



FINANCIAL AID HANDBOOK

**Academic Year
2015-2016**

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Section 1: LTS Scholarships

*LTS awards scholarships on the basis of financial need **up to the annual cost of tuition**. See Section 3 for details on how to apply and how award amounts are determined. There are a limited number of merit-based Presidential Scholarships, for which the demonstration of financial need is not required.*

Partial tuition scholarships are generally available to LTS students who meet the eligibility requirements. The amount of funds available for Seminary allocation to students varies each year. Financial Aid is awarded as long as funds are available, and is applied to tuition only.

In conjunction with applying for LTS Scholarship funds, students are strongly advised to pursue scholarships from sources outside LTS. Notices about some such scholarships are routinely posted at <https://lancasterseminary.edu/admissions/financial-aid-information/lts-scholarships>.

Eligibility

1. Only degree-seeking students enrolled or accepted to enroll in the Master of Divinity, Master of Arts in Religion and Doctor of Ministry programs may apply. To be considered, Master's students must enroll for 6 or more credit hours each semester. D.Min. students may apply only for semesters in which the quarterly tuition charge will be assessed; there is no minimum credit hour enrollment for D.Min. students.
2. To be considered for LTS scholarships, students must demonstrate financial need via the LTS Financial Aid Application. Students must re-apply annually for LTS Scholarships (with the exception of Presidential Scholars) and federal Stafford loans. Returning students are notified each year in a timely manner of the procedure and deadline for applying (see Section 3 of this handbook).
3. Students must be making satisfactory academic progress (see Section 8 of the LTS Student Handbook) and be responsible members of the seminary community in order to maintain scholarship eligibility, in accordance with the Standards for Student Conduct in the LTS Student Handbook (Section 9). See Section 3 of this handbook for more information on maintaining Satisfactory Academic Progress.
4. The Seminary will provide funds for a maximum of 75 attempted credits for the Master of Divinity program, 52 attempted credits for the Master of Arts in Religion program and 30 attempted credits for the Doctor of Ministry program. When a student transfers to LTS from another institution or switches programs of study after beginning coursework at LTS, credits earned in those categories are subtracted to determine remaining eligibility.

Credits for courses for which F, Fail, WP, WF and/or Incomplete are recorded count as attempted credits, but do not count as earned for the degree. Students are responsible for tuition, without the aid of additional LTS Scholarship funds, for attempted credits exceeding 75 for the M.Div., 52 for the MAR or 30 for the D.Min. LTS Scholarship funds cannot be applied to classes taken at other seminaries or institutions.

Sources of LTS Scholarship Funds

Scholarship funds from the Seminary are made possible entirely by gifts to the Seminary. These gifts can be divided into three groups:

Scholarship Endowment: Donors make gifts in trust to the Seminary, which is charged with the fiduciary responsibility to invest the funds given. Donors who create scholarship endowments have directed that the income from these funds to be used for scholarships.

Trusts: Donors make gifts in trust to other trustees, who are charged with the fiduciary responsibility to invest the funds given. Donors who create these trusts have directed their trustees to provide the income from these funds to the Seminary, to be used for scholarships.

Current Gifts: Gifts are made by donors to the Seminary, to be expended within the current year to fund scholarships.

Restrictions and Preferences

Donors may or may not establish restrictions as to how their gifts may be used. Once the gift has been accepted, the Seminary is required to honor the terms of the gift. Gifts generally fit into one of the following categories:

Directed: The donor directs that eligible recipients must meet certain criteria in order to receive the income. For example, “people who are preparing for the ministry of the United Church of Christ.”

Preferential: The donor expresses preferences for eligible recipients, but others may receive the income if no student fulfills those criteria. For example, “with preference to students under care of the Baltimore-Washington Conference of the United Methodist Church.”

Undirected/Non-Preferential: The donor expresses no restrictions or preferences regarding the recipients of the income. For example, “For the purposes of helping worthy ministerial students at the discretion of said Seminary.”

Section 2: Federal Stafford Loans

LTS participates in the William D. Ford Federal Direct Loan program. Unsubsidized Stafford loans are available up to established federal limits. We encourage students to borrow only what they need, to avoid unmanageable debt repayment following the completion of studies.

