment be delayed while the student is enrolled at least half-time and during the 6 month grace period after the student graduates or is no longer enrolled at least half time. In certain circumstances, parents may elect to repay the loan on a graduated repayment schedule, making interest-only payments (with the amount based on the term of the loan, at least $50 per month) for a portion of the repayment term.

Department of Education Student Loan Ombudsman
The Student Financial Services Office at Santa Fe University of Art and Design is always ready to assist with any questions or concerns regarding Federal Loans (Subsidized, Unsubsidized, or Parent PLUS). If loan issues cannot be resolved, the Department of Education’s Office of the Ombudsman for student loan issues is available. An ombudsman resolves disputes from a neutral and independent viewpoint. The federal student aid ombudsman will informally research a borrower problem and suggest solutions to resolve the problem.
Student borrowers can contact the department’s Office of the Ombudsman via the following::

http://studentaid.ed.gov/repay-loans/disputes/prepare

Toll-free telephone: 1-877-557-2575  
Fax: 1-202-275-0549  
Mail: U.S. Department of Education  
FSA Ombudsman  
830 First Street, NE  
Fourth Floor  
Washington, DC 20202-5144

**National Student Loan Data System (NSLDS) Information for Students**

Students may access personal federal loan information at the NSLDS Student Access website (www.nslds.ed.gov) by providing a Social Security number, date of birth, federal PIN (used to complete the FAFSA), and the first two letters of the last name.

**Private Education Loans**

**Comparing Private Loans and Federal Loans**

Private education loans may have significant disadvantages when compared with federal education loans. We strongly encourage you to first borrow any federal loans for which you are eligible. The chart below will help you in understanding the differences between Federal and Private Loan funds.
## Comparison Chart of Federal and Private Education Loans

<table>
<thead>
<tr>
<th></th>
<th>Federal Loans</th>
<th>Private Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Check Required?</strong></td>
<td>Direct Loan: No&lt;br&gt;P&lt;sub&gt;L&lt;/sub&gt;US/GradPLUS: Yes (limited)</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Credit Score or Debt-to-Income Considered?</strong></td>
<td>Direct Loan: No&lt;br&gt;P&lt;sub&gt;L&lt;/sub&gt;US/GradPLUS: No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Co-Signer Required?</strong></td>
<td>Direct Loan: No&lt;br&gt;P&lt;sub&gt;L&lt;/sub&gt;US/GradPLUS: Usually no</td>
<td>Usually yes</td>
</tr>
<tr>
<td><strong>Deferment Options</strong></td>
<td>Several options</td>
<td>Depends on lender</td>
</tr>
<tr>
<td><strong>Grace Period</strong></td>
<td>Direct Loan: 6 months</td>
<td>Depends on lender</td>
</tr>
<tr>
<td><strong>Interest Rate</strong></td>
<td>The interest rates for undergraduate subsidized and unsubsidized Direct Loans disbursed on or after July 1, 2015 through June 30, 2016 are fixed at 4.29%.&lt;br&gt;The interest rates for graduate unsubsidized Direct Loans disbursed on or after July 1, 2015 through June 30, 2016 are fixed at 5.84%. The interest rate for PLUS/Graduate PLUS loans disbursed on or after July 1, 2015 through June 30, 2016 is fixed at 6.84%, with interest beginning to accrue upon disbursement.</td>
<td>Usually variable</td>
</tr>
<tr>
<td><strong>Loan Fees</strong></td>
<td>Both the subsidized and the unsubsidized Direct Loans disbursed on or after October 1, 2015 through November 30, 2016 have a 1.068% origination fee.&lt;br&gt;Federal Direct PLUS/Graduate PLUS loans disbursed on or after October 1, 2015 through November 30, 2016 have a 4.272% origination fee.</td>
<td>Depends on lender</td>
</tr>
<tr>
<td><strong>Flexible Repayment Options</strong></td>
<td>Many options available</td>
<td>Generally none</td>
</tr>
<tr>
<td><strong>Loan Forgiveness Options</strong></td>
<td>Several options available</td>
<td>Generally none</td>
</tr>
<tr>
<td><strong>Penalties for Early Repayment</strong></td>
<td>None</td>
<td>Depends on lender</td>
</tr>
</tbody>
</table>
Choosing a Private Loan

When choosing a private education loan, you should compare the loan terms offered by several lenders in order to choose the best fit for your situation. A resource for finding active private education loan programs is www.elmselect.com/Home/Index. When choosing your lender make sure that SFUAD students are eligible for the lender’s programs.

Several points should be researched when considering a private loan:

- What is the interest rate? Is it fixed or variable? Is the rate capped?
- What fees must be paid for this loan and when are they paid?
- How will the student receive loan funds?
- When does repayment begin, and is there a grace period?
- What will the monthly payment be?
- What will be the total cost if the student uses the full repayment period?
- Are there penalties for early repayment?
- Are there deferment, forbearance or cancellation options?

Most private loan programs require the Office of Financial Aid to certify a student’s eligibility before approving the loan. If students receive financial aid, they must notify the financial aid office of any private loans they borrow, as it may affect their aid eligibility.

Truth in Lending Act

Under the Federal Truth in Lending Act (TILA), the lender must provide the following documents:

- **Self-Certification Form:** Students must complete this form and return it to the lender before receiving their first disbursement of loan funds.

- **Final Disclosure and Right-to-Cancel Period:** After the student signs the promissory note, the Final Disclosure Statement confirms the terms and conditions of the loan. At the time that this final disclosure is delivered, the "right-to-cancel" period begins. During this period of 3 to 6 days, the student may cancel the loan by contacting the lender. The lender cannot release the first disbursement of loan funds until the end of the right-to-cancel period.

