

# **Hope International University Online Undergraduate Programs**



## **Financial Options Guide**

## Overview of Financial Aid Process and Philosophy

We are pleased you have chosen to complete your education at Hope International University (HIU).

Investing in a high quality education for the future may be one of the most important decisions and investments an individual can make. Cost should not be the final determining factor in selecting the right university; nevertheless, applicants should have a clear understanding of expenses in mind when making a final choice.

Students enrolled at HIU may be eligible to receive federal and/or state funding if they meet certain criteria. This Financial Options Guide will assist you in understanding how your financial aid eligibility is determined, the types of funding programs available, how aid is disbursed, and how you can maintain eligibility.

We would like to take this opportunity to provide you with information concerning your various payment options. Please take a moment to read through the information provided.

The Student Financial Services Department is available to assist you from 8:00 am to 5:00 pm Monday through Friday.

- ☐ Caitlyn Giamarino - MFT & MSC Students - Last Names A - L  
cgiamarino@hiu.edu, 714-879-3901 extension 2231
- ☐ Pamela Perez -MFT & MSC Students - Last Names M-Z  
pperez@hiu.edu, 714-879-3901 extension 2241
- ☐ Kelli Sprouse - EDU, Ministry, MBA, & Online Undergraduate Students  
ksprouse@hiu.edu, 402-238-7104

After you have completed the appropriate paperwork, been accepted into the program, and your schedule has been determined, Student Accounts will be able to provide you with your estimated charges for your registered coursework. Your account information can be viewed via your student portal at [my.hiu.edu](http://my.hiu.edu). Paper statements are available upon request.

We look forward to helping you further your educational goals. Please call with any questions.

Thank you,

Shannon O'Shields  
Director of Student Financial Services  
Hope International University  
2500 East Nutwood Avenue  
Fullerton, CA 92831



# Student Accounts Department Financial Options

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (714) 681-7421

Hope International University provides the following options for meeting your financial obligations. Please select one or more:

Single Payment Plan

The Single Payment Plan requires payment for the entire term (trimester or semester) before the start of the term. You may choose to have your tuition automatically charged to a credit card or withdrawn for your checking account. If you would like to take advantage of this option, please contact the Student Accounts Department at (714) 879-3901 ext 2202 to obtain the necessary forms.

Third Party Plan

If your company or church is covering your tuition charges, you may qualify for this plan. The third party will need to sign our Tuition Reimbursement/Private Scholarship Acknowledgement form. Please complete the enclosed form.

Monthly Payment Plan

A monthly payment option is available for students who would like to have their balance divided into equal monthly payments (balance must be paid off at end of term), or for those who are anticipating a balance due as a result of charges in excess of their financial aid. To set up the monthly payment plan, please contact the Student Accounts Department at (714) 879-3901 ext 2202. Payments are due on the 1st of each month. A late fee of \$50.00 is applied on the 1<sup>st</sup> of the month.

- Military Benefits    Tuition Assistance    Post 9/11 - Percentage \_\_\_\_\_    Chapter 30    Chapter 31  
 Chapter 35    Chapter 1606    Chapter 1607

Financial Aid Plan

You may be eligible for financial aid to help cover your tuition charges. To determine if you qualify, you must complete the following prior to the start of class:

- FAFSA
- Master Promissory Note
- Loan Entrance Counseling
- Student Authorization Form
- Any additional documents requested from the Office of Financial Aid

For more information please contact the Financial Aid Office at (714) 879-3901 ext. 2202

I have read and fully understand the information outlined in the Financial Options Guide. I agree that the terms and conditions of payment are not contingent upon receipt of grade, transcript, invoice, statement, reimbursement by my employer, or financial aid eligibility.

I understand that I am financially responsible for any and all charges incurred from registered coursework, regardless of participation. I also understand that I may be charged all or a portion of dropped coursework as outline in the university catalog and this Financial Options Guide.

I also agree to notify Hope International University of any changes to my current contact information including mailing address, email address, and phone number at the time those changes go into effect.

I understand I am responsible for checking my HIU email as important correspondence will be sent to this email address.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student ID#



# Tuition Reimbursement Private Scholarship Acknowledgement

Student Financial Services

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (714) 681-7421

**Student Section:**

ID# \_\_\_\_\_

I, \_\_\_\_\_, will be receiving a private scholarship from \_\_\_\_\_  
\_\_\_\_\_ in the annual amount of \$ \_\_\_\_\_.

In order for me to receive this private scholarship:

The student must: \_\_\_\_\_

The school must: \_\_\_\_\_

I understand that the collecting of these funds is my ultimate responsibility. If payment is not received from the private institution by October 1, 2020, for the Fall Semester and March 1, 2021, for the Spring Semester. I will send payment for the amount due. \_\_\_\_\_ Please initial.

I understand that if payment is not received that I may be withheld from continuing in my current/future courses, registering, or graduating.