For more information on Stafford loans, visit www.lancasterseminary.edu/finaid/staffordloans and www.studentaid.ed.gov.

General Loan Information

Unsubsidized (Non-need-based) federal Stafford loans: Graduate and Professional students are only eligible to receive Unsubsidized loans after June 30, 2011. Unsubsidized loans are non-need-based loans guaranteed by the government and made through the US Department of Education. You, the student, not the taxpayers, pay interest on these loans; thus the term “unsubsidized.” The fixed interest rate for Stafford Loans disbursed on or after July 1, 2006, is 6.8%. The interest may be paid regularly (*recommended*) or capitalized (that is, added to the loan principal) while the student is in school.

Repayment: Repayment options include graduated, income-sensitive and extended (up to 30 years). The standard repayment term is 10 years.

Tip: It makes good financial sense to regularly pay the interest for your Unsubsidized loans while in school, to prevent your loan principal from growing. Some lenders send quarterly statements inviting you to pay the interest if you wish. If you don't receive such statements or wish to pay more frequently, contact your lender directly and make arrangements. If you do nothing, the interest will be automatically added to the principal while you are in school at least half time.

Before taking on student loan debt: First consider how to reduce your expenses by living simply while in school and exhausting options for financing your education with sources that will not need to be repaid, such as scholarships, grants, employment and contributions. Some starting points are provided at www.lancasterseminary.edu/finaid/affording. If these measures do not resolve your financial need, a federal Stafford loan may be a useful resource. Be sure to limit your borrowing to an amount that you can comfortably repay.

For guidance on how to determine your borrowing needs and keeping your education debt manageable, visit

<https://lancasterseminary.edu/admissions/financial-aid-information/affording-seminary>.

Eligibility

To qualify for a federal Stafford loan, you must. . .

- Enroll or be accepted to enroll for at least 6 credit hours per semester in a degree program (M.Div., MAR); there is no credit hour minimum for D.Min. students. (*For all students, attempted credits exceeding the total number required for the degree are not eligible for federal student aid.*)
- Be a U.S. citizen or other eligible non-citizen (see www.studentaid.ed.gov)
- Maintain satisfactory academic progress (see below and Section 8 of LTS Student Handbook).
- Not be in default on any Federal Student Aid (FSA) loan or owe an overpayment on any FSA loan or grant (including Stafford, PLUS, Pell, Perkins, FSEOG, and loans formerly known as Guaranteed Student Loans, Income Contingent Loans, SLS and FISL).
- Not have borrowed in excess of federal loan limits.
- Meet any other program-specific criteria as may become relevant through changes in legislation and/or interpretations.

Stafford Loan Federal Borrowing Limits

Students *with* a Bachelor's Degree:

The Stafford borrowing maximum allowed by the federal government is **\$20,500** per academic year, depending on other resources. See Section 3 of this handbook as well as www.lancasterseminary.edu/finaid/staffordFAQ for information on how financial need is calculated.

Students *without* a Bachelor's Degree (M.Div.):

In compliance with federal regulations effective July 1, 2010, LTS must use undergraduate Stafford limits for M.Div. students without a Bachelor's degree until they have earned 72 credits (prior college and LTS combined).

Federal undergraduate annual borrowing limits correlate to the student's particular grade level and increase as follows. For single-semester loans, these limits are prorated.

- 0-24 credits ("1st year undergraduate"): \$9,500
- 25-48 credits ("2nd year undergraduate"): \$10,500
- 49-72 credits ("3rd year undergraduate"): \$12,500

Once the student has satisfactorily completed 72 credits (including prior college), s/he qualifies for graduate student status for federal aid purposes. See the "Students with a Bachelor's Degree" section above for annual Stafford borrowing limits for graduate students. Advancement from "undergraduate" to "graduate" status may occur between academic years or between Semesters 1 and 2.