Institutional Scholarships

To receive scholarships, students must be fully admitted and enrolled in a degree-seeking program. Most scholarships are awarded to students prior to initial enrollment, and are renewable if terms and conditions are met.*
Students may be eligible for multiple awards. Total institutional aid will not exceed the cost of tuition for the program. Since not all scholarships can be combined with one another, students will be awarded the institutional aid that results in the highest reduction in per semester costs.

In addition, please note:

- Scholarship eligibility may vary based on factors such as portfolio/audition evaluation, enrollment status, financial need, and incoming GPA.
- Availability of certain scholarships is limited and may be awarded on a first-come, first-served basis.
- Eligibility conditions for scholarships are subject to change. Adjustments to tuition rates may affect certain scholarships. Students may be eligible for scholarships while participating in study abroad.
- Receipt of scholarships may require a review and adjustment of federal student aid offered to a student.
- Most scholarships require full-time attendance (typically 12 credits per semester as measured at census).
- All scholarships are renewable provided that the terms and conditions of the scholarship, as outlined on the student’s scholarship notification letter, including satisfactory academic progress as measured by the university, are met.
- Some scholarships require a specific cumulative GPA for renewal.
- Continuous enrollment is expected for renewal, but exceptions may be allowed for up to two terms for students on official withdrawals and leaves of absence.
- Students planning to take a leave of absence from their program need to complete an official Leave of Absence (LOA) Form prior to leaving to retain scholarship eligibility.

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- All scholarship recipients are also encouraged to apply for federal student assistance through the FAFSA. See the Office of Financial Aid for information.
- Students eligible for the mayor’s or governor’s scholarship must also meet all other specific criteria and guidelines set forth by the mayor’s or governor’s offices.

*For discontinued awards including the General, Transfer, Presidential, and Spring 2010, renewal is limited to 5 years.*
Which scholarships can be combined?

<table>
<thead>
<tr>
<th>Achievement</th>
<th>Chair’s Talent</th>
<th>Transfer Award</th>
<th>BBA Program Award</th>
<th>University Bridge</th>
<th>Early Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
<td>NA</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Chair’s Talent</td>
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<tr>
<td>Transfer Award</td>
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<td>No</td>
<td>NA</td>
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<tr>
<td>BBA Program Award</td>
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<td>NA</td>
<td>Yes</td>
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<tr>
<td>University Bridge</td>
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<tr>
<td>Early Action</td>
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<tr>
<td>Teacher/Counselor</td>
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<td>No</td>
<td>Yes</td>
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<td>Writer’s Award</td>
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<td>Yes</td>
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<tr>
<td>Alumni Award</td>
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<td>Yes</td>
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<tr>
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<tr>
<td>SF Resident</td>
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<tr>
<td>Emerging Artist</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Unique Voice</td>
<td>No</td>
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<table>
<thead>
<tr>
<th>Teacher/ Counselor</th>
<th>Writer’s Award</th>
<th>Alumni Award</th>
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<th>SF Resident</th>
<th>Emerging Artist</th>
<th>Unique Voice</th>
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<td>BBA Program Award</td>
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<td>University Bridge</td>
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<td>Early Action</td>
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<td>Teacher/Counselor</td>
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<tr>
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<td>No</td>
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<tr>
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<td>NA</td>
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</tr>
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<td>No</td>
<td>NA</td>
<td>No</td>
</tr>
<tr>
<td>Unique Voice</td>
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<td>No</td>
<td>No</td>
<td>No</td>
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</tr>
</tbody>
</table>

State Grant Aid

Some states have a reciprocity policy for their state grants. Check with the appropriate state agency as indicated here: [http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE](http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE)

Federal Perkins Loan

The Federal Perkins Loan is awarded to students with exceptional financial need. This is a federal loan...
program, with the school acting as the lender using a limited pool of funds repaid by prior borrowers. The Perkins Loan is a subsidized loan, with no interest during the in-school and 9-month grace periods. There are no loan fees, and the interest rate is fixed at 5%. There is a 10-year repayment period.

**Federal Work-Study (FWS)**

Federal Work-Study provides subsidized part-time employment for undergraduate students with financial need, giving them an opportunity to earn money to help cover their educational expenses, such as tuition and books and transportation, as well as providing them with positions that complement their educational programs or career goals, whenever possible. To be eligible for work-study employment, students must be in good academic standing and enrolled or accepted for enrollment. The Office of Financial Aid provides as many work-study positions as limited funding allows. Priority is given to students with financial need who complete the Free Application for Federal Student Aid (FAFSA) by July 1 each year and indicate interest for Federal Work Study when completing the FAFSA.

Student workers will receive written notification of their award of FWS funds and an authorization packet to be completed before the first day of student employment. The student will take the signed authorization packet to their hiring manager who will complete all necessary sections of the packet and send the student worker to the HR department. The student should bring any necessary ID’s and banking information with them to the HR department. HR will process the paperwork and notify the hiring manager when the student worker will be able begin working. HR will submit the completed paperwork to Baltimore where the student worker will be issued an employee ID number separate from their student ID. Hiring managers cannot allow students to work until they have received a confirmation email from HR.

**Financial Aid Application Process**

Applying for federal financial assistance is a two-part process consisting of (1) application and notification of eligibility, and (2) completion of the Master Promissory Note, Entrance Counseling, and any additionally requested documents from the Office of Financial Aid. Students are strongly encouraged to begin the application process as soon as possible, but at least 8 weeks prior to the start/renewal date of their program to ensure the following deadlines are met.

The Free Application for Federal Student Aid (FAFSA) should be submitted at least 4 weeks prior to the student’s effective start date, as well as each subsequent award period.

A fully executed master promissory note, entrance counseling, and any additionally requested documents from the Office of Financial Aid must be on file in the financial aid office no later than 14 calendar days after the student is notified of the award.

- Fill out the 2016–2017 FAFSA if you are starting your program on or after June 1, 2016.
- Fill out the 2017–2018 FAFSA if you are starting your program on or after June 1, 2017.
Santa Fe University of Art and Design’s Title IV FAFSA code is 002649.