**Scholarship Donor/Organization Section:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

We promise to scholarship the above named student in the amount of \$ \_\_\_\_\_. Sending \$ \_\_\_\_\_ each time.

**The scholarship will be paid to the school on a (check one)**  semesterly  monthly  one time basis. *Please note that no bills will be sent.*

**We promise to complete the payment of all funds by October 1, 2020, for the Fall and March 1, 2021, for the Spring Semester.**

We promise, that if there is a change in the amount of the original award, that we will immediately notify the school in writing.

The only stipulations that we have regarding this scholarship are: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Certifying Official for the Private Institution

*This document must be returned to the office of Student Account Department before this award can be counted as credit against the account. No refunds will be issued on these funds until the monies have been received by the institution and have been posted to the student's account. (Please do not send funds intending the University to release them for books or personal living expenses. Please send these funds directly to the students.)*



# Online Undergraduate Student Authorization Form 2020-2021 Academic Year

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (888) 509-7497

This form is required for all new students and is valid for the entire enrollment for the online undergraduate students at Hope International University. Please complete and return to the Financial Aid Office. If you wish to make any changes to your information on this form during your enrollment, please see the Office of Financial Aid to make updates.

Student's Name \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Cell # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

\*\*\*\*\*

Program/Major \_\_\_\_\_

I plan to enroll for:  Fall 2020  Spring 2021

I plan to take the following units: \_\_\_\_\_

NOTE: Please notify the Financial Aid office if any enrollment information changes. Any changes in your enrollment could significantly impact the amount of your award.

### AUTHORIZATION

\_\_\_\_\_ (Please initial) I authorize Hope International University to discuss my financial aid file with:

(Check all that apply)  myself only  my Spouse name \_\_\_\_\_  Parent's name \_\_\_\_\_  
 Church name \_\_\_\_\_  other: \_\_\_\_\_

### STATEMENT REGARDING CREDIT BALANCES AND AUTHORIZATION TO APPLY FUNDS

I authorize Hope International University to apply all Title IV financial aid toward my tuition for the classes scheduled during my enrollment.

I recognize I am responsible for incurred expenses not covered by my financial aid for each term.

I am aware that if my payment and/or total financial aid amount exceeds my current tuition, fees and other allowable charges have been paid, my account will have a credit balance. I am requesting that the balance be handled in the following manner:

- Yes  No 1. The school should retain any existing credit balance on my account to be applied to future charges or to be disbursed to me at my request.
- Yes  No 2. In the event I do not request the funds prior to leaving school, or at the end of the academic year, the school should return the credit balance to the Department of Education as payment on my student loan.

I understand that if I do not authorize the above that 1) the University will still retain federal funds to pay for current outstanding institutional charges, to include tuition charges, technology fee charges and administrative fees; and 2) subsequent to the University disbursing aid, I will need to pay for future courses before beginning class. By signing this form I verify that all the information reported on this form is true and correct.

**Note: This authorization is valid for the entire period of enrollment at Hope International University. However, excess funds will be distributed at the end of each loan period, as required under Title IV regulations. I understand that I may withdraw my approval for any one or all of these authorizations at any time. This may be accomplished by contacting my accounting department in writing. I also understand that a cancellation or modification of this Authorization will be effective for disbursements processed after the date Hope International University received the change, and will not affect funds already retained.**

By filling out my name and submitting this application, I agree to the above statements.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**Student Enrollment Status.** Online undergraduate programs operate on a semester system; fall and spring. Full time enrollment is classified as 12 units per semester and half time enrollment is classified as 6 units per semester.

**Satisfactory Progress for Financial Aid.** To maintain eligibility for financial aid, students must remain in good academic standing and make satisfactory academic progress in their degree programs. "Satisfactory progress" includes:

1. Quality of Progress (*Good Academic Standing*):

- Financial aid recipients must maintain a minimum cumulative and semester grade point average (*GPA*) of 2.0 in an undergraduate program.
- GPAs are reviewed at the end of each semester.
- Students who fail to maintain the minimum GPA will be placed on financial aid "warning"/probation and given one term to raise their GPA to the required minimum. If minimum GPA is not met at end of the warning term, financial aid will be suspended.
- Students entering the program with an academic probation status will be placed on *financial aid probation*. Further aid renewal depends on the student's academic achievement during the first term.

2. Quantity of Progress (*Unit Completion Requirement*):

- Students must complete all courses for which they receive financial aid.
- The following grades demonstrate satisfactory course completion: A, B, C, D, or CR. Grades that do not demonstrate course completion are F, NC, Incomplete, or W.
- As explained above, students will not receive unearned financial aid for courses from which they withdraw. Such courses are not counted for purposes of determining the number of units students must complete per academic year.
- Students are eligible to receive financial aid for up to 9 units of repeat courses for which a failing grade was given.

Students are eligible to receive financial aid once for repeat of a previously passed course

- Remedial or prerequisite coursework may qualify for financial aid if the student's academic advisor specifically approves it.