To maximize Stafford Loan eligibility for students in this “undergraduate” population, LTS determines the grade level individually for Semester 1 and Semester 2. For students entering in Semester 1, the Semester 1 grade level reflects all prior credits earned (prior college and LTS combined); the Semester 2 grade level projection further includes the number of credits intended to be completed at LTS in Semester 1, as indicated on the student’s financial aid application. As a result, the student may qualify to advance from one grade level to the next for federal aid purposes (resulting in an increased borrowing limit) between Semesters 1 and 2.

For students projected to advance in this manner, Satisfactory Academic Progress in Semester 1 is **required** by law to maintain Stafford eligibility in Semester 2. **Students in this population should ensure their full understanding of the LTS Satisfactory Academic Progress criteria outlined in Section 8.1 of the LTS Student Handbook.** Satisfactory Academic Progress must be verified on a semester-to-semester basis until “graduate” grade level status is achieved, except for students whose “undergraduate” grade level is projected—at the time the loan is certified—to remain constant for the duration of a given academic year. Further, *all* students are subject to the annual Satisfactory Academic Progress requirement explained in Section 3 of this handbook.

The Semester 2 disbursement of students projected to advance between semesters will be delayed or cancelled if:

- the student opts to take Incomplete grades during Semester 1
- the student fails to successfully complete the number of Semester 1 credits needed to advance

The Semester 2 disbursement can only be released upon verification that the student has satisfactorily completed the number of Semester 1 credits needed to advance his/her grade level.

Stafford Loan Borrower Rights and Responsibilities

You have the right to:

- Receive written information on loan obligations and information on borrower rights and responsibilities.
- Receive an explanation of default and its consequences.
- Receive, when you pay a loan in full, the original or true and exact copy of the note, or notification that the loan is paid in full.
- Receive, before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule.
- Receive notification of the name, address, and telephone number of your new lender when the address to which you make your payments has changed as a result of a loan sale or transfer. The sale or transfer of your loan(s) does not affect your rights and responsibilities under such loan(s).

You have the responsibility to:

- Complete entrance counseling before you receive loan funds and complete exit counseling before you begin repayment.
- Pay the loan according to the repayment schedule and notify the lender of anything that affects your ability to repay or your eligibility for deferment.
- Notify your lender when you graduate, withdraw from school, drop below half-time status, transfer to another school, or change your name, address, telephone number, social security number, or e-mail.
- Notify your lender if you change employers or if your employer's address/telephone number changes.
- Notify your lender if you have any other change in status that would affect your loan (for example, the loss of eligibility for an unemployment deferment by obtaining a job).
- Notify the school of a change of name, phone number, address, social security number or e-mail.

***Prior Year Charges and Outstanding Balances:** In accordance with federal student aid regulations, Stafford loan funds may only be used to pay tuition, housing and educationally related charges for the period for which the funds are provided. The regulations permit that current-year funds may be also be used to satisfy prior award year charges for tuition and housing (and, upon written authorization of the student, other educationally related charges) for a total of not more than \$200.

Deferment of Previous Student Loans

To request an in-school deferment of prior Stafford Loans, obtain an *in-school deferment form* from your lender and submit it to the LTS Registrar. You must be enrolled at least half time at LTS to defer prior loans (deferment requests for new incoming students will be processed only after the student is in attendance). When/if you complete a new loan application/promissory note, be sure to check, "Yes, I Want a Deferment" in order to automatically secure a deferment on your previous loans if you are eligible. Deferments for students returning in the fall normally extend over summer break.

Exit Counseling Requirements

Exit counseling is required in order to review a borrower's rights and responsibilities prior to entering repayment. A student who ceases to be enrolled at least half-time or discontinues studies entirely is required to notify his/her lender and to complete an Exit Counseling session on or before the last day of class. Graduating students should schedule their session with the Financial Aid Officer no later than the last day of April. Completion of Exit Counseling is part of the graduation requirements checklist. (Students who complete studies in December or January must complete exit counseling before the last day of their last class).

Definition of Terms Related to Student Loans

Capitalization: A loan arrangement whereby you may add unpaid interest to the principal, rather than pay the interest when it is due (not recommended).