SFUAD strongly suggests that all students who are eligible and who filed a Federal Tax Return use the IRS Data Retrieval tool when filling out their FAFSA on the Web. This process may expedite the verification and awarding of federal student aid.

Cost Conversation Outreach

Cost conversations are discussions between the student and a representative of the Santa Fe University of Arts and Design Financial Aid Department used to communicate the estimated costs associated with the student’s yearly attendance. Students should understand that 3 attempts will be made to contact the student for a Cost conversation before they are deemed unresponsive and outreach is stopped.
Verification Policy

In accordance with U.S. Department of Education regulations, Santa Fe University of Art and Design is required to verify the accuracy of financial aid application information on selected students. SFUAD strongly suggests that all students who are eligible and who filed a Federal Tax Return use the IRS Data Retrieval tool when filling out their FAFSA on the Web. This process may expedite the verification and awarding process. If students are required to submit their tax information, they must now submit an official IRS tax return transcript if they do not use the IRS Data Retrieval Tool (DRT) successfully. Students can obtain an IRS Tax Return Transcript by: (1) Ordering a transcript online at [www.irs.gov](http://www.irs.gov), Get Transcript of Your Tax Records; (2) calling 1-800-908-9946 to request a copy to be mailed through an automated system; (3) filling out Form 4506T-EZ [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf) and mailing it to the IRS, or (4) using Smart Phone Mobile app IRS2Go.

In addition, students who are randomly selected for verification may also have to provide to the Office of Financial Aid their High School Completion Status documentation, proof of their identity, and a signed Educational Statement of Purpose. Once the required documents are received in the Office of Financial Aid, the normal processing time is 7–14 business days. Participation in the verification process is not optional. If students do not complete it by the end of the enrollment period, they will not be able to receive federal financial assistance for that award year.

Please be aware that if students intentionally misreport information and/or alter documentation for the purpose of increasing aid eligibility or fraudulently obtaining federal funds, they will be reported to the U.S. Department of Education Office of the Inspector General or to local law enforcement officials.

Unusual Enrollment History Flag

Beginning with the 2013–2014 award year, the U.S. Department of Education added the Unusual Enrollment History Flag to the ISIR (Institutional Student Information Record). This flag indicates whether students have an unusual enrollment history in regard to the receipt of Federal Pell Grant funds. The U.S. Department of Education enforced this process to determine if Pell Grant recipients were enrolling with the sole purpose of collecting Title IV credit balances.

Financial Aid Deadlines

The Office of Financial Aid processes awards on a rolling basis. It is recommended that students have a complete financial aid application at least 4 weeks prior to the start of a term, but students must have a complete financial aid application 30 days prior to the end of the term in order for funds to be processed for that term. A complete financial aid application includes all documents required for the awarding and disbursing of funds. The Office of Financial Aid (OFA) will continue to accept applications, offer awards
and process disbursements in the last 30 days of the term, but the OFA cannot be held responsible if funds are not able to disburse for the term. Delays can occur that are outside of the control of the OFA. For example, a student may not be able to obtain timely third-party documentation, such as selective service letters, overlapping financial aid forms and PLUS endorsers. Required documents may include, but are not limited to:

- Proof of social security number
- Proof of legal name
- Proof of date of birth
- Proof of citizenship
- Proof of registration with the Selective Service
- IRS tax transcript (personal copies of tax returns are not accepted for 2012-2013)
- Copies of W-2 forms
- Documentation of SNAP benefits
- Documentation of Federal student loan default resolution
- Documentation of Federal student grant overpayment resolution
- Documentation of child support paid
- Academic records from previously attended institutions

Students must also maintain all federal aid eligibility requirements for the entire term.

**Financial Aid Notifications**

The *myFinAid* web portal is the student’s 24/7 source for financial aid information for students who complete the FAFSA. The Office of Financial Aid will notify the student when updates including award notifications and changes, are made to financial aid information on *myFinAid*; however, financial aid recipients are responsible for checking their *myFinAid* page periodically for any updates. Students may contact the Office of Financial Aid via email sfs@santafeuniversity.edu or phone: 1-877-397-7502 or 1-505-473-6454.

Students who complete the FAFSA will receive a Student Aid Report (SAR). Students should **read the SAR carefully** as it contains **important** information about the student’s eligibility.
**Student Eligibility Requirements**

To receive aid from any of the federal student aid programs administered by Santa Fe University of Art and Design’s Office of Financial Aid, a student must meet all of the following criteria:

- Be a U.S. citizen or eligible non-citizen
- Have a high-school diploma or a GED certificate
- Enroll in an eligible program as a regular student seeking a degree or certificate
- Register (or have registered) with the Selective Service if required.
- Have a valid Social Security number
- Meet satisfactory academic progress standards
- Not be in default on any federal student loan nor owe an overpayment on a federal student grant
- Not exceed the lifetime aggregate or annual loan limits without documentation that the debt has been reaffirmed.
- Students who are taking courses as non-degree students or who are enrolled in non-eligible programs are not eligible for any federal or state grants or loans, or for private educational loan programs.
- Be advised that a conviction for any offense, during a period of enrollment for which a student is receiving Title IV financial aid, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV grant, loan or work assistance.

**Attended another school? Overlapping Financial Aid**

Federal aid received at another institution can impact the amount of federal aid that a student may receive at Santa Fe University of Art and Design. As required by federal regulations, Santa Fe University of Art and participates in the federal transfer monitoring process whereby the U.S. Department of Education may take up to 90 days into the start of a student’s first term to notify Santa Fe University of Art and Design that the student has federal aid awarded at another institution that overlaps into his or her enrollment dates at Santa Fe University of Art and Design.