Students who fail to complete at least two-thirds of all units in which they originally enroll, or withdraw from 2 courses during one term, are subject to a financial aid warning. Financial aid suspension will occur if failure to complete at least two-thirds of units enrolled, or 2 withdraws occur again after warning is implemented.

Students have one opportunity to appeal a financial aid suspension during their enrollment. Approval of appeal is not guaranteed.

Financial Aid may be reinstated to a suspended student when they achieve completion of deficient units and/or raise their GPA to the required minimum.

3. Quantity of Progress (*Maximum Time Frame*):

Associate of Arts	60 units	(90 units attempted)
B.S. in Christian Ministry	48 units	(72 units attempted)*
B.S. in Human Development	46 units	(69 units attempted)*
B.S. in Intercultural Studies	48 units	(72 units attempted)*
B.S. in Business Administration	45 units	(67 units attempted)*
Multiple Subject Credential	30 units	(45 units attempted)
Single Subject Credential	30 units	(45 units attempted)

*\*Excluding General Education requirements*

**Appeal Process.** At the time of financial aid suspension notice, students are informed how to download a "Financial Aid Appeal Form" via the HIU website.

When filing an appeal, it is essential that a full explanation is provided along with any documentation (if necessary), verifying the circumstances that led to the inability to meet the minimum requirements.

A definite plan towards graduation must be established and outlined with the student's academic advisor. Failure to follow this academic plan may be used as a basis for future denial of financial aid. A signature from the academic advisor is required before consideration will be made.

If the appeal is denied, the financial aid office will provide information regarding alternatives available. These options may include:

1. Payment plan established by Student Accounts Department
2. Private Loans

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Student Signature

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Date



# Student Refund Authorization

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (714) 681-7421

A Student Refund Authorization form will be completed and kept on file. Once all financial aid has posted to your student account, all fees have been covered, and a credit has been established, you will need to contact your Student Financial Services Counselor directly to request your refund. Your refund will automatically be processed according to the refund method you have selected below for the year.

Student Name: \_\_\_\_\_

HIU ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Important Information to know regarding your refund:**

- Students will be responsible for any balances due to adding or dropping courses after a refund has been processed.
- Book advances will no longer be available once your credit has been refunded to you.
- If there is a credit on your student account at the end of the academic year, the Student Financial Services Department will automatically process your refund based on the method of delivery chosen below.
- Refunds will be processed within 7-10 business days once a credit has been established and you have emailed your counselor requesting your refund.
- You will receive an email notification once your refund has been processed.

Method of Delivery:  Direct Deposit in checking account

Name on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_

Check (Please note: this method requires additional processing time)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I understand that providing inaccurate, incomplete, or illegible bank account and/or routing information can result in a delay in receiving my funds, inability to deposit these funds, or the potential of funds being deposited into the wrong account, and release Hope International University of any liability should this occur.

This information will be used for the duration of the academic year. It is the student's responsibility to notify the Student Financial Services Department in writing of any requested changes to the method of delivery or change to bank account information.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Refund Amount Approved: \_\_\_\_\_

Cashier Signature: \_\_\_\_\_

Date scheduled to be processed: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Current Charges confirmed     Pending Charges verified     Confirmed Current Credit is not for future term

Confirmation #: \_\_\_\_\_



# Policies and Procedures

2500 E. Nutwood Ave.  
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**Credit Cards Accepted** Visa, MasterCard, and Discover are accepted if you are the authorized signer on the card.

## Refund Policy

Once a credit has been established on your student account, you may request a refund by emailing your counselor directly. For example, "Hello, I see an available credit on my account. Please process my refund.". Your refund will be processed based on the refund method you have selected on your Student Refund Authorization form. Refunds are processed within 7-10 business days once a credit has been established and a refund request has been received.

## Changing Financial Options

You may change your Primary Finance Option while attending Hope International University, provided that you are in compliance with your current finance option. In order to change plans, you must submit your change in writing. All changes must be approved by the Student Accounts prior to becoming effective.

**Late Fees** A late fee of \$50.00 will be assessed on the 1st of each month that you are delinquent on your account.

**Returned ACH Fees** All returned ACH payments will be assessed an additional \$50 processing fee.

## Transcript and Diploma Release

Official transcripts and Diplomas are released for students only when their account is paid in full. Transcripts are \$10.00 each and should be requested in writing from the Registrar's Office

**Graduation** Participation in graduation is granted only when account is paid in full.

## Withdrawal

When withdrawing from class, it is your responsibility to notify Hope International University and your instructor so a grade of "W" (Withdraw) can be posted for your class. If you fail to notify the instructor and the University, a grade of "F" (Fail) will be recorded.

Financial aid will not be applied to any withdrawn course that is not assessed 100% tuition.

If you wish to withdraw from HIU, you must notify your Academic Advisor. Upon receipt of your notification, HIU will audit your account, cancel any financial aid in process, and process any refunds as detailed under "Refund Policy" that may be due, or collect payment for any outstanding balance.