Default: Failure to repay a student loan according to the agreed upon terms. If you default it may harm your future credit rating, cause the government to take legal action to recover the money (including seizure of federal income tax refunds) and/or impact the institution's ability to continue participating in the loan program. **If you are expecting to have difficulty repaying your loan, contact your lender before you will be late making a payment.** You may be eligible for deferment, forbearance, cancellation or forgiveness.

Direct Lending: The William D. Ford Federal Direct Loan Program is a new federal program where the school becomes the lending agency and manages the funds directly, with the federal government providing the loan funds.

Guaranty Agency: An organization that has an agreement with the U.S. Secretary of Education to administer the federal guaranteed student loan programs. The primary agency to be used by LTS students is PHEAA (Pennsylvania Higher Education Assistance Agency).

Interest: Fee charged to borrow money. You pay your lender interest in addition to repaying your principal.

Lender: The party that gives you the loan. Under the Direct Lending Program the federal government is the lender.

Master Promissory Note: A legally binding promise to pay back the loan and agree to the terms of the loan, which must be signed before the lender disburses loan funds. Generally, you only need to sign one MPN for each school attended.

Principal: The original amount of money borrowed.

Servicer: A company that handles the billing, record keeping, and paperwork on the repayment of your education loans on behalf of the lender. With the Direct Lending Program there are eleven servicers:

1. Aspire Resources Inc.
2. Great Lakes Education Loan Services, Inc.
3. Nelnet
4. Cornerstone
5. ESA/Edfinancial
6. Fed Loan Servicing (PHEAA)
7. Granite State - GSMR
8. MOHELA
9. Navient
10. OSLA Servicing

11. VSAC Federal Loans

Subsidized: A loan for which taxpayers pay the interest on the loan while the student is in school, during the six-month grace period and during any deferment periods. Subsidized loans are awarded based on demonstrated financial need.

Unsubsidized: A loan for which taxpayers do not pay the interest. The borrower is responsible for the interest on an unsubsidized loan from the date the loan is disbursed, even while the student is still in school.

For a more complete glossary of Financial Aid terms, visit <http://www.finaid.org/questions/glossary.phtml>

Section 3: Financial Aid Application, Disbursement and Adjustments

Deadline to Apply

1. New Students: In conjunction with the Application for Admission

LTS Scholarships and Federal Stafford loans are awarded to new students on a rolling basis beginning **January 1** (Fall entrance). Scholarships are awarded as long as funds are available. Awards for spring entrance are made on a rolling basis upon or following admission, depending on when the financial aid application is completed.

In order to be considered for the greatest possible scholarship amount, applicants for admission are strongly encouraged to complete this application in conjunction with the completion of their Admissions file so a financial aid award letter may be issued with the letter of admittance. At the latest, this application should be completed no later than one month prior to entrance for scholarship preference and to avoid loan disbursement delays.

2. Returning Students: May 15

Students must re-apply annually for LTS Scholarships (with the exception of Presidential Scholars) and federal Stafford loans. Returning students are notified each year in a timely manner of the procedure and deadline for applying.

Steps to Apply

To be considered for financial aid to help fund your education at Lancaster Theological Seminary, **the following items are required** (be sure to keep copies for your records). Each item is explained in further detail below.

ALL APPLICANTS:

- LTS Financial Aid Application form
- FAFSA (Free Application for Federal Student Aid)

NEW LTS STAFFORD BORROWERS ONLY:

- Online Entrance Counseling
- Master Promissory Note

1. Submit the **LTS Financial Aid Application Form** to the LTS Financial Aid Office. The form is available online at www.lancasterseminary.edu/finaid/forms or by contacting the LTS Financial Aid Office.

2. Be sure to complete your prior year **Federal Income Tax Return**; then use this information to file the **FAFSA – Free Application for Federal Student Aid (FAFSA)** for the academic year you wish to request a Stafford loan.

The FAFSA is a financial aid application produced by the U.S. Department of Education and used by schools to determine students' eligibility for federal student aid. Many schools, like LTS, also use the FAFSA to determine eligibility for their own scholarships.

