

Antioch University

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December 2011

### 3.461 Financial Aid Administration

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<div>Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Campus</b> <input type="checkbox"/> <b>Department/Unit</b> <input type="checkbox"/> <b>Interim</b></div>		<b>Financial Aid Administration Policy</b>	
		<b>Policy 3.461</b>	
<b>Business Management Policies</b>		<b>Effective date: February 27, 2010</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
	Board of Governors	2.27.10:8	February 27, 2010
<b>Revised (Non-substantive):</b>	Office of General Counsel	N/A	May 2, 2017
<b>Revised</b>	Board of Governors	3.3.18:8	March 3, 2018
<b>Revised</b>	Chancellor	N/A	August 1, 2019
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of University Chancellor	Chancellor	937-769-1351	CFO, University Director of Financial Aid, Assistant and Associate Directors of Financial Aid

## I. Introduction and Purpose

To improve the accessibility of higher education, Antioch University is committed to providing financial assistance, where possible, to deserving students. Financial assistance generally includes University “scholarships” funded by donors, and University institutional aid, ordinarily in the form of “tuition discounts”. In addition, the University strives to assist students in accessing other forms of financial aid, including federal, state and private sources of tuition funding. The purpose of this policy is to define the process for Antioch University campuses to provide financial aid and support to their students.

## II. Types of Financial Aid

**A. Federal Financial Aid.** Federal financial aid is financial aid provided by the federal government. Such aid may be in the form of scholarships, grants, work-study payments, veterans' benefits, or loans. Federal financial aid may be credited directly to a student's account with the University, or may be paid directly to the student. Campuses and/or programs shall support students in obtaining, receiving and applying federal financial aid to University tuition and other costs.

1. **Veterans' Benefits.** Antioch welcomes veterans, including those who are federal Vocational Rehabilitation & Employment ("VR&E") or GI Bill beneficiaries. In order to accommodate processing of VR&E and GI Bill benefits, students may attend classes for up to 90 days from the date the student provides a Certificate of Eligibility ("COE") or a valid VAF 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification Status form). Students will not be assessed a late fee, required to borrow additional funds to cover tuition and fees, or denied access to classes, facilities or services, due to a delayed payment from the Department of Veterans' Affairs ("VA").
2. **Military Tuition Assistance.** Antioch welcomes students who are Military Tuition Assistance ("TA") recipients.
  - a. **TA Refunds.** TA is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

Antioch University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch. The refund schedule is located in each campus/program's catalog.

- b. **Military Service Obligations.** In instances when a Service member stops attending due to a military service obligation, the University will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

- B. State Financial Aid.** State financial aid is financial aid provided by a state government. Such aid may be in the form of grants or loans. State financial aid may be credited directly to the University, or may be credited to the student. Campuses and/or programs shall support students in obtaining, receiving and applying state financial aid to University tuition and other costs.
- C. Private Sources of Financial Aid.** Private sources of financial aid include sources other than government or University aid. Private financial aid may be in the form of scholarships, grants, stipends or loans. Campuses and/or programs shall support students in obtaining, receiving and applying private financial aid to University tuition and other costs.
- D. University Financial Aid.** University financial aid includes scholarships funded by donors or by the University, tuition remission and tuition discounts.
- 1. University Scholarships.** The creation of University scholarships is governed by University policy 7.119 (Scholarship Policy). University scholarships will be administered in accordance with the following principles:
- a. Donor Intent. It is the University's intent to fulfill the donor's wishes regarding distribution of scholarship funds to the extent possible. It is University policy to award available scholarship funds where possible prior to utilizing tuition discounting, to ensure that scholarships are fully awarded as intended by the donors.
  - b. Timing. Scholarship application deadlines should be scheduled so that awards may be made either at the time of the admissions decision or soon as possible thereafter;
  - c. Guidelines for Recipient Selection
    - (i) In order to promote access to higher education, where it does not conflict with donor intent, preference for scholarship awards shall be granted to incoming students.
    - (ii) Need-based Scholarships. Need-based scholarships that were established with specific selection committees or award procedures shall be awarded in accordance with donor wishes. All other needs-based scholarships shall be awarded by the Office of Financial Aid in order facilitate awards to incoming students.
    - (iii) Merit-based Scholarships. Merit-based scholarships that were established with specific selection committees or award procedures shall be awarded in accordance with donor wishes. All other merit-based scholarships shall be awarded by the Office of Financial Aid in

order facilitate awards to incoming students. The Office of Financial Aid shall consult with faculty as necessary in order to determine merit.

- (iv) For scholarships that include both needs-based and merit-based criteria, the Office of Financial Aid will determine the award recipient in consultation with faculty as needed.

## **2. University Tuition Reductions**

- a. The University offers two types of tuition reductions:
  - (i) Tuition Discounts. Tuition is reduced for the student, with no repayment obligation and no other consideration to the University; and
  - (ii) Tuition Remission. Tuition is reduced in the amount of a student's graduate assistantship or institutional work-study obligation, or in the case of University employees, as an employment benefit.
- b. Reduction Requirements. Each campus and/or University program may use up to 5% of its annual gross tuition revenue for tuition reduction, provided that the reduction:
  - (i) Serves to enhance the mission of the campus;
  - (ii) Meets a particular need of the campus; and
  - (iii) Targets a particular student population.

For reductions that are awarded for more than one year, the campus and/or University program shall allocate the yearly award toward the 5% cap in the annual budget in each award year.

Reduction proposals should contain clearly defined purposes and state the following: the number of new and/or ongoing discounts; who awards them; and the criteria for student selection. Each campus and/or University program may determine its own award process.

- c. Tuition Reduction Approvals. The University Financial Aid Director and University CFO shall review and approve the establishment of discounts to ensure compliance with financial aid and accounting regulations. In addition, any campus or University program tuition discount must be reviewed and approved by the campus/program Provost and the Chancellor.

### **III. Policy Cross Reference**

Tuition and Fees Policy	Policy # 3.459
International Student Recruitment	Policy # 5.603
Scholarships	Policy # 7.119