**Note: Withdrawal from a course or changing your academic calendar may reduce or eliminate your financial aid award. Two withdrawals within one term could result in financial aid probation or suspension. Please consult with your financial aid counselor prior to withdrawing from courses.**

**Note: HIU reserves the right to change its tuition rate and fees at any time. Current fees can be found on our website at [www.hiu.edu](http://www.hiu.edu) and in our catalog.**

## Refund Schedule

### 5-10 Week Session/Module

- Before opening date of a course, 100% refund of tuition
- Before 2nd week begins, 80% refund of tuition
- Before 3rd week begins, 60% refund of tuition
- After the 3rd week begins, NO REFUND

### 15-16 Week Term

- Within the first week of the semester, 90% refund of tuition
- Within the second and third weeks of the semester, 60% refund of tuition
- Within the fourth and fifth weeks of the semester, 30% refund of tuition
- After the fifth week of the semester, NO REFUND





# Online Undergraduate Attendance/Participation Minimum Standard

Student Financial Services

2500 E. Nutwood Ave.  
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## Definition of Attendance/Participation in Online Courses

A student who performs a minimum of two of the following actions within the first two weeks of an online course is officially counted as attending and participating in that course:

- Participated in an assigned *substantive* (excluding student introduction) threaded discussion.
- Completed and submitted a Quiz or Examination
- Submitted a written assignment to the Drop Box or Doc Sharing features of the eCourse
- Posted a Journal assignment in the Journal feature of the eCourse

## Consequences of Failure to Attend/Participate

### Grades and Tuition Charges

In a first online course in which a student is enrolled (registered) and fails to attend/participate (as defined above), and also has not initiated a timely withdrawal according to the university's academic policies for good standing withdrawal from a class, will receive a grade of "F" for the course and will be charged full tuition for the course.

In a second consecutive online course in which a student is enrolled (registered) and fails to attend/participate (as defined above) within the first two weeks of the course, the student will be administratively withdrawn from this second course and receive a "W" on their academic transcript for this course. The student will also be charged tuition on the prorated basis prescribed in the university catalog.

### Academic Dismissal

A student who has failed to attend/participate (as defined above) for two consecutive online classes, as monitored by the university at the beginning of the third week of the second class, will be subject to academic dismissal from the university by the Academic Dean of the College in which they have been enrolled.

### Financial Aid Disbursement

A student who has failed to attend/participate (as defined above) for two consecutive online classes, as monitored by the university at the beginning of the third week of the second class, will be disqualified from receiving the disbursement of financial aid funds, notwithstanding any previously determined eligibility to receive such aid.



# Frequently Asked Questions

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (714) 681-7421

## 1. Am I eligible for tuition reimbursement where I work?

Please see your employer for details regarding your organization's benefits.

## 2. My company will pay for my tuition. Will HIU bill my company directly?

See details for this option under "Third Party Plan" on the "Student Accounts Department Financial Options" form.

## 3. Will I be able to use my Military Tuition Assistance benefits at Hope International University?

Yes, you may use your Military Tuition Assistance benefits at Hope International University.

## 4. How will I be notified of my outstanding balance?

Your account information is available on your student portal and can be accessed anytime.

## 5. How does the financial aid process work?

Students must complete the appropriate financial aid paperwork.

**See details for this option under "Financial Aid Plan" on the "Student Accounts Department Financial Options" form.**

Once the paperwork has been processed, the Financial Aid Office will send the student an Award Letter outlining which aid programs the student is eligible for. Financial Aid applications cannot be processed until a student has been accepted to the Online or Graduate Program. Financial Aid awards are automatically posted to the student's account after the financial aid department has certified enrollment and confirmed eligibility. **Financial aid is not guaranteed to cover all charges.**

## 6. How will my aid eligibility be determined?

Financial aid eligibility is determined by a federally standardized methodology which takes into account many things, including your income from the previous year, the number of dependents you have, and how many of your dependents will be attending college in the same year you are. Your "financial need" will be calculated in the same way no matter which school you attend.

## 7. What aid will I be considered for?

By filling out the FAFSA, available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) we will be able to determine your eligibility for all of the Federal grant and loan programs. Graduate Students are not eligible for federal grants.

## 8. If I am interested in applying for a loan, what should I do?

Hope International University participates in the Federal Direct Loan Program. Students must apply for Federal Financial Aid by completing the FAFSA, a Master Promissory Note (MPN), and Entrance Interview. (The maximum loan amount the student is eligible for under Direct Loan guidelines is determined in the awarding process.) **See details for this option under "Financial Aid Plan" on the "Student Accounts Department Financial Options" form.**

## Federal Student Loans

Loan	Lender	Amounts	Interest Rates	Repayment Terms
Subsidized Federal Direct Loan	Department of Education	Limits for subsidized Federal Direct Loans are: <input type="checkbox"/> \$3,500 – Freshman <input type="checkbox"/> \$4,500 – Sophomore <input type="checkbox"/> \$5,500 – Juniors, Seniors	Please refer to <a href="https://studentaid.gov">https://studentaid.gov</a> For the most current interest rate information.	Repayment begins 6 months after you graduate or drop below ½ time. Minimum monthly payment is \$50.
Unsubsidized Federal Direct Loan	Department of Education	Limits for unsubsidized loans are: <input type="checkbox"/> \$6,000 – Freshman & Sophomores <input type="checkbox"/> \$7,000 – Juniors & Seniors <input type="checkbox"/> \$20,500 – Graduates		Repayment begins 6 months after you graduate or drop below ½ time. Minimum monthly payment is \$50.