The U.S. Department of Education makes the FAFSA available on January 1 of each year for the following academic year. By the deadline above, you must file the FAFSA prior to each academic year that you wish to receive an LTS Scholarship and/or federal Stafford loan. You may file online at www.fafsa.ed.gov*. You will receive a PIN when you file the FAFSA online. In subsequent years, you will use this PIN to file a renewal application. Visit www.pin.ed.gov if you forget your PIN.

** In lieu of filing an electronic FAFSA, you may download a pdf version by going to www.fafsa.ed.gov and selecting the FAFSA Filing Options link at the lower left side of the screen. Please allow an additional 2-3 weeks for processing after you submit your completed paper FAFSA.*

- **Keep a printed copy of your FAFSA for your records, especially Worksheets A, B and C.**
- *As a graduate student, do **not** fill out the “Parents Information” areas on the FAFSA.*
- *Be sure to include the LTS Title IV Code in Section H. **That code is G03286.***
- *Make sure that you receive a **Confirmation Number** upon finishing the online FAFSA. This verifies that you have completed the entire application.*

3. You will receive a **Student Aid Report (SAR)** after your FAFSA has been processed. If any items on your SAR are not correct, promptly update your FAFSA online.

Your SAR will report an Expected Family Contribution amount, resulting from your responses to the FAFSA questions, as processed by a federal formula. The EFC measures your family's financial strength, and is defined by the U.S. Department of Education as “the amount a student and his or her family may reasonably be expected to contribute toward the student's postsecondary educational costs *for the purposes of determining financial aid eligibility.*”

Note: The U.S. Department of Education routinely selects FAFSAs for a process called “**Verification**” according to their established criteria. This means that the LTS Financial Aid Officer must confirm the accuracy of the data you reported on your FAFSA, using the documents noted below. **If your SAR indicates** that you have been selected for verification, you will receive a notice from the LTS Financial Aid Officer instructing you to submit:

- a signed copy of your federal tax returns
- copies of your W2 forms
- copies of your FAFSA Worksheets A, B and C
- a completed Verification Worksheet that you will receive from LTS by mail
- any other supporting documentation requested by the Financial Aid Officer to substantiate information you provided on your FAFSA

If LTS determines that FAFSA corrections are necessary, you will receive a notice asking you to make the corrections so that a revised SAR is generated.

This Verification process must be completed satisfactorily in order to be considered for LTS Scholarship funds and federal Stafford loans.

Additional Steps for New LTS Stafford Loan Borrowers

In addition to the above steps, in order to receive loan funds, **new borrowers** need to complete the following three steps:

1. Complete the mandatory Federal Student Loan Entrance Counseling:

First-time LTS borrowers must complete Federal Student Loan Entrance Counseling online before your loan funds can be applied to your LTS account. To do so, visit www.studentloans.gov (click the green "Sign In" button under "Manage My Direct Loan").

2. Sign a Master Promissory Note

A Master Promissory Note is a legally binding agreement between you and your lender stating the terms of the loan, and documenting your promise to repay in full the amount borrowed, plus any interest and fees. You must complete an MPN before your lender will disburse loan funds. Generally, Master Promissory Notes are valid for 10 consecutive years. (You will, however, need to request loan funds each academic year. LTS will provide instructions at the appropriate time.) Be sure to keep a copy of your MPN for your records.

To sign an MPN, click "Apply Now" at www.aesSuccess.org/Stafford. Again, using the American Education Services website is **not** required for signing an MPN. If you prefer a Stafford lender who is not listed on the AES site, or you prefer to designate a guarantor other than AES for your loan, contact the LTS Financial Aid Office.

Awarding of LTS Scholarship Funds

LTS Scholarships are awarded for each academic year, divided equally between fall and spring semesters. Awards are valid for tuition expenses only.

The determination of LTS Scholarship awards takes into account the standard LTS Cost of Attendance budget* and your Expected Family Contribution (as determined by the FAFSA – Free Application for Federal Student Aid) as well as your LTS Financial Aid Application form.

New students receive financial aid award letters on a rolling basis upon or following admission, depending on when the financial aid application is completed. Those who have completed the financial aid application steps in conjunction with the completion of their Admissions file are issued a financial aid award letter with the letter of admittance.