The Office of Financial Aid may not be able to make an initial award offer to a student or may have to cancel aid that has already been awarded if we receive information that the student has applied for and/or received federal aid at another institution for an overlapping period. For example, if the loan period at a student’s prior institution ends even one day after his or her starting quarter/semester at Santa Fe University of Art and Design, the student has an overlapping period and we must deduct aid received at the other institution from the student’s annual eligibility at Santa Fe University of Art and Design. If the loan information is not already updated on the U.S. Department of Education’s Common Origination & Disbursement (COD) website, the student may be asked by this office to have the student’s prior institution complete an Overlapping Financial Aid Form to confirm the last date of attendance and disbursed loan amounts at the prior institution.
During periods of overlap, to prevent duplication of living allowance between schools Santa Fe University of Art and Design must remove the living allowance from your cost of attendance at Santa Fe University of Art and Design. Students must make alternative arrangements for payment if they become ineligible for federal aid based on aid received at another institution.

**Financial Aid Academic Year Definition**

Santa Fe University of Art and Design defines the standard academic year (SAY) as two semesters and one 8-week summer term for traditional students, and as a three semester borrower-based academic year (BBAY) for those in year-round programs. The minimum academic year definition for the traditional (SAY) calendar is 24 undergraduate credits/18 graduate credits and 32 weeks long, and for the three-semester BBAY is 36 undergraduate credits and 48 weeks long.

**Enrollment Policy**

*Undergraduate Students*

Financial aid is offered based on the assumption that undergraduate students will be enrolled for at least 12 credits per 16 week semester unless the students program is structured for a lower number of credits per semester. When students enroll for fewer credits in a term, their aid may be adjusted at the end of the ‘add/drop’ period to reflect their current enrollment status. Students must be enrolled at least half-time to remain eligible for federal student aid. Students who enroll in two sequential courses over the 16 week semester should register for both courses before the start of the 16 week semester to avoid disbursement delays. Please note that if both courses are in the 2nd 8 weeks of the semester, the disbursement will be delayed until day 12 of the course. Students on a traditional calendar with a single 8-week summer session must take at least 3 credits to be at least half-time for summer.

**Enrollment Statuses for Financial Aid**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Undergraduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more credits per term</td>
</tr>
<tr>
<td></td>
<td>6 credits in 8 week summer term</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9–11 credits per term</td>
</tr>
<tr>
<td>Half-time</td>
<td>6–8 credits per term</td>
</tr>
<tr>
<td></td>
<td>3 credits in 8 week summer term</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>1–5 credits per term</td>
</tr>
</tbody>
</table>
Study at another institution or Study Abroad

Enrollment in certain programs of study at another school or study abroad approved for credit by Santa Fe University of Art and Design may be considered enrollment at the university for the purpose of applying for assistance under the Federal Title IV financial aid programs. However, students may not be eligible for some institutional funds during a semester of study abroad.

For students to access federal financial aid, a consortium agreement is required between the schools whereby the home school disburses federal aid for courses taken at a host school. The host school agrees not to disburse federal aid and to monitor the student's enrollment for the home school. Consortium agreements may be made between Santa Fe University of Art and Design (home school) and a host school if the student has been approved by Santa Fe University of Art and Design to take coursework at the host institution that will fully transfer toward the Santa Fe University of Art and Design degree program. Santa Fe University of Art and Design degree seeking students must submit a copy of the Santa Fe University of Art and Design “Permission to Take a Course at Another Institution” form and a “Consortium Agreement” form signed by the host school's financial aid office to the Santa Fe University of Art and Design Office of Financial Aid.

Students must also meet all other federal eligibility requirements. If the student is approved for a consortium agreement by Santa Fe, SFUAD will disburse federal aid to the Santa Fe University of Art and Design student account and the Bursar's Office will issue the refund to the student. The student is responsible for meeting payment deadlines set by the host school. Santa Fe University of Art and Design does not pay the host school on behalf of the student unless special arrangements are made in advance, and Santa Fe University of Art and Design does not alter the financial aid disbursement schedule to meet deadlines set by the host school.

Adjustments to Financial Aid

Federal financial aid is awarded based on an estimate of the student’s eligibility. The Office of Financial Aid may have to cancel or reduce financial aid before or after disbursement, based on new information that becomes available after the time of awarding or disbursement. Examples of changes that would require adjustments to aid:

- Student does not begin attendance in any courses
- Pell recipient does not begin attendance in all courses of the term
- Student withdraws from all courses in the term (officially or unofficially)
• Receipt of other resources including Santa Fe University scholarships not offered or reported at the time of awarding or disbursement

• Student becomes federally ineligible based on the receipt of updated information from the U.S. Department of Education.

• Student does not meet course participation requirements.

• Student enrolls in fewer credits, which may require an adjustment of federal aid. Most students are awarded based on the assumption of enrollment in 12 undergraduate per semester. In some instances, a federal Return of Title IV (R2T4) calculation will be required. Details may be found in a later section of this document.

**Withdrawal from a term**

Students withdrawing from any or all courses in the term prior to the completion of 60 percent of the quarter/semester may find that funds are owed to the university as a result of the Return of Title IV calculation (R2T4).

Students who stop engaging in academically related activities during the term, without officially withdrawing from the courses, are subject to the R2T4 calculation. In such cases the last date of academically related activity, as determined by the university, is used as the withdrawal date for the term.

Prior to withdrawing from all courses in the term or ceasing to engage in academically related activity, it is suggested that students contact the Office of Financial Aid to determine the amount of federal aid that must be returned. Federal student aid may not cover all unpaid charges due to the University upon the student’s withdrawal.

**Confirmation of Return Enrollment after Withdrawal from part of a term**

Students who withdraw from a course in the first part of a semester, and remain registered for a course in the second part of a semester will be asked to confirm that they plan to return. Federal rules do not allow Santa Fe University of Art and Design to rely on your previous registration if you withdraw from the first course. If you indicate that you will return, and you do not return, a Return of Title IV funds calculation will be processed using the earlier withdrawal date.
Leave of Absence

A student who takes an approved leave of absence is considered, for financial aid purposes, to have withdrawn from the school. A leave of absence is approved if the following criteria are met:

- The student has made a written request for the leave of absence.
- The leave of absence does not exceed 180 calendar days.
- The student has had only one leave of absence in a 12-month period.