### 9. How long does it take to process a Student Loan?

Disbursements are initially scheduled at the beginning of each term or at the time it is determined the student has maintained enrollment and has been assessed charges for at least 6 units for undergraduate students and 4 units for graduate students. The delay in your disbursement will not prohibit you from beginning classes or requesting a book loan if you are eligible for this advance.

Please note that the date of disbursement is not the date the actual funds are available to the student. If you are anticipating a refund, it will take 7 to 10 business days after these funds are applied to your account before they will become available to you. Disbursement dates are indicated on your award and are set dates and cannot be changed (advanced). Your disbursement date could be delayed if there has been a change to your enrollment or delay in receiving necessary documents to complete and process your financial aid. Active participation in coursework will be verified prior to disbursement.

### 10. Are there other scholarships or grants available?

There are many private grants and scholarships available to qualified students. You should check these web sites for more information.

www.1.fastweb.com/fastweb/  
 www.finaid.org/  
 www.salliemae.com/

## State and Federal Grants (Undergraduate)

Grant	Provider	Eligibility	Amount of Aid	Duration of Aid
Cal Grant A	State of California	State grants for California residents based on financial need, GPA, and the filing date of your FAFSA form.	Determined by the California Student Aid Commission.	Awarded on a yearly basis with renewal subject to continued financial need as demonstrated by submitting an updated FAFSA form.
Cal Grant B	State of California	State grants for California residents from low income families.		
Federal Pell Grant	Federal Government	Federal Government	Grants range from \$711 to \$6,195.00 per year.	

### **11. How can I get a book loan?**

If you have completed your financial aid file and you will have funds in excess of the amount of your tuition and fees, you can get an advance on your aid for books. Contact the bookstore and they will invoice student accounts the exact amount with tax and shipping if necessary. Book loans can take up to a week to process so it is best to contact the bookstore 1-2 weeks prior to the start of your course.

### **12. What can I expect regarding Registration?**

You will be expected to complete and return: a) registration form; b) a Student Financial Agreement; and c) any required financial aid forms (e.g. Award Letter, loan application, Satisfactory Progress Policy, etc.). Admissions Office Staff, Financial Aid, and Student Accounts Staff are available by phone and e-mail to discuss all aspects of the financial aid and registration process.

### **13. Will I need to re-apply for financial aid?**

Yes! Every Year! A school year is defined as June 1<sup>st</sup> to May 31<sup>st</sup>. Aid covers Summer, Fall and Spring terms. **Financial aid is not guaranteed to cover all charges.**

See details for this option under "Financial Aid Plan" on the "Student Accounts Department Financial Options" form.



# Information For Financial Aid Recipients

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (714) 681-7421

## What You Need To Do To Receive Your Financial Aid

### Review Your Financial Aid Award Letter

#### Follow the steps below:

1. Complete a FAFSA (Free Application for Federal Student Aid). Make sure to add HIU's school code – 001252
2. Submit required items to the Financial Aid and Student Accounts Offices.
3. Review the financial aid programs. A detailed description of each program is discussed in this guide.
4. Note the total amount of your financial aid eligibility.
5. Review your Award Letter for indication that you need to submit any other documents.
6. By signing your Award Letter, you are agreeing to accept the awards offered. However, if you wish to decline any award offered, please cross through the line item and initial the change.
7. Keep the first page for your records and sign and return the second page to the University, or you may accept your award through your student portal.

#### Required Documents:

The Financial Aid Office will award students who have been officially admitted to the University and have completed a FAFSA. However, there may be additional documents required before your eligibility is determined or funds disbursed.

Please refer to your Financial Aid Award Letter, to determine if you need to submit any additional documentation.

Should you need to complete and submit any additional documents, please note forms are available online on the Financial Aid web site at [www.hiu.edu](http://www.hiu.edu). Select *Admissions*, then *Financial Aid*, and go to *Download Forms*.

#### Tell Us About Any Changes

- Will you receive or have you received any awards that do not appear on your Award Letter (i.e. other scholarships)?
- Is your housing information correct?
- Has your family status changed - marriage, birth, death, adoption?
- Has your family's employment status changed (reduced hours, loss of employment)?
  - If you answered "yes" to any of these questions, please notify us in writing. If there is any change in your financial aid eligibility, we will send you a revised award letter.

