

FINANCIAL AFFAIRS

(Revised Policy effective September 26, 2017)

FINANCIAL AID

Pennsylvania Academy of the Fine Arts (PAFA) offers a variety of financial aid funds to assist students in meeting their educational expenses. Aid may be offered in the form of a grant, scholarship, loan or student employment, and is funded through federal, state, institutional and private organizations. Grants and scholarships are considered gift aid and do not need to be repaid. Student loans with favorable interest rates can be repaid over an extended period of time after graduation, withdrawal, or enrollment of less than half-time.

It is the philosophy of the PAFA that the first source of financial support for education should come from the student and/or family. Financial need is defined as the difference between the cost of education and the expected family contribution (EFC), as determined by the results of the Free Application for Federal Student Aid (FAFSA). Where need exists, PAFA attempts to assist in meeting the educational costs with the resources available. Typically, 80 percent of all PAFA students enrolled on a full-time basis receive some type of financial assistance (including those who already hold a bachelor's degree). Therefore, the PAFA encourages all students to apply for financial aid.

HOW TO APPLY FOR FINANCIAL AID

Federal regulations governing financial aid require PAFA to use an authorized Need Analysis System to determine who is eligible for Financial Aid. The Academy uses the Free Application for Federal Student Aid (FAFSA), which is processed at no cost to the student.

In order to be considered for financial aid, a student must be a citizen or eligible non-citizen and complete the Free Application for Federal Student Aid (FAFSA) at the following website:
www.fafsa.ed.gov

Pennsylvania Academy of the Fine Arts school Code is: **014653**.

Regardless of residency, all students (with the exception of international students) should file the FAFSA in order to be considered for any type of financial assistance. If selected for verification by the federal government, students will be contacted by the Financial Aid Office to submit additional documentation in order to complete the verification process. Please promptly submit any information requested.

DEADLINES

The FAFSA application takes approximately six to eight days to process from the time of submission. While the filing deadline for consideration of PHEAA and Pell Grants differ (refer to the application for more information), the priority date for PAFA purposes is March 1st for new applicants and April 15th

for continuing students. Consideration of PAFA funds for those students filing after the deadline will be made on the basis of availability of funds, and after on-time applications have been processed.

TITLE IV VERIFICATION POLICY

If a student's Free Application for Federal Student Aid (FAFSA) is selected for verification, then the school is required to collect certain documents and adhere to deadlines for processing the application. Once the student has submitted the required documentation to the financial aid office, financial aid review them and will make the appropriate corrections to the application information with the central processing system (CPS). If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid office will notify the student via a new award letter.

SPECIFIC TYPES OF FINANCIAL AID

GRANTS

The Federal PELL Grant is awarded to students who have not yet earned a Bachelor's Degree. Grants are awarded on the basis of need by the federal government.

The Pennsylvania Higher Education Assistance Agency (PHEAA) Grant is a state grant available to undergraduates that are established Pennsylvania residents who have not yet earned a Bachelor's Degree. Students must demonstrate financial need as determined by PHEAA by submitting the FAFSA prior to May 1 annually.

Non-PA residents may also qualify for grants from their respective home states. Please check with the agency in your home state for more information.

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded on a first-come, priority basis. Early applicants will be considered first as funding is very limited. Grants are awarded to students who do not hold a Bachelor's Degree. Priority is given to students who qualify for Federal Pell Grants. This federally funded program is administered by the Financial Aid Office.

LOANS

Direct Stafford Loans are available at fixed interest rates to assist students and parents. Students and parents should carefully consider the amount of their loan (*both yearly and cumulatively*), and borrow the minimum amount necessary to meet educational expenses.

Students wishing to borrow loans should complete a Direct Loan Master Promissory Note (MPN) from www.studentloans.gov. *The FAFSA must be filed prior to a MPN.* It is critical that the student understands he or she is responsible for repaying funds borrowed, and for many students, this will be the most serious long-term financial obligation undertaken.

