

LACKAWANNA COLLEGE TERMS AND CONDITIONS

In accepting the Financial Aid Offer, you indicate that you understand and agree to abide by the following terms and conditions:

- The FAFSA is required for all federal, Pennsylvania State grant, scholarship and Lackawanna College aid programs. Eligibility for need-based programs is determined using the information supplied on the **FAFSA** and, if selected, through the verification process. In addition, award amounts are also influenced by your choice of enrollment and housing.
- Financial Aid Offers are developed after first determining the **Expected Family Contribution** (EFC). Financial need (your financial aid eligibility) is calculated by subtracting the Expected Family Contribution (EFC) from the Student Cost of Attendance budget. **Educational costs** include all expenses a student may incur and consist of tuition, fees, living expenses, books, transportation and personal expenses.
- The types of aid offered will vary with the individual student's need and may consist of a combination of grant, loan, work, and scholarship assistance.
- All students must maintain satisfactory academic progress in order to remain eligible for financial aid. Aid may be cancelled due to lack of progress or maximum semesters of aid. Please review the Lackawanna College **Financial Aid Academic Progress Policy**.
- All forms of need-based aid must be reapplied for annually. Renewal of awards will be based on continued eligibility.
- Receipt of outside awards must be reported to the Financial Aid Office. Adjustments may be made to the student's award package.
- Financial Aid recipients who plan to withdraw or who change their enrollment status must notify the Financial Aid Office. Your financial aid offer will be reviewed and adjustments may be required.
- The amount of aid offered will be divided equally between the fall and spring semesters, unless otherwise indicated. Financial aid offers are generally disbursed to a student's account 30 days into the semester for which the award applies.
- Federal Direct Stafford Loan and PLUS Loan recipients must be enrolled on at least a half-time basis (6 credits per semester).
- On-line credits may impact PA state grant eligibility. On-line credits may change the student's loan disbursement dates.
- If you are offered Work Study funds, it is not a guarantee of funds and will not be placed on your account. It is the student's responsibility to work the required number of hours in order to earn the money. A student is paid bi-weekly for the number of hours worked that time period.
- Need based awards are subject to change as a result of verification of financial information.
- Failure to provide all requested documentation will result in cancellation of the aid awarded.
- The college holds in strict confidence all family financial information and considers any financial aid offer to be a confidential matter between the college and the student.
- You have the right to request a professional judgment review of unusual circumstances that may affect the family's ability to pay. The decision of the college will be final.

**LACKAWANNA COLLEGE
REFUND /RETURN POLICY**

Students who withdraw from LC will be entitled to an adjustment of tuition charges according to the refund policy described below.

In accordance with Federal regulations, those students who receive Federal Financial Aid and who withdraw from LC during the first 60% of a semester, will have their Federal Financial Aid adjusted based on the percent of the semester completed prior to withdrawal. That is, students will be entitled to retain the same percent of Federal Financial Aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in the semester into the number of days prior to the withdrawal. Students who do not follow the official withdrawal procedure but who stop attending classes will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment of Federal Financial Aid after completion of at least 60% of the semester.

This policy applies to all Federal Financial Aid except college work-study. It includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Subsidized and Unsubsidized Stafford Loans and Plus Loans.

When the Amount of the Federal Funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Perkins Loans
- Plus Loans
- Pell Grants
- Supplemental Education Opportunity Grants (SEOG)

Please note that students WHO RECEIVED A REFUND OF FINANCIAL AID PRIOR TO WITHDRAWING MAY OWE A REPAYMENT OF THOSE FUNDS. Students will be contacted by the Bursar Office in such situations and will be given 30 days to repay the funds to Lackawanna College. Students who fail to return the unearned portion of Federal Financial Aid funds given to them will become ineligible for continued receipt of Financial Aid until such time as the repayment is made.

Refund Policy

Fall and Spring Semesters

(Day, Evening, and Online Classes)

Until the end of the second week of scheduled classes	100%
Until the end of the third week of scheduled classes	75%
Until the end of the fourth week of scheduled classes	50%
After the fourth week of scheduled classes	No refund

Summer Sessions and Intersession

(Day, Evening, and Online Classes)

Prior to the start of scheduled classes	100%
After the start of scheduled classes	No refund

Rooms in the student residence halls are rented for the semester and there is no refund of room charges in case of withdrawal after classes have commenced. Refunds of meal plans is determined on a pro-rata basis throughout the semester.

With the exception of tuition and meal plan, no refund is made on any other fees after classes have commenced.