GENERAL ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

To be considered for financial aid the student must:

• Be a citizen or an eligible noncitizen of the United States.
• Be accepted for admission to an approved degree-seeking program, licensure program or residency program.
• Be making satisfactory academic progress toward course completion according to the financial aid standards of academic progress.
• Be registered with the Selective Service (males only).
• Not be in default on any federal student loans or PLUS loans.
• Not owe a refund on any federal or state educational grants.
• Not have been convicted of an offense involving either the possession or sale of illegal drugs.

STEPS TO APPLYING FOR FINANCIAL AID

1. Enroll in either a degree or certificate/licensure program.
2. Complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Paper FAFSA applications can be obtained from a library or the Office of Student Financial Assistance.
   • Be sure to list the federal school code for Xavier on the FAFSA. Xavier’s federal school code is 003144.
   • Be sure to use your legal name as it appears on your Social Security card.
   • Remember to file the FAFSA/renewal FAFSA each year.
3. If your FAFSA application has been selected for review in a process called verification, you may be asked to submit signed copies of your 2015 federal tax transcripts and a completed verification worksheet to the Office of Student Financial Assistance. If your application has been selected, you will receive an email requesting the necessary documents.
4. After Xavier receives the results of your FAFSA from the federal processor, we will use that information to determine your eligibility for financial aid. In order to determine your budget, Xavier will send you an email asking you to provide your enrollment plans. You should expect to receive your award approximately two weeks after you have been accepted into a degree or certificate/licensure program at Xavier, and after the Office of Student Financial Assistance has the results of your FAFSA.
5. If you are eligible for a Direct loan, you will be notified of your eligibility in the financial aid award that you will receive from Xavier. Contact the Office of Student Financial Assistance if you want to reduce the amount or decline the student loan. The loan will be processed after registration occurs and loan entrance counseling has been completed.

HOW FINANCIAL AID IS DETERMINED

A student’s financial aid eligibility is the difference between the Cost of Attendance (COA) at Xavier and the Expected Family Contribution (EFC) toward those costs.

The COA is an estimate of the amount it costs a student to attend Xavier. The COA varies based upon the number of credit hours enrolled, and whether the student lives on or off campus or with parents. The cost of attendance includes estimates of the following expenses: tuition, course fees, housing, meals, books, supplies, personal expenses and transportation.

The EFC is derived from a formula developed by the U.S. Congress. The formula adds up the total resources (income and assets) listed on the FAFSA, subtracts allowances (for basic expenses paid by the family), and then makes adjustments based on the number of people in the family and the number of family members enrolled in college. The total of all the financial aid funds awarded to a student cannot exceed the student’s COA.

\[
\text{Financial need} = \text{Cost of attendance} - \text{Expected family contribution}
\]
**TYPES OF FINANCIAL AID AVAILABLE**

**Xavier University Graduate Assistantships**
Graduate assistantships are available to students enrolled in the MA, MEd, MS, MHSA, MBA and PsyD programs. Positions are posted on the graduate assistantship home page as they become available. The web address is [www.xavier.edu/financial-aid/graduate-students/assistantships.cfm](http://www.xavier.edu/financial-aid/graduate-students/assistantships.cfm). To be considered for a graduate assistantship, students must be accepted into a degree-seeking program at Xavier University (unconditional acceptance is required for the MBA program), and must submit all application materials by the posted deadline.

These graduate assistantship positions offer an hourly wage and tuition remission in exchange for 10-20 hours of work per week for the full 16-week semester. Tuition remission, hours of work and job responsibilities vary by position. Students may receive more than one assistantship, but contract hours may not exceed 20 hours per week. Students receiving full employee reimbursement or a tuition discount are not eligible to apply.

Graduate assistantships that support undergraduate instructors in the weekend degree program are also available. Weekend Degree courses are held on Saturdays for eight weeks. Weekend Degree graduate assistants work a total of eight hours per week for the eight-week duration of the course, and must be available on Saturdays and Sundays. Compensation includes an hourly wage and partial tuition remission. Students applying for Weekend Degree graduate assistantships must have relevant experience or an applicable undergraduate degree, or should be pursuing a graduate degree in the specific area of the course.

Additional assistantships are available for students enrolled in the MBA and psychology programs. For more information, students enrolled in these programs should contact their department.

**Graduate Services Study Grant**
Graduate study grants are available for part-time and full-time graduate students enrolled in MA, MEd, MS or licensure programs. Graduate study grants are awarded based on financial need and number of credit hours enrolled. To be considered for a graduate study grant, students must have a completed admissions application on file with the Office of Graduate Services, and must submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students receiving full employer tuition reimbursement, an assistantship or a tuition discount are not eligible.

**MHSA Scholarship**
A limited number of scholarships are available to students enrolled in the MHSA program. These scholarships provide partial tuition assistance and are awarded based on academic excellence. For more information, students should contact the Department of Health Services Administration at 513-745-3392.

**Psychology Scholarship**
The Department of Psychology awards a scholarship to a student who is a member of Alpha Sigma Nu. For more information, students should contact the Department of Psychology at 513-745-3533.

**ROTC Scholarship**
Army ROTC provides one-, two- and three-year graduate scholarships that pay full tuition and fees and offers flexible scheduling. Additionally, you will be paid a $500 monthly stipend and receive $450 a semester for books. At the end of this program, you will commission as a Second Lieutenant and serve on active duty or in the reserve component. Contact the Department of Military Science admissions officer at 513-745-1062.