All first-time student borrowers are required to do Entrance Loan Counseling (EC) before loans will be released. This can be completed at www.studentloans.gov. The loan application process usually requires two to six weeks from application to receipt of funds. All graduating and withdrawing students with loans MUST do an “exit interview” before leaving PAFA.

A Direct Parent PLUS Loan is available to parents of dependent students who attend PAFA. The Direct Parent PLUS loan can be applied for at www.studentloans.gov. Parents must also complete an application in order to check worthiness for this loan to process. Once the application is approved, then entrance counseling and a master promissory note should be completed for the Parent plus loan to pay.

A Direct Graduate PLUS loan is available for graduate students to help meet the costs of education. The Graduate PLUS loan can be applied for at www.studentloans.gov. Graduate students must also complete a plus application in order to trigger the credit check process. Once the application is approved, then entrance counseling and a master promissory note should be completed for the Grad plus loan to pay.

SCHOLARSHIPS

Pennsylvania Academy of the Fine Arts (PAFA) is committed to providing an affordable art school education by offering student scholarships to help cover the cost of attendance. PAFA is able to provide a variety of scholarship opportunities through institutional aid funded by donors, endowments, and the Academy itself.

All students admitted to PAFA are automatically reviewed for PAFA scholarships. Students will be awarded institutional aid based off their program of study and available funding at the time of admission. The combination of scholarship options and award amounts may vary student by student.

Any institutional scholarship that a student qualifies for will be added on top of any federal or state aid the student has been awarded but cannot exceed the cost of attendance allowance. Additional Scholarship information is contained on the Admissions webpage: <https://www.pafa.org/financial-aid-scholarships/scholarships>.

PAFA also partners with community members and presents other scholarship awards that students may apply for (*in addition to their existing aid*). Application information and deadlines are posted on the Admissions and Student Services webpages.

OTHER TYPES OF ASSISTANCE

PAFA encourages students to explore all options for tuition assistance. Often, local businesses, parents’ employers, churches, and community groups sponsor scholarships that can be used toward educational costs. If a student receives a scholarship from an outside organization, then it is the student’s responsibility to notify the Financial Aid Office. Please note: if scholarships are designated for tuition only, other PAFA aid may need to be adjusted for the cost of attendance allowance.

STUDENT EMPLOYMENT AWARDS

Where unmet need exists, PAFA attempts to assist in meeting the educational costs with the resources available. The Federal Work/Study Program (FWS) is offered to students on the basis of need and availability of funds. In order to be considered for federal work study, a student must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and indicate on the FAFSA that that he or she is interested in receiving this award.

Eligible students may work at PAFA for an hourly wage. Job listings are available through the Office of Student Services. The current pay rate starts at \$10 per hour, and work schedules are arranged with the job supervisor and prospective student worker. All students indicating they are interested in work-study are considered.

Please note that an offer of work study is NOT a guarantee of a job. While school is in session, students cannot work more than twenty (20) hours a week. There is no “overtime” in the above-mentioned employment program. Average hours for federal work study are approximately 6 hours per week.

AWARD NOTIFICATION

The Financial Aid Office will begin to notify new and returning students of their upcoming aid in April/May. If you are awarded aid, then you will receive an award letter describing the aid and the requirements. You must return the award letter only if you are not accepting some or the entire aid award. Students should understand that some aid is contingent upon availability, and that if those funds are reduced, the school will reduce aid packages accordingly.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All students have the right to know the method used to determine their need; access to information and records used in determining need; and the right to be awarded aid equitably as funds permit.

Students are responsible for providing accurate information concerning their financial resources and circumstances, and must notify the Financial Aid Office of any changes in status; applying for aid in a timely manner; and maintaining satisfactory academic progress. (Refer to Academic Policy in this publication).

Students who knowingly provide false information will be denied aid and will be refused additional funds. Students who withdraw without official approval, or who are dismissed, may not be eligible for financial aid upon their return to PAFA. Students who are readmitted to the School must not only maintain the School's academic standards but must also reapply for aid.