The federal Return of Title IV refund calculation applies to leaves of absence and withdrawals for recipients of Title IV aid.

These leave of absence requirements also affect students’ in-school status for the purposes of deferring payment of Federal Direct and PLUS Loans. Students on an approved leave of absence are considered to be enrolled less than half-time and are not eligible for an in-school deferment for their Federal Direct Loans.

Students who take an unapproved leave of absence or fail to return to the school at the end of an approved leave of absence are no longer enrolled at the school and are not eligible for in-school deferment of their loans.

Overaward of Federal Aid

The receipt of additional estimated financial assistance and/or a reduction in the cost of attendance that was not accounted for at the time of initial awarding may cause an overaward of federal funds (the term "overaward" refers to any estimated aid that exceeds a student’s financial need and/or cost of attendance). Estimated financial assistance includes but is not limited to the following: tuition reductions, tuition waivers, scholarships, third party payments, and/or other resources. In such instances, the Office of Financial Aid will correct the overaward by adjusting the federal financial aid. Federal aid may be adjusted by reducing or reallocating funds prior to disbursement or returning funds to federal programs if disbursement has already occurred. Loans will be reduced before any reduction is made to scholarship or grant awards.

Financial Aid Disbursement Process and Requests for Excess Funds

Most financial aid is disbursed in equal payments for each semester of the award period. Students in good standing may have any excess balance in their account returned to them to pay for indirect education expenses. Any time financial aid proceeds credited to a student’s account exceed direct charges the bursar’s office will automatically forward the credit balance directly to the student, no later than 14 calendar days after the credit balance occurs or the start of the term whichever is later.
Students are responsible for payment of tuition and fees incurred after a full credit balance refund has been released (e.g., added courses). Credit balance refund distributions are made in accordance with applicable federal guidelines. Any outstanding debt to the University as a result of a required credit balance refund is the responsibility of the student.

Generally financial aid begins disbursing 10 days prior to the start of the term and refunds are released to eligible students by day 14 of the term (14 days after the term started). You must participate in your on-ground or online coursework to establish eligibility and remain eligible for federal aid. Failure to participate in academically related activity will result in loss of eligibility for all or part of the term. If two sequential courses make up your semester and you do not register for the first half of the semester, federal aid cannot disburse until you have established participation in the second half of the term. Disbursements may be delayed if you are subject to academic progress review for a prior term.

**Federal Return of Title IV Funds**

Students who withdraw, drop, or do not otherwise complete all of the courses that they are scheduled to attend in the term may have disbursed funds returned to the federal government. This includes students who stop engaging in academically related activities in any or all courses during the term.

Federal regulations established by the U.S. Department of Education require the Office of Financial Aid to apply a formula, entitled Return to Title IV (R2T4), to determine the percentage of federal financial aid a student has earned up through the last date of academically related activity in any or all courses during the term.

Students withdrawing from any course(s) in the term prior to the completion of 60% of the quarter/semester may find that funds are owed to the university as a result of the R2T4.

The following enrollment changes that may trigger an R2T4:
- Withdrawal to zero credits (official withdrawal through the university policy)
- Official Leave of Absence during the term.
- Failure to earn a passing grade in all courses attempted in a semester

The withdrawal date for federal financial aid purposes is not the same as the withdrawal date processed by the Registrar to determine tuition adjustments. Federal student aid may not cover all charges due to the university that result from the return of funds upon the student’s withdrawal.

Prior to withdrawing or making any enrollment changes, students should contact the office of financial aid to determine if the change will result in a return of funds and to understand the financial options to get back on track for future terms.
Financial Policy

By attending Santa Fe University of Art and Design (SFUAD) and enrolling in classes, each student accepts responsibility for paying all debts owed to the University, including but not limited to, tuition and fees, any requested housing, any requested meal plans, any requested insurance and/or any requested private lessons for which he or she is liable.

Payment in full is due by the first day of class for each semester enrolled with the university. Students may choose to cover their cost of attendance through several options, including federal financial aid, scholarships, or self-pay. Failure to comply with SFUAD’s payment policy can result in withdrawal from courses and any applicable on-campus housing and/or meal plans, as well as impact your ability to receive federal financial aid. Additionally, students with delinquent accounts will not receive transcripts or diplomas until any outstanding balance to the university is resolved.

SFUAD partners with ECSI to provide students with an alternative option if they cannot pay their balance in full at the beginning of each term. Through ECSI's monthly payment plan, students may spread the cost of their tuition over multiple months—interest-free. The ECSI plan is not a loan, but there is an enrollment fee. Enrollment in a university-recognized payment plan will be accepted in lieu of payment in full on the first day of class, provided the student maintains good financial standing and meets the terms of the payment plan.

Tuition and fees can be paid directly to the university by cash, check, American Express, Discover, MasterCard, or Visa. SFUAD offers online payment options through the my SF student portal, or by phone or mail.

Employer reimbursement, outside scholarships or tribal benefits can also be used to pay tuition. Sponsor documentation and a Sponsor Billing form must be submitted to the Office of the Bursar at the time of registration for classes.

Students who need assistance in meeting the requirements for this policy should contact the Office of Financial Aid or the Bursar to discuss options in order to obtain an approved arrangement.

For more information, please contact the office of Financial Aid or the Bursar.

PAYMENT PLAN OPTIONS

Santa Fe University has two payment options available:

1. Payment in Full. If a student is not enrolled in an ECSI payment plan the entire payment is due on the first day of class.

   (Before making your payment, please review your student statement to ensure all charges have been placed on your account. This includes the correct tuition amount, insurance, housing, meals, and any appropriate fees and/or private lessons requested.) Payments may be made with cash, check or credit card on campus in Mouton Hall, by calling your student account representative at 1-877-746-9783 to pay over the phone or via your student portal 24 hours a day/7 days a week (Manage Your Account/Pay Your Bill link.)