Returning students are issued a financial aid award letter each spring following the May 15 re-application deadline.

**For a copy of the standard LTS Cost of Attendance budget associated with your program/enrollment status (tuition, books, fees, housing, food, living expenses, transportation), contact the Financial Aid Officer.*

Eligibility Calculation and Certification of Federal Stafford Loans

1. Once all the required steps are completed, the LTS Financial Aid Counselor will calculate your eligibility and electronically certify your loan (“connect the dots” between you and your chosen lender) up to the amount you have requested to borrow on your LTS Financial Aid Application Form.

Insofar as the eligibility requirements are met (see page 7), calculation of your eligibility compares the standard LTS Cost of Attendance Budget with your other resources (scholarships, grants, loans, need-based employment income, etc.) and your Expected Family Contribution (as determined by the FAFSA). The result determines how much of your loan may be subsidized, and/or whether you may borrow up to the maximum limits for the academic year.

Certifications are completed only for incoming students who have paid the required LTS entrance deposit, and for returning students. LTS generally certifies loans for Summer/Fall entrance during June and July. For Spring entrance, loans are certified in October and November.

2. You and LTS will receive a Disclosure Statement from your lender indicating the amount of the loan approval and approximate disbursement dates.

3. You will also receive a Certification Notice from LTS including information on when loan will be disbursed, and how to access the funds.

Disbursement of Stafford Loan Funds and Refund of Credit Balances

By law, **Stafford loans are disbursed in two equal amounts.** Disbursements for students enrolled for a full academic year are scheduled near the start of the first semester (50%) and the second semester (50%). For students enrolled in just one semester, disbursements are scheduled near the start of the semester (50%) and soon after the midpoint of the semester (50%).

Your Stafford loan disbursements will come directly to the LTS Business Office, usually electronically. The disbursement dates reflect our current record of your registration and/or registration projections, and are subject to change in the event that your actual enrollment changes.

You will receive a Loan Credit Memo from the Business Office when you loan has arrived. If your loan comes in the form of a check, you will be contacted by the Business Office to endorse it. You have the right to cancel all or a portion of your loan within 14 days of disbursement; to do so, contact the Business Office or the Financial Aid Officer.

If your loan funds result in a credit balance, you will be asked to indicate how you want the credit handled. Excess funds may be refunded to you or returned to the lender, and may be mailed or picked up in person. Refunds are issued within 14 days; checks are issued weekly on Tuesday afternoons. By law, LTS may not release Stafford loan-caused credit balances to a student each semester until s/he has begun attending classes.

Changing the Amount of your Loan

If you discover you have borrowed too much or too little in an academic year, you can request to change the amount of your federal Stafford loan by completing a Loan Revision Request Form (available at www.lancasterseminary.edu/finaid/forms). You will receive a notice of the results from the Financial Aid Officer when your request has been processed (allow 1-2 weeks).

Effect of Other Resources on Loan Eligibility

Your borrowing eligibility is calculated based on all of the information available at the time of the certification. If you receive assistance from additional sources during the academic year, your borrowing eligibility may be affected, and adjustments made to your Stafford loan amounts. It is the student's responsibility to notify the Financial Aid Officer of any new or additional financial resources that are received/awarded after the LTS Financial Aid Application has been completed. By law, LTS must recalculate the student's loan eligibility and return any over-awards to the lender. In the event that your loans are adjusted, you will receive a notice from the Financial Aid Officer with further instructions if action on your part is necessary.

Enrollment Status Changes

It is the obligation of the student to notify the Financial Aid Office any time his/her enrollment status changes. For Stafford loan borrowers, the Seminary notifies the NSLDS (National Student Loan Database System) within 30 days of a student's withdrawal, graduation, or dropping below half-time (6 credits) enrollment.

Please see Section 6 of the current LTS Student Handbook for details on how tuition and financial aid adjustments are determined in the event that a student's full-time/part-time status changes or a withdrawal, leave of absence or separation from the seminary occurs.