Most financial aid is awarded to full-time students only. However, students attending on a half-time basis are eligible for certain types of aid. Consult the Financial Aid Office for details.

Students who are in default of a Federal Student Loan will not be awarded federal aid assistance *unless* they have a clearance letter from the lender that's associated with the default status.

SATISFACTORY ACADEMIC PROGRESS

The Financial Aid Office is required by Federal law to ensure that students receiving any type of financial aid are making satisfactory academic progress (known as SAP). Academic progress is reviewed at the end of each semester. A student has the right to appeal any negative decision by doing an appeal.

SAP Appeal

In order to complete a SAP appeal, a student should submit a letter of appeal to the Director of Financial aid and the Dean of Student Services. He or she must document the unusual circumstances that had an impact on their academic progress. Students who do not maintain satisfactory academic progress, due to extenuating circumstances, may appeal their aid denial to the Financial Aid Office in accordance with the following procedures:

1. Students should request a progress appeal, in writing and provide any supporting documentation (if applicable), through the Financial Aid Office and should notify the Dean of Student Affairs of this action.
2. The Financial Aid Director and the Dean of Student Affairs will review the request and notify the student of the decision within a reasonable amount of time.
3. Students granted appeals are required to meet the progress standards during the next semester.

Certificate, BFA, Post Baccalaureate, and MFA students at the Pennsylvania Academy of the Fine Arts must meet the following SAP requirements:

- Certificate and BFA -- Students may receive financial aid for the first 180 attempted credits. As expressed in years: students are normally expected to complete an undergraduate degree by the end of 4 years of full-time study. Therefore, students will forfeit their eligibility to participate in federal financial aid programs after 6 years of full time enrollment ($4 \times 150\% = 6$). Transfer students will be evaluated by adding their earned transfer credits to their attempted Certificate/BFA credits, allowing them to receive aid for the balance of the 180 credits. Students must receive a passing grade in at least 67% of their overall credits they have attempted on a cumulative basis, including transfer credits. Students must achieve a cumulative grade point average (GPA) of 2.0 by the end of each semester. Some scholarships and grants may require a higher GPA.
- Post Baccalaureate -- Students may receive financial aid for the first 30 attempted credits as a Post Bcc. Students must receive a passing grade in at least 67% of their overall credits in which they attempted on a cumulative basis. Students must achieve a cumulative GPA of 3.0 by the end of each semester.
- MFA -- Students may receive financial aid for the first 60 attempted credits. Students must receive a passing grade in at least 67% of their overall credits in which they attempted on a cumulative basis. Students must maintain a cumulative GPA of 3.0 by the end of each semester.

Monitoring Satisfactory Academic Progress (SAP)

The Office of Financial Aid will monitor SAP at the end of each semester. Written notification will be sent to students placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination, and Financial Aid Reinstatement. In cases where the academic plan (see definition below) is required, the Dean of Student Services will monitor academic plans and provide a measurement for each student's pace based on the duration stated in each plan.

Minimum requirements to satisfy financial aid eligibility and satisfactory progress requirements for Certificate/BFA:

By the end of the:

- First year: 2.0 GPA/24 credit hours completed
- Second year: 2.0 GPA/48 credit hours completed
- Third year: 2.0 GPA/72 credit hours completed
- Fourth year: 2.0 GPA/96 credit hours completed
- Fifth year: 2.0 GPA/120 credit hours completed
- MFA and Post Baccalaureate:
- First Year: 30 or more credits/3.0 GPA

Part time students

To maintain satisfactory academic progress, a part-time student must maintain a 2.0 ("C") cumulative grade point average and earn 67% of all attempted credits. Please note, specific requirements for eligibility for studios, prizes, the Annual Student Exhibition and graduation may differ from those listed in this section. Consult the appropriate handbook sections for the details.