2. Approved Payment Plan
ECSI is our payment plan coordinator. A student may enroll by accessing their student portal under the Student Services tab and clicking on the “Manage Your Tuition Payment Plan” link. *All payments made toward the payment plan created must also be made using this same link (and on time) to ensure the plan remains current and approved.*

**ECSI provides the following plan options:**

**Fall Annual (12 months) Plan** – this plan is approved for use to create a plan of repayment for a student’s Annual (two semesters) out of pocket cost. The first payment due date is the 15th of the month prior to the Fall term start. The Payment Plan sign up portal closes for new annual plans after the first week of the Fall semester. The cost to use this plan is $25 and is due when the enrollment application is completed.

**Fall Semester (4 month) Plan** – this plan is approved for use to create a plan of repayment for a student’s Fall semester out of pocket cost. The first payment due date is the 15th of the month prior to the Fall term start. The Payment Plan sign up portal closes for new Fall Semester plans after the first week of the Fall semester. The cost to use this plan is $20 and is due when the enrollment application is completed.

**Spring Semester (6 month) Plan** – this plan is approved for use to create a plan of repayment for a student’s Spring semester out of pocket cost. The first payment due date is the 15th of the month prior to the Spring term start. The Payment Plan sign up portal closes for new Spring Semester plans after the first week of the Spring semester. The cost to use this plan is $20 and is due when the enrollment application is completed.

**Summer Semester (3 months) Plan** – this plan is approved for use to create a plan of repayment for a student’s Summer semester out of pocket cost. The first payment due date is the 15th of the month prior to the Summer term start. The Payment Plan sign up portal closes for new Summer semester plans after the first week of the Summer semester. The cost to use this plan is $20 and is due when the enrollment application is completed.

**Payment plan due dates are final.** If you are having problems setting up or managing your payment plan through ECSI you may contact your student account representative for assistance at 1-877- 746-9783.

**BILLING INFORMATION**

Bills are mailed to students starting one month prior to term start, then again two weeks prior to term start and again one week after term start (to capture any changes made during the add/drop period). You may view your charges and account balance via your student portal under your **Student Services** tab using the **Account Summary by Term** link 24 hours a day 7 days a week. Payment of your full account balance is due no later than the **first day of class** unless you are on an **approved payment plan** (see the Payment Plan section for details below).

Your balance on your student portal will consist of all current changes minus the **guaranteed and finalized financial aid or other payment types** that have been received. If part of your financial aid package is “pending” due to a lack of documentation from the student or parent (if applicable) at the time of payment, then you are required to make payment of the current remaining account balance.
If you have any questions about your bill you can send an email inquiry to bursar@santafeuniversity.edu or you may call 1-877-746-9783 for assistance.

DELINQUENT ACCOUNTS

If your account becomes delinquent and satisfactory payment arrangements have not been made students are subject to:

- Removal from any registered courses, and withdrawal from any applicable on-campus housing and/or meal plans
- Registration holds for the next semester. *Please note that Housing Assignments could be impacted if a student is not registered for classes (see Housing Policies for more information).
- Transcript/Diploma hold (Your academic transcript will not be released until payment of all obligations has been made in full.)

Delinquent accounts may be sent to an outside collection agency and may be assessed up to a 28% collection fee based on the unpaid balance. Should it be necessary to refer a student’s account to a third party agency to collect their outstanding balance due to the University, all collection costs, court cost and legal fee’s incurred will be the students responsibility.

Graduating students must pay all financial obligations to the University prior to graduation. Your diploma and/or academic transcript will not be released until this obligation has been met.

PAYMENT OPTIONS

Please review your student statement (bill) to ensure all charges have been placed on your account prior to making payment or setting up a payment plan (seen Payment Plan policies listed below). This includes the correct tuition amount, fees, insurance, housing, meals and/or private lessons.

Payments for students NOT paying on an ECSI Payment Plan may be made:

- **In Person** with cash, check or credit card (MasterCard, American Express, Visa, or Discover) on campus in Mouton Hall,

- **By Phone** with a checking or savings account or by credit card (MasterCard, American Express, Visa, or Discover) by calling your student account representative at 1-877-746-9783

- **Through the student portal** 24 hours a day/ 7 days a week by visiting the Student Services tab and using the Manage Your Account/Pay Your Bill link.

*A student who submits a check that is returned for insufficient funds or a credit card payment that is returned after processing as declined will be assessed a $25.00 fee, placed on financial hold, and may be removed from courses which he or she is currently registered. Grades may be withheld and students may be prevented from registering for future courses until payment is reissued. Payment from students seeking to register may be applied against prior obligations to the University.

If you have not received your bill/student statement for the current term it is your responsibility to contact the Business Office to inquire about your balance or you can visit your student portal 24 hours a day/7 days a week to view your current account balance (Student Services tab, Account Summary by Term link).
REFUND/WITHDRAWL

A student who chooses to withdraw from SFUAD must complete an official Withdrawal form. The Withdrawal form is available at the Office of the Registrar. Importantly, students must withdraw by the specified dates for each term as shown on the academic calendar.

The date the Withdrawal form is submitted to the Office of the Registrar, with all required signatures is the official withdrawal date from the university for all purposes except the federal fund return calculations as described in the Financial Aid section of this catalog. Upon official withdrawal, a grade of “W” is recorded on the transcript for all enrolled courses. Failure to formally withdraw will result in a failing grade being recorded on the transcript for all enrolled courses. Students are responsible for all remaining charges if the withdrawal was completed after the official refund period has ended.