Satisfactory Academic Progress/Academic Progress Appeals

Financial aid recipients must be making satisfactory academic progress toward a degree (as defined in the LTS Student Handbook, Section 8). Academic Progress is reviewed at the end of each academic year (M.Div. students without a Bachelor's degree are subject to more

frequent SAP verifications; see Section 2 of this handbook).

If a student is not making satisfactory academic progress or is on academic probation, s/he may continue to receive LTS Scholarship funds and/or federal Stafford loans on an appeal basis by completing an Academic Progress Appeal Form (available from the Financial Aid Officer). Appeals are reviewed and approved by the Director of Financial Aid (for LTS Scholarships) and/or the Financial Aid Officer (for federal Stafford loans) in consultation with the student's Advisor, the Dean of Students and/or the Academic Dean. Students may be granted an appeal only once, and their progress is subject to review every semester thereafter.

Return of Funds Policy for Title IV Fund Recipients (Stafford Loan Borrowers)

For Stafford loan borrowers, return of Title IV Funds will be determined according to federal guidelines. If a student has completed more than 60% of the payment period, s/he is considered to have earned 100% of the Title IV loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs. If a student withdraws before completing more than 60% of the payment period, the amount of any Title IV loan aid the student received for the period must be recalculated to reflect the portion of the period completed prior to withdrawal. The unearned Title IV loan aid for the percentage of the payment period not completed must be returned to the applicable program, in the following order (5-10 do not apply at LTS):

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Direct Unsubsidized Stafford loans (other than PLUS loans)
4. Direct Subsidized Stafford loans
5. Federal Perkins loans
6. Federal PLUS loans
7. Direct PLUS loans
8. Federal PELL Grants for which a return of funds is required.
9. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
10. Other Title IV grant or loan assistance for which a return of funds is required

Section 4: Frequently Asked Questions

Q: I am a Veteran or a dependent of a Veteran, can I use VA Benefits to pay for Seminary?

A: YES! Contact the Department of Veterans Affairs at 888-442-4551 or visit www.va.gov.

Q: My friend/church sends a check made payable to the Seminary for my account. What happens to it?

A: Please be sure to inform all supporters whose contributions are sent directly to LTS to earmark their checks with your name! The Business Office will receive the check, and will verify that this resource was included in your loan certification calculation, if you are a Stafford loan borrower. If it is earmarked for tuition or any other Seminary-related expense (campus apartment rental, health insurance, etc.), the check is posted to your account for the specified use only. If no restrictions are noted with the check, it is posted to your account and you may request the funds from the Business Office.

Q: Do I have to report the scholarships I receive from the Seminary or other sources as income when I file my federal income tax return?

A: It depends on several factors, including your status as a student and the purposes for which the scholarship is used. Generally speaking, scholarships which cover qualified tuition and related expenses are not considered income. Please check with your own tax advisor and/or consult the IRS (Publication 970) for further information (www.irs.gov).

Q: How can I find out about scholarships from outside sources?

A: From time to time, the Seminary receives notification of scholarships available from other sources. As these notifications are received, they are posted at www.lancasterseminary.edu/finaid/outsidescholarships and students are informed via e-mail.

Q: If I receive money from my church or other sources outside of LTS, how will my LTS Scholarship be affected?

A: It is important that you notify LTS of any additional resources you expect to receive, both for an accurate reflection of your need and the equitable distribution of limited funds, and because it is required by law if you are a Stafford Loan borrower. We reserve the right to adjust your LTS Scholarship if additional awards significantly change the amount of your need.

More Questions? Contact us directly. . .

General Assistance, Federal Stafford Loans:

Teresa A. Benneian, Registrar & Loan Counselor

800-393-0654 ext. 8748 • 717-290-8748 • tbenneian@lanasterseminary.edu

Office of Admissions:

Ruth-Aimée Belonni-Rosario, Dean of Admissions

800-393-0654 ext. 8709 • 717-290-8709 • rabelonni-rosario@lanasterseminary.edu

LTS Student Accounts:

Rose Germeyer, Business Office Administrative Assistant

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FAFSA:

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