Transfer Credits

Course credits transferred from other institutions will be considered hours earned and attempted for the purpose of determining the earned credit completion rate (student pace) and maximum timeframe.

Course Withdrawals (WD)

Courses from which a student withdraws after Add/Drop will be counted toward enrollment, attempted hours, and maximum timeframe.

Incomplete Grades (I)

Incomplete grades will be counted toward enrollment, attempted hours, and maximum timeframe. Students who end a semester with incomplete grades will be re-evaluated for financial aid eligibility at the PAFA deadline for incomplete grades (students have the first 6 weeks of the spring semester for fall incompletes and until July 15th for spring incompletes.) If the incomplete grades are not completed within the published deadline, the student will automatically be placed on the appropriate SAP status (warning or ineligible) based on prior SAP performance and the student is responsible for notifying the Financial Aid Office to have financial aid eligibility re-evaluated again once the incomplete grades are updated. If a student is placed on warning for incomplete grades at the PAFA deadline and then the final grades become grades of WD or F at a later date, any federal aid released for the subsequent semester will be rescinded (including loans).

Repeated Courses

Students receiving a failing grade (F) may repeat the course. Repeated courses will be considered hours attempted for the purpose of determining the earned credits completion rate and maximum timeframe.

Financial Aid Warning

Status assigned to a student who fails to make SAP. Students may continue to receive financial aid for one payment period (semester.) No appeal is necessary. Students who have not completed 67% of their overall attempted credits at the end of a semester will be placed on Financial Aid Warning.

Financial Aid Probation

Status assigned to a student who fails to make SAP and who has appealed (see appeal process above) and has had eligibility for financial aid reinstated. Financial aid will be reinstated for only one semester. Students may be required to fulfill specific terms such as taking a reduced course load or enrolling in specific courses while on Financial Aid Probation. If student cannot mathematically achieve SAP standards in one payment period, then an academic plan will be required.

Academic Plan

A stipulation placed on a student following an appeal that, when followed, will allow a student to achieve SAP standards in a specific amount of time. Eligibility for aid will be reinstated and can be received as long as all conditions of the plan are met.

Financial Aid Termination

Status assigned to a student who is not making SAP standards and who either fails to appeal their status or has their SAP appeal denied. Financial aid cannot be received while on this status. Please note, this

applies to aid eligibility only, not to registration or academic standing. Under the following circumstances, students will be placed on Financial Aid Termination status and will be ineligible to receive future financial aid: (a) Students who have not reached the required 67% completion rate by the end of the Financial Aid Warning period; (b) Students reaching the maximum attempted credits, 180 Certificate/BFA, 30 Post Bac, or 60 MFA; (c) Students academically dismissed due to poor academic performance as prescribed by PAFA.

Reinstating Financial Aid Eligibility

Students may regain eligibility by successfully achieving an overall completion rate of 67% or through a granted SAP appeal. Please note that specific requirements for eligibility for studios, prizes, the Annual Student Exhibition and graduation may differ from those listed in this section. Consult the appropriate handbook sections for more details.

FINANCIAL POLICIES & SERVICES

TUITION AND FEES

Current costs are posted on the PAFA website (www.pafa.org/School/Admissions/PAFA-Tuition-and-Fees/181/). Please note: only credits up to 18.0 are included in tuition for Certificate and BFA students. All make-up or overload credits beyond 18.0 for full-time Certificate and BFA students will be charged the per credit rate. Any student matriculated in the Certificate or BFA Program who enrolls in a Summer or Evening course (Continuing Education) will be charged the Certificate or BFA per-credit tuition.

Health Insurance

All students must have health insurance, either through PAFA or provide proof of their own coverage. Students can opt out of the Health Insurance Fee by completing a waiver through [insert website link?] If students opt to enroll in the insurance provided by the PAFA, then they will be billed once per academic year.