Should a student withdraw or reduce his/her course load, the following policy governing refund percentages will apply:

16-Week Semester

- Courses dropped by the 8th calendar day of the semester................................................... 100%
- Courses dropped by the 19th calendar day of the semester................................................... 50%
- Courses dropped after the 19th calendar day of the semester................................................. 0%
- Course cancellations............................................................................................................... 100%

Students should see the academic calendar for specific dates applicable to each semester or term. All students who withdraw from classes must notify the Housing and Residential Life Office, in writing, at the time of withdrawal. Students who withdraw from SFUAD are required to vacate campus housing within 24 hours of the withdrawal date. Refunds for room and board charges are made as detailed on the housing application/contract, which is available from the Housing and Residential Life Office.
Refund Policy for Withdrawals

The Federal Return of Title IV Funds policy determines the amount of federal loan and grant (Title IV) aid a student may retain based on the amount of time the student spent in attendance at Santa Fe University of Art and Design during the semester a official or unofficial withdrawal occurs. Title IV funds include Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Direct Loans, PLUS Loans, and Perkins Loans. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges. For this calculation the withdrawal date is the date the student began the university’s official withdrawal process or the student’s last date of documented participation in an academically related event at the university.

Credit Balance

If a Title IV credit balance remains after calculation of the Santa Fe University of Art and Design tuition refund, the appropriate recalculation of Santa Fe University of Art and Design institutional aid for the semester, and the Return of Title IV Funds policy, the balance will be paid to the student unless the student requests the additional credit be returned to her federal student loans. A non-Title IV credit will be treated in accordance with any third-party requirements or returned to the student as appropriate.

Additional Funds

If a student earned more Title IV aid than was disbursed, the institution will credit earned grant funds to unpaid institutional charges and will disburse additional earned grant funds to the student. Any unpaid earned loan funds will be offered to the student to apply to unpaid institutional charges, and any additional amounts will be offered to the student to cover other incurred educational expenses. The student should accept or decline these funds within 14 days of the date of the notification. Any post-withdrawal loan disbursement must be paid within 180 days of the student’s withdrawal.

Required Refunds

If federal funds disbursed were greater than considered “earned” after the Return of Title IV Funds calculation, refunds due from Santa Fe University of Art and Design will be made within 45 days of the student’s effective withdrawal date. If the student received credit balance refunds prior to completion of the withdrawal calculations, the student may be required to return an amount of those funds. A required Title IV refund may also result in a debit tuition account balance that the student must pay to the university.
Federal refunds are repaid in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant

Worksheets used to determine the amount of refund or Return of Title IV aid are available upon request.

The following example illustrates how the policies would apply:

**Refund Example**

A student has a $10,000 tuition charge and withdrew on Friday of the fourth week of a 110-calendar day semester. The student withdrew on the 26th day of the semester.

The required federal Return of Title IV Funds calculation shows the student attended 26/110 or 23.6% of the semester.

Aid awarded and disbursed prior to withdrawal is as follows:

- $2,000 Federal Direct Subsidized Loan
- $2,000 Federal Pell Grant
- $3,000 institutional funds (100% earned)
- $3,000 paid in cash by the student

Total federal aid equals $4,000, and 23.6% or $944 was earned.

$4,000 in federal aid less the $944 earned amount results in $3,056 that must be returned to the federal programs as follows:

- $2,000 to Federal Direct Subsidized Loan
- $1,056 to Federal Pell Grant

There is no tuition refund or reduction in charges at this point in the semester, so the $10,000 charge remains on the student’s account. Since there is no tuition refund, the full $3,000 institutional award will remain on the account. Thus, $10,000 less the $3,056 that Santa Fe University of Art and Design has returned to the Federal Direct Loan and Pell Grant programs results in a cash balance due by the student to the University of $3,056.
Satisfactory Academic Progress Standards

Santa Fe University of Art and Design’s satisfactory academic progress requirements to receive Title IV student financial aid comply with U.S. Department of Education regulations. These standards are intended to establish minimum, reasonable levels of advancement toward degree completion and to guard against abuse of federal financial aid programs.

_Satisfactory progress requirements for receipt of federal financial aid are separate and distinct from the university’s academic progress requirements for academic continuance._

Satisfactory academic progress for all students is reviewed after each period of enrollment. Students receive written notification via e-mail to their Santa Fe University email accounts if they are placed on financial aid warning status. Upon receiving this status, a student has one period of enrollment to return to the requirements listed below. If the student does not meet the requirements, they may appeal for a period of financial aid probation. If the appeal is not granted, financial aid suspension will occur, and the student becomes ineligible for federal financial aid.

It is the student’s responsibility to know the requirements for meeting satisfactory academic progress. Failure to receive notification will not nullify a student’s financial aid status with Santa Fe University of Art and Design.

**Minimum Standard for Federal Financial Aid**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Minimum Course Completion Rate (Pace)</th>
<th>Minimum GPA-Period of Enrollment</th>
<th>Minimum GPA-Cumulative</th>
<th>Maximum Time Frame To Complete Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>67%</td>
<td>2.0</td>
<td>2.0</td>
<td>150%</td>
</tr>
</tbody>
</table>

**The following policies will apply:**

- Minimum financial aid GPA is cumulative for the current program of study.
- Minimum financial aid course completion rate is calculated by dividing financial aid completed credits by financial aid attempted credits (e.g., if 40 credits are attempted, the student must have successfully completed 27 credits).
- Financial aid attempted and completed credits are cumulative for all courses in all programs attempted at SFUAD.
- Students must meet both the GPA and course completion rate requirements within the defined maximum timeframe.
- Financial aid attempted and completed credit requirements include transfer credits.
Financial aid attempted credits include all registered courses with the exception of courses dropped before the start of the term or during the drop period.

- For course repetitions, only the most recent grade is counted in the cumulative GPA and the most recent credits are counted in the completed credits; the credits from all attempts must be counted in the course completion rate and maximum timeframe.
- Financial aid progress requirements include all terms of enrollment, including periods in which the student did not receive federal aid.
- Courses that adversely impact financial aid academic progress cannot be removed from the academic transcript.