#### Meet All General Eligibility Requirements

To be eligible for the awards listed on your Award Letter:

- You must be officially admitted to HIU.
- You must be a citizen or eligible non-citizen of the United States to receive any federal aid.
- You must be enrolled at least half-time at HIU. However, some awards may require full-time enrollment.
- You must have a valid Social Security Number.
- You must not be in default on repaying any student loans.
- You must not owe refunds for federal grant funds to any institution.
- You must show satisfactory academic progress (SAP) toward your degree.

#### Register for Classes

To receive the aid listed on our award letter, you must register at least half-time (6 units or more, per semester for undergraduate students and 4 units for graduate students).

## Management of Your Student Account and Payment Plan Options

Your tuition charges, credits, payments, and refunds are processed and posted to your record by the Student Accounts Department. This information can be obtained by checking your student portal.

As an **alternative** to borrowing loans, the following options are also available:

Direct cash payments may be submitted to the Student Accounts Department.

Additional information on the tuition payment plan may be obtained from a Student Accounts Representative.

You may contact the Student Accounts Department at (714) 879-3901, extension 2202 to receive additional information on their required forms and/or the direct cash and tuition payment plans.

## How Your Financial Aid is Determined

The information that you submitted on the Free Application for Federal Student Aid (FAFSA) (and/or additional documents) is used to determine your "financial need." Listed below is the calculation used to determine your financial need – subtracting the Expected Family Contribution (EFC) from the estimated Cost of Attendance.

*Example:*

Cost of Attendance	\$30,000
- Minus Student and/or Parent Contribution (EFC)	\$ 2,000
= Financial Need	\$28,000

## Cost of Attendance (COA)

In most cases, the annual cost of attendance is based on a nine-month budget. Components include: tuition, fees, books and supplies, housing (on-campus, off-campus, or living with parent), personal expenses, and transportation costs. All of these figures are standardized as established by Hope International University and the California Student Aid Commission. Your institutional "direct costs" for tuition, fees, and housing, are listed on your Award Letter.

## Expected Family Contribution (EFC)

Your Expected Family Contribution is the amount determined by the federal government that you and/or your parents can contribute toward your educational costs. The amount(s) listed for student and/or parent contributions reflect an estimated figure. This figure was computed utilizing income and asset information submitted on the FAFSA. The contribution is adjusted for the number of family members (excluding parents) attending college at least half-time and working toward a degree or certificate.

## Other Resources

The following are considered resources other than income available to help meet your educational costs: veteran's benefits, vocational rehabilitation benefits, scholarships (from a church or an outside agency), child support, AmeriCorp benefits and other forms of financial assistance.

## Financial Aid Programs

The types of Financial Aid Awards listed on your Award Letter are based on full-time (12 units for undergraduate and 8 units for graduate students or more per semester) enrollment. Based on the availability of funds, you may be offered one or more of the following types of assistance:

### Grants - Federal and State

#### Federal Pell Grant

The Federal Pell Grant Program provides grants (funds that do not have to be repaid) to eligible undergraduates students who demonstrate need.

#### Cal Grant A

Cal Grant A is awarded to California residents by the California Student Aid Commission (CSAC). These awards are based on a student's grade point average and financial need to pay for registration fees only. The estimated award amount for tuition for private colleges and universities is \$9,084.

#### Cal Grant B

Cal Grant B is also a state grant awarded to California residents to pay for living expenses (and sometimes university fees). The estimated stipend for living expenses is \$1,670. Freshman awards are limited to the non-fee college costs such as living expenses, books and supplies, transportation, etc. When renewed for sophomores, juniors and seniors, a Cal Grant B may also cover all or part of the tuition fees. All Cal Grant B recipients must complete, sign and return a **Cal B Subsistence** form to the Financial Aid Office before any funds can be credited to their student account.

To be eligible for consideration of a Cal Grant A or B, students must complete their FAFSA application and Cal Grant GPA Verification form by March 2<sup>nd</sup>. Students who are awarded or are current recipients of a Cal Grant need not re-complete a GPA Verification Form for the following year. However, to be considered for renewal, students should complete a FAFSA application anytime after October 1<sup>st</sup>, each year. Visit [www.csac.ca.gov](http://www.csac.ca.gov) for additional information. Renewal awards are subject to household size, income and assets.

### **Military Benefits**

HIU offers a number of benefits to help you achieve your professional, personal, and academic goals in a supportive environment including:

- Active Duty Tuition Discount
- Post 9/11 and Montgomery GI Bills
- Yellow Ribbon
- Servicemembers Opportunity Consortium
- FAFSA

In addition, we accept military credits earned through service schools (SMARTS, AARTS and CCAF) or DANTES/CLEP exams. With HIU you will be connected with an Academic Coach who is specially trained to assist with military and VA benefits.