**MBA Graduate Study Award**
MBA graduate study grants are partial tuition awards that are designed to assist students with financing graduate study in the MBA program. Grants are awarded based on financial need and the availability of funds. To be considered for the MBA graduate study grant, applicants must be fully accepted to the MBA program and submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Students receiving full employer tuition reimbursement, graduate assistantships or any other Xavier grant or tuition discount are not eligible.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant**
A federal grant program awarding up to $3,728 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. For more information, please visit [www.xavier.edu/financial-aid/graduate-students/scholarships.cfm](http://www.xavier.edu/financial-aid/graduate-students/scholarships.cfm).

**Veteran Benefits**
Xavier University is approved for the education and training of veterans and their dependents. For more information, contact the director for veterans’ educational benefits at 513-745-3620.
Other Sources of Financial Aid

Students can use the Internet to research scholarship opportunities available from private organizations.

Students who plan to major in a certain field of study should also check with professional organizations associated with that field of study. Many professional organizations offer scholarships to assist students with earning degrees. To find professional organizations, students can check the local phone directory, check with the college academic department or do a general web search.

LOANS

Direct Loan
The Federal Direct Loan is a long-term, low-interest loan. To apply, students must complete the FAFSA and enroll at least half time.

As of July 1, 2012, the federal government ceased offering subsidized loans for graduate students. All loans that disburse after July 1, 2012, will be unsubsidized. ‘Unsubsidized’ means that the borrower must pay the accrued monthly interest on the loan, or the interest will be capitalized (added to the principal).

Federal Direct unsubsidized loans have a fixed interest rate of 5.84 percent. There is a 1.068 percent origination and guarantee fee which is subtracted before loan proceeds are sent to Xavier. The principal payment for the Direct Loan begins six months after the borrower ceases to be enrolled at least half time.

The following chart outlines the annual and aggregate amounts students may borrow from the Direct Loan program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification/license preparatory course work</td>
<td>$12,500</td>
</tr>
<tr>
<td>Graduate program</td>
<td>$20,500</td>
</tr>
<tr>
<td>Total graduate (including loans borrowed at the undergraduate level)</td>
<td>$138,500</td>
</tr>
</tbody>
</table>

Graduate PLUS Loan
Graduate or professional students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other financial assistance. The terms and conditions applicable to parent PLUS loans also apply to graduate/professional PLUS loans. The interest rate is fixed at 6.84 percent. There is also a 4.272 percent fee. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). Students must apply for their annual loan maximum eligibility under the federal Unsubsidized Loan program before applying for a graduate/professional PLUS loan. To apply, students must submit a GRAD PLUS request at www.studentloans.gov.

Alternative Loans
Alternative loans are available for students who need additional financial assistance. These are commercial loans that usually require a credit check and/or credit-worthy cosigner. For more information, as well as a list of possible lenders, go to www.xavier.edu/financial-aid/graduate-students/loans.cfm.

DIRECT LOAN PROCESSING AT XAVIER UNIVERSITY
In order to process loans more efficiently, Xavier University electronically processes loans. Students who qualify for Direct loans will be notified in their financial aid award. The loan will be processed once verification (if it is required) has been completed and the student has registered for classes at Xavier. Xavier transmits the student’s loan eligibility information to the Department of Education.

Federal regulations require that all first-time student loan borrowers complete loan entrance counseling before receiving the proceeds of their student loans. The entrance counseling explains the borrower’s rights and responsibilities, including the consequences of defaulting on loans. First-time borrowers may complete their loan entrance counseling online at www.studentloans.gov.

If the student is a new Direct Loan borrower, the student must complete a Master Promissory Note (MPN) which can be submitted online at www.studentloans.gov. By completing the MPN, the student is certifying that he or she meets all eligibility requirements and is agreeing to repay the student loan. Once the Department of Education receives the completed promissory note, it will electronically forward the loan proceeds to Xavier University. All additional Direct loans for this year and subsequent years will be made under this MPN. As long as the student remains enrolled at Xavier, the student will only be required to sign the MPN once every 10 years.
FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

Prior to awarding federal financial aid to students, Xavier University is required to review the academic progress of all students. The Higher Education Act of 1965, as amended, requires that students meet both a qualitative (grade point average) and a quantitative (course completion) measure of satisfactory academic progress. Students who are not meeting these minimum academic progress requirements will not be eligible for federal funds during the subsequent financial aid year, such as federal Direct loans.

At the end of each spring semester, the Office of Student Financial Assistance reviews the academic progress of all students. All semesters during the prior year (summer through spring) are reviewed, including semesters during which no financial aid was received. In order to be eligible for financial aid at Xavier University, graduate students must have achieved the following academic progress:

Grade Point Average  Graduate students must have a cumulative grade point average of at least 2.8.

Annual Completion Rate  Students must have successfully completed a minimum of 67 percent of the credit hours attempted during the prior summer through spring period.

- Successfully completed is defined as receiving one of the following grades: A, B, C or S. Grades of M are not considered to have been successfully completed.
- Attempted hours are hours for which a charge was incurred, excluding audited hours.

Please note that these standards are separate from academic standards required by specific graduate programs. Certain degree programs require that students maintain a higher grade point average in order to remain in good academic standing. Students should check with their respective degree programs in order to learn the academic standards that are required for continued enrollment in the programs.

OTHER IMPORTANT CONTACTS

Campus Resources

Graduate Services  xugrad@xavier.edu  513-745-3360
MBA  xumba@xavier.edu  513-745-3525
MHSA  xumhsa@xavier.edu  513-745-3687
PsyD  maybury@xavier.edu  513-745-1053
Bursar  xubursar@xavier.edu  513-745-3435

Federal Department of Education

General financial aid questions  800-4-FED-AID
Check the status of your application, add a school to your FAFSA or change the address on your FAFSA  319-337-5665
General questions about Direct loans  800-557-7394
Questions about federal loan repayment  800-848-0979

OFFICE OF STUDENT FINANCIAL ASSISTANCE

Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.
See contact information below.