**Maximum Timeframe**

Federal financial aid eligibility expires without probation when the student reaches the maximum timeframe or if the financial aid progress review makes it clear that the student cannot mathematically finish his or her program within the maximum timeframe.

**Right to Appeal**

Occasionally, a student’s academic progress may be impacted by unusual circumstances that are beyond the student’s control. A student may appeal for an extension of financial aid after a period of Financial Aid Warning if the student successfully completes the warning term, and if the student can document that unexpected, unusual, and temporary circumstances affected the student’s ability to progress at the required rate. Examples of such mitigating circumstances are a death in the immediate family, illness, or other significant life change.

- Students may appeal to the Office of Financial Aid no later than 15 calendar days following the end of the Financial Aid Warning period of enrollment.
- Students who wish to appeal must complete the **Financial Aid Academic Progress Appeal Form** and provide supporting documentation to the Office of Financial Aid for review.
- Failure to provide supporting documentation will result in an automatic denial.
- If the appeal is accepted, the student must meet the requirements outlined in the written approval of the appeal.
- A preexisting condition (a condition or illness that you had before the beginning any Santa Fe University program) is not cause for appeal unless there was an unexpected change in that condition.
- Students may not use the same circumstances in a subsequent appeal, although a student may submit an appeal for a future period of difficulty for different mitigating circumstances.
- Decisions by the Office of Financial Aid are final.
Treatment of Courses and Credits for Financial Aid Determination

- **Course Repetitions:** Repeating courses for which a grade of “D” or better has already been earned do not count as earned or as completed credits toward the student’s completion rate.
- **Drops:** Courses dropped before the end of the “add/drop” period are not included in the Financial Aid Satisfactory Progress calculations.
- **Incompletes:** Incomplete grades count as credits attempted and not completed, but do not impact GPA.
- **Periods with No Financial Aid:** Financial aid progress requirements include all periods of enrollment including periods in which the student did not receive federal aid.
- **Second Program:** The maximum time frame will be reset for students who complete one program or degree at Santa Fe University and begin a subsequent program or degree.
- **Transfer Credits:** All credits accepted toward the Santa Fe University degree or programs are considered as both attempted and completed when calculating the minimum course completion rate and maximum time frame.
- **Withdrawals:** Courses dropped after the “add/drop” period are considered to be attempted but not completed.

Policy and Definitions

**Appeal:** Occasionally, a student’s academic progress may be impacted by unusual circumstances that are beyond the student’s control. A student may appeal for an extension of financial aid if the student successfully completes the warning term and can document that unexpected, unusual, and temporary circumstances affected the student’s ability to progress at the required rate. See the “Right to Appeal” section in this policy for details.

**Maximum Time Frame:** Federal financial aid eligibility expires without warning when the student reaches the maximum time frame or if the financial aid academic progress review makes it clear that the student cannot mathematically finish the current program within the maximum time frame.

- At Santa Fe University, maximum time frame is defined as attempting 150% of the number of credits for graduation in the current academic program. For example, a bachelor’ degree program requiring 120 credits has a maximum time frame of 180 credits.
- Maximum time frame will be reset when a student completes one program at Santa Fe University and begins another.
Financial aid eligibility for an academic program ceases as soon as all academic requirements for graduation have been met regardless of maximum time frame standing.

The maximum timeframe excludes quarters/semesters of non-enrollment and quarters/semesters in which all courses are dropped before the start of the term or during the drop period.

**Minimum Course Completion Rate (Pace):** A percentage calculated by dividing cumulative successfully completed credits by total credits attempted. For example, a student who has successfully completed 27 credits at Santa Fe University out of a total of 40 attempted credits at the university has a course completion rate of 67%.

**Minimum GPA- Cumulative:** The grade point average for all coursework pertaining to the current program of study.

**Minimum GPA- Period of Enrollment:** The grade point average for all courses attempted during the most recent period of enrollment.

**Period of Enrollment:** One semester, two mini-terms, or one traditional student 8-week summer term.

**Status - Financial Aid Warning:** This status is assigned to a student who fails to make satisfactory academic progress during his or her most recent period of enrollment. The student has one period of enrollment to be successful and to maintain eligibility for financial aid.

**Status - Financial Aid Probation:** This status is assigned to a student who failed to make satisfactory academic progress during his or her period of enrollment, fails to successfully return to satisfactory progress during one term of Financial Aid Warning, completes a successful appeal for mitigating circumstances, and has eligibility for financial aid reinstated on a probationary basis. Financial Aid Probation is assigned for one period of enrollment. It may be extended if accompanied by an academic plan.

**Academic Plan.** This is to bring the student back to satisfactory progress by a specified date. The option for extended probation with an Academic Plan is only available if it is not reasonable to expect the student to return to satisfactory progress during the next period of enrollment. An Academic Plan may be a course-by-course plan for degree completion, a specification for number of credits and/or grade requirements for particular periods of enrollment, and/or requirements for the student to get academic support or to use other academic resources. A student must comply with all aspects of an Academic Plan in order to retain eligibility for financial aid.

**Status - Financial Aid Suspension:** This status is assigned to a student who failed to return to be successful during the period of financial aid warning or probation. Students who do not complete a successful appeal, who are not successful during a single term financial aid probation, or who do not comply with an academic plan for an extended period of financial aid probation will lose all federal financial aid eligibility. A student in financial aid suspension status is not eligible for federal financial aid.
until the student meets all the requirements again. Simply sitting out a term, paying cash, or changing academic programs will not return a student to satisfactory academic progress.

**Loss of Federal Financial Aid Eligibility**

Students who become ineligible to receive financial aid but remain in compliance with the academic progress standards for continuance in their program are not withdrawn from the program but must arrange for alternative payment with the Bursar by the appropriate tuition due date. Students may still be eligible for private educational loans if federal aid eligibility is lost.