### **Student Employment**

#### **Federal Work-Study Program**

The Federal Work Study Program (FWS) provides funds to employ students (on-campus or off-campus in selected opportunities) who qualify for financial aid. Students must be enrolled at least half-time and demonstrate financial need (through the need-analysis process ). FWS awards typically range up to \$2,000; however, requests for increases may be directed to the Financial Aid Office. Hourly wages are paid in compliance with minimum wage laws; students may work from 5 to 20 hours per week, depending upon the supervisor's need and the student's work-study award. Also, you may reduce your student loan eligibility to be eligible for FWS. The amount a student can earn is limited to the amount he/she is awarded. During the semester breaks, up to 40 hours per week can be worked. Students are responsible for monitoring their earnings so that they do not earn more than their award.

Semi-monthly paychecks will be based on your hourly wage and number of hours worked. Paychecks are normally available on the 5th and 20th of each month.

#### **Required forms:**

- Free Application for Federal Student Aid (FAFSA) for the current academic year ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- *Hope* FWS Job Application [www.hiu.edu/about/jobs.asp](http://www.hiu.edu/about/jobs.asp)

Federal Work study employment is coordinated through the office of Human Resources and students must fill out a FWS Job Application via the ***Hope* FWS Job Application** link listed above. The Financial Aid Office will award the FWS funds upon receipt of notification that the FWS Job Application has been submitted to Human Resources.

Federal Work Study awards will continue to be offered to students as long as funds and job opportunities are available.

### **Loans**

#### **Direct Loan Program – Subsidized and Unsubsidized Student Loans**

The Direct Loan Program provides low-interest, long-term loans through the federal government. These funds must be REPAID.

Loans can be **subsidized or unsubsidized**. To be eligible to borrow a Direct Loan, students must be enrolled at least half-time (6 units undergraduate and 4 units for graduate students). If you drop below half-time during a semester, the remainder of your loan may be canceled. If you decide to borrow a Direct Loan, you will be required to complete a Master Promissory Note. Visit the following web site, <https://studentaid.gov> to complete the promissory note online. *Special Note: First-time borrowers at HIU are required to complete an Entrance Loan Counseling session.* Students may satisfy this requirement by completing an on-line session via the following web site <https://studentaid.gov> or students can attend an in-person session by calling our office at (714) 879-3901, extension 2202 to schedule an appointment.

**Repayment** normally begins **six months** following graduation or when you cease to be enrolled at least halftime. Payments and length of repayment period depends on the size of your debt but must be a minimum of \$600 per year. Under special circumstances, repayment of a Direct Loan that is not in default may be deferred or canceled. Repayment, deferment and cancellation are handled by your lender or loan servicing center. If you are eligible for a Direct Loan, we have included one (either subsidized or unsubsidized or a combination of both) as part of your financial aid award. Please refer to the following paragraphs to learn the differences between the **subsidized** and **unsubsidized** Direct Loans.

#### **Subsidized Loan**

The amount of a subsidized Federal Direct Loan you can borrow is the difference between the cost of education and your resources (family contribution, financial aid, and any other assistance you receive from the school and outside sources). However, you cannot borrow more than the federal maximum. If you are eligible for a subsidized loan, the federal government pays the interest for you while enrolled at least ½-time each semester.

## Unsubsidized Loan

The unsubsidized Federal Direct Loan is awarded to students who do not qualify for the maximum subsidized loan eligibility. The unsubsidized loan can replace all or part of the family contribution. However, the amount of the loan cannot be more than the difference between the cost of education and any financial assistance you will receive from the school and any outside source (including the subsidized Federal Direct Loan). If you are a dependent student, your total Federal Direct Loan (subsidized, unsubsidized, or a combination of both) cannot exceed the annual and/or aggregate federal maximums for these loans. Interest will be charged beginning the day the loan is disbursed to you until the day the loan is repaid in full.

## Federal Parent Loans to Assist Students (PLUS)

PLUS loans are intended to provide a source of financial assistance to parents of dependent students. Parents (with satisfactory credit histories) may borrow up to the estimated cost of attendance each year, minus any financial aid awarded to the student. Interest begins to accrue immediately after the first disbursement. Repayment begins immediately after the final disbursement of the loan occurs, with the first payment due within 60 days. If you are a dependent student and your parent does not qualify for a Federal PLUS loan, you may be eligible to borrow an additional unsubsidized Loan. PLUS loan applications Direct are available in the Financial Aid Office or parents may choose to apply online by visiting <https://studentaid.gov>.

Interest rates on Direct Loans change annually, every July 1<sup>st</sup>. Please refer to <https://studentaid.gov> for more details.

## Repayment Plans

	<b>Standard</b>	<b>Graduated</b>	<b>Extended Fixed</b>	<b>Extended Graduated</b>
<b>Repayment Period</b>	10 years	10 years	25 years	25 years
<b>Payment Type</b>	Fixed Payments	Payments start low, then increase every 2 years.	Fixed Payments	Payments start low, then increase every 2 years.
<b>Conditions and Payment Guidelines</b>	Payments of \$50 or more	Payments must be at least equal to monthly interest due.  No single payment will be more than 3 times greater than any other payment.	More than \$30,000 in Direct Loans and/or more than \$30,000 in FFEL Loans.  New borrower as of Oct. 7, 1998.  Payments of \$50 or more.	More than \$30,000 in Direct Loans and/or more than \$30,000 in FFEL Loans.  New borrower as of Oct. 7, 1998.  Payments must be at least equal to monthly interest due.  No single payment will be more than 3 times greater than any other payment.