General Fee

All students are assessed the non-refundable General Fee every semester. The General Fee is a single, comprehensive fee that helps fund a number of Academy services including:

- Properties and Models program, providing students with myriad options of objects and models for artwork
- Studio maintenance and up-keep of certain supplies
- Access to studio such as the wood shop and foundry during monitored hours

Student Services Fee

All students are assessed the non-refundable Student Services Fee every semester. This fee covers student activities and tech support for student platforms used by PAFA students.

Library/Tech Fee

All students are assessed the non-refundable Library and Technology Fee every semester. The Library and Technology Fee provides funds for state-of-the-art computer equipment to provide support for the students' academic experiences, including e-mail access, books, other materials and computer programs.

Studio Damage Deposit

This is a one-time fee for students who are eligible for and elect to have studio space provided by PAFA. This fee is refundable if there are no damages after studio move-out.

Course Fees

Certain courses charge additional fees such as lab fees, printing fees, foundry fees, etc. The charge is assessed at the time of registration for that particular course and is non-refundable.

TUITION PAYMENT REQUIREMENT

Please be aware that nonpayment of your bill will jeopardize your enrollment, so please arrange early for payment on your account. Payments are to be mailed or delivered to the PAFA's Business Office, 128 N. Broad Street, Attn: Bursar's Office, Philadelphia, PA 19102.

Payments by Check or Money Order

Checks of Money Orders must be payable to PAFA in U.S. dollars and drawn on a U.S. bank. Postdated checks are not accepted.

Returned Checks

The Bursar's Office will notify and bill you if your check is returned by the bank for non-payment. You must pay the original amount plus a returned check fee.

Payments by Credit Card

PAFA does not accept credit or debit card payments in-person, by mail, fax, or over-the-phone for payment of tuition, housing, or fees. To pay with a credit or debit card, access the Bill Payment option from the Student Portal. Processing fees will be included.

Payments by Electronic Fund Transfers (E.F.T.)

"E-Checks" are also accepted via the Student Portal. Processing fees will be included. You will need your banking information (routing number and account number).

Past Due Accounts

PAFA policy requires timely payment of all charges owed. Any payment owed by you to PAFA that is not received by the due date is subject to a monthly late payment charge. PAFA reserves the right to restrict services, terminate enrollment, contract for outside collections, and pursue legal action in the collection of any past debt at the expense of the debtor.

Installment Payment Plan

PAFA wishes to help students afford the expense of higher education by conserving their savings and limiting their borrowing. For this reason, a monthly payment option is offered, allowing students to

spread tuition expenses over the academic year for a one-time enrollment fee per semester. Information detailing the monthly payment plan administered by Higher Education Services (H.E.S.) can be found at www.highereducationservices.org – a brochure with this information is also mailed with student invoices.

STUDENT WITHDRAWAL/REFUND POLICY

Students who officially withdraw from PAFA or reduce the number of credits for which they are registered may be entitled to a proportionate adjustment of tuition charges. Official Withdrawal forms are available through the Registrar’s Office. Verbal notification or non-attendance of class does not classify as an official withdrawal and does not relieve the student of his or her financial obligation. Tuition refund schedule is listed below, however all fees (e.g. registration fee, library fee, etc.) are non-refundable after the first day of class.

REFUND POLICY FOR STUDENTS WHO ONLY HAVE INSTITUTIONAL SCHOLARSHIPS

Withdrawal Period	% of Tuition Refunded
Prior to end of 2nd week of class	100%
Prior to end of 3rd week of term	75%
Prior to end of 4th week of term	50%
Prior to end of 5th week of term	25%
After 5th week of term	0%

Exceptions:

- Students called into military service before or during a school term, under provisions of the Selective Service Act.
- Students under Public Law No. 550 (G.I. Bill).

International students who choose to withdraw, must clarify their immigration status with INS before a refund will be considered.

NOTE: Refunds to students receiving Federal (Title IV) financial aid may be impacted by Federal regulations, resulting in student repayment of partial aid. See below for more information.

REFUND POLICY FOR STUDENTS RECEIVING ANY FEDERALLY FUNDED FINANCIAL AID:

If a student has received any form of Federal (Title IV) financial aid, Federal regulations specify PAFA must determine the amount of aid that a student has earned if s/he completely withdraws, drops out, takes a leave of absence or is dismissed from school prior to completing 60% of the payment period.

Federal financial aid offered to Certificate, BFA, PB, and MFA students included in the calculation of earned/unearned Title IV aid can consist of Federal Pell Grant, Federal SEOG Grant, Federal Subsidized and Unsubsidized Loans, Federal Graduate PLUS, and Federal PLUS Loans.

Withdrawal Date

PAFA is not required to take attendance however; attendance is essential to a student's completion of a course's curriculum.

The withdrawal date is:

- the date the student began the withdrawal process by officially notifying, in writing, the Registrar or Dean of Student Affairs of his/her intent to withdraw; or
- the date the school determines based off the student's last date of attendance on record for a student unable able to complete the withdrawal process

Calculation for Financial Aid Refunds

The percentage of Title IV federal aid earned is calculated by counting the number of days from the beginning of the payment to the student's withdrawal date and then dividing that number by the number of days in the payment period (not including scheduled breaks of five or more days). Once that percentage is determined, it will be multiplied against the total amount of Title IV aid that was disbursed to the student and the amount that could have been disbursed:

Percent of Title IV aid "earned" = number of days completed up to the student's withdrawal date divided by the total number of days in the payment period (not including scheduled breaks). Percent of Title IV aid "unearned" = 100% of the payment period minus the percent of Title IV earned

Once the amount of earned Title IV aid is determined, it will be subtracted from the total of Title IV aid that was disbursed or could have been disbursed. If a student earned less aid than was disbursed, PAFA would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to PAFA.

If a student earned more aid than was disbursed to him/her, PAFA would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. If the student received more than the earned amount, the unearned portion will be returned by PAFA and the student in accordance with federal regulation. The institutional charges for the semester will be multiplied by the percentage of Title IV aid unearned and compared to the dollar amount of Title IV aid to be returned. The smaller amount will be returned to the federal program(s).

Earned aid is not related in any way to institutional charges. PAFA's refund policy and Return of Title IV Funds procedures are independent of each other. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. (See Refund Policy). The

amount PAFA must return will be subtracted from the total amount that must be returned. The balance will be due from the student. The student will be responsible to return unearned funds in the same priority order. However, students who have loans will return loan funds in accordance with the terms of the promissory note.

A student who is subject to the Return to Title IV refund calculation will receive written notification, which will include the amount of unearned grant aid that must be repaid. PAFA must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loans

Subsidized Federal Stafford Loans

Unsubsidized Direct Stafford Loans (other than Federal PLUS loans)

Subsidized Direct Stafford Loans

Federal Perkins Loans

Federal Parents (PLUS) Loans

Direct PLUS Loans

Federal Pell Grants for which a Return of Funds is required

Federal Supplemental Education Opportunity Grants (FSEOG) for which a Return of Funds is required

Other assistance under this Title for which a Return of Funds is required (i.e. LEAP)

If you have any questions or concerns, please feel free to contact the Director of Financial Aid.

FINANCIAL AID REFUNDS

If a student's Financial Aid Award (total of grants and scholarships excluding work/study), with or without the addition of a student loan, exceeds tuition and fees, the amount awarded and/or borrowed above tuition and fees will be returned to the student to assist him/her in meeting educationally related expenses; this will be done each semester. Students will be notified when checks representing aid which exceeds tuition and fees are available.

* ALL REFUNDS FROM FINANCIAL AID (INCLUDING LOANS) WILL BE PROCESSED AFTER THE END OF THE THIRD (3rd) WEEK OF CLASSES OR WITHIN 14 DAYS OF THE CREDIT BALANCE.

PLEASE BUDGET ACCORDINGLY