Calculate your loan repayment at:

<http://studentaid.ed.gov/repay-loans>

Repaying you loans. To learn about loan repayment choices and work out your Federal Loan monthly payment, go to <http://studentaid.ed.gov/repay-loans/understand/plans>.

Terms of your loans. To learn more about your loan options and responsibilities, go to: <http://studentaid.ed.gov/types/loans>.

## Student's Rights and Responsibilities

You have the right to expect that your financial aid eligibility will be determined in an equitable manner consistent with federal regulations and university policies. If you are eligible for aid, you have the right to be considered for those programs for which you qualify, as long as money is available. You have the right to receive complete information about how your financial aid eligibility was determined. You have the right to obtain full information about financial aid programs and pertinent regulations, policies and procedures. You have the right to obtain full information about your debt burden as a result of receiving loans of varying amounts. You have the right to receive information about monthly and total repayment options available as well as debt management strategies. You have the right to expect that your financial records, parent's financial records, and award information are kept confidential in accordance with the Rights and Privacy Act of 1974. You have the right to expect written notification of your financial aid offer and any adjustments to it.



## Responsibilities

When you sign your Award Letter **Acceptance Agreement**, you agree to fulfill your obligations as a financial aid recipient. Read carefully the terms of your Financial Aid Awards and the section you are required to complete. It is your responsibility to be aware of your obligations and rights. It is your responsibility to report additional resources (such as other financial assistance). If the receipt of additional funds results in an "over-award" (financial aid and resources exceed the cost of education) please be advised of the following:

- Assistance for the current or subsequent terms in the academic year will be reduced or canceled; any excess will be considered as a resource for the following academic year, and subsequent financial aid eligibility will be reduced by that amount.
- You may be required to repay all or a portion of your federal funds received.

## Additional Student Responsibilities:

- You are responsible for supplying complete and accurate information on which we base your eligibility for aid.
- You must maintain satisfactory academic progress.
- You must be enrolled in a program that leads to a degree, certificate, or other program leading to a recognized educational credential.
- You must not be in default or owe a refund on any Title IV funds received for attendance at any institution.
- You must not have borrowed in excess of any Title IV loan limits.
- If you *withdraw or take a leave of absence from school*, you must see a Financial Aid counselor. You may be expected to repay a portion of the financial aid disbursed to you after paying university fees. (See Refunds and Repayment.)
- You are responsible for reporting any change in your status.
- When you have signed your loan promissory note, you are responsible for paying back the loan. You are responsible for informing your lender or loan servicing center of changes in your name, address, social security number, and graduation date. You must inform your lender or loan servicing center if you transfer to another school, withdraw from school, or drop below half-time in any term.
- You are responsible for using the aid offered for educationally related expenses as defined in the student budget.
- If you are borrowing a Federal Direct Loan for the first time at *Hope*, you are required to complete an Entrance Interview before the Financial Aid Office will disburse your loan.
- If you accept a Federal Work-Study position, you are expected to perform the work in a satisfactory manner.

## Consumer Information

Pursuant to federal regulations, institutions of higher learning are required to inform prospective and continuing students, staff, and faculty regarding information about the Annual Security Report, crime statistics, graduation rates, Family Education Rights and Privacy Act of 1974 (FERPA), athletic participation rates/financial support (Equity in Athletics Disclosure Act), Drug and Alcohol Policy, and other campus policies. This information is accessible on the University's web site: [www.hiu.edu](http://www.hiu.edu).

Graduation Rate. Percentage of full-time student who graduate within 6 years: 55%

Loan Default Rate. Percentage of borrowers entering repayment and default on their student loan: 5.1%. National average: 10.1%

Median Borrowing. Student's at HIU typically borrower \$23,456 in Federal loan for their undergraduate student. The Federal loan payment over 10 years for this amount is approximately \$239 per month. Your borrowing may be different.

## FERPA – The Federal Rights to Privacy Act (1974)

This law insures that you and your family's information will be confidential, even among family members. If you want the Financial Aid Office to discuss your information with parents, spouses or guardians, please make the appropriate indication on your 2017-2018 Financial Aid Questionnaire Form. The form is available on our web site at [www.hiu.edu](http://www.hiu.edu), select Admissions, then Financial Aid, then Download Forms.

## Reapplying for Financial Aid Each Year

In January each year, you must reapply for financial aid for the upcoming academic year. Using your Personal Identification Number (PIN), you can reapply over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you do not have a PIN, you may request one via the Internet at [www.pin.ed.gov](http://www.pin.ed.gov). **The priority-filing deadline is March 2<sup>nd</sup>, each year.** It is your responsibility to apply each year.