



URSHAN GRADUATE SCHOOL OF THEOLOGY FINANCIAL AID HANDBOOK

The mission of Urshan Graduate School of Theology is to provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service.

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www.ugst.edu

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FINANCIAL SERVICES

Graduate students are urged to view the financial responsibilities of their educational experience in the same manner they plan to manage all that God entrusts to their care both now and in the future. A plan for the payment of graduate school obligations is essential. Urshan Graduate School of Theology offers the Federal Direct Loan program, a deferred payment plan, and scholarships in an attempt to aid graduate students. Students are strongly encouraged to seek clarification about any Financial Aid policies by contacting a financial aid advisor.

TUITION AND FEES

All tuition and fees are subject to change at any time.

Tuition per credit hour	\$400
Audit Fee per course	\$345
Application Fee	\$50 (non-refundable)
General Student Fee	(full-time)\$100 (per semester)
General Student Fee	(part-time)\$100 (per semester)
General Student Fee	(short-term)\$15 (per class)
E-Portfolio Fee	\$100 (one-time charge/5 years)
Graduation Fee	\$150
Late Registration Fee	\$250
Late Payment Fee	\$25
Deferred Payment Fee	\$40 (per semester)
Technology Fee	\$150 (per semester)
	\$50 (per 3 credit online class)
Field Ed Fee (M.Div. only)	\$500 (per semester)
Thesis Sustaining Fee	\$200 (per semester)
Transcript Fee	\$5
Student ID Card	\$5
Parking Fee	\$25 (per semester)
Auto Registration Fee (on campus)	\$25 (per semester)

BILLING

Tuition and fees are due in full on the first day of classes for the corresponding semester. See the section entitled “Deferred Payment Plan” if you are unable to make a full payment at the beginning of each semester.

DEFERRED PAYMENT PLAN

Students who are unable to make full payment may select the deferred payment option. Students will make equal payments throughout the semester with payments due on the 1st of each month as defined in the student’s deferred payment plan. The deferred payment plan will be established at the beginning of the semester. By the end of the semester, the student’s account must be paid in full. A

\$25 late fee will be assessed the day after the payment is due. Students whose payments are more than two weeks late may be asked to withdraw from their classes.

TUITION REFUND SCHEDULE

To receive a refund, the student must complete the withdrawal form with the registrar. Federal student loan refunds are subject to federal regulations. Refunds apply to tuition only. Fees are not subject to refund. Students may receive a tuition refund according to the following schedule:

ON-CAMPUS AND ONLINE CLASSES (SEMESTER LONG)

- Prior to first day of classes 100%
- 1st week of classes: 90%
- 2nd week of classes: 75%
- 3rd week of classes: 50%
- 4th week of classes: 25%
- 5th week of classes: No refund

SHORT TERM COURSES

- 4 weeks or earlier than the first day of class on campus: 100% of tuition less \$150 if class is dropped after the Registration deadline for that semester
- 3 weeks before the first day of class on campus: 75%
- 2 weeks before the first day of class on campus: 50%
- 1 week before the first day of class on campus: 25%
- Less than 1 week before the first day of class on campus: No refund

REFUND OF TITLE IV FEDERAL LOAN FUNDS

The refund of federal loans is distributed in accordance with federal regulation. Title IV aid 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 during the period, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV loan funds drops classes or withdraws from school after beginning attendance, the amount of Title IV assistance earned by the student is determined by a specific formula. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Title IV program by the school or the student. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The student will have to indicate his/her permission to issue the post-withdrawal disbursement if earned.

The amount of aid earned is determined on a prorata basis. Once a student has completed more than 60% of the period, the student is considered to have earned all aid he/she was scheduled to receive. If a student is determined to have completed fewer than 60% of the period, the determined percentage is the percent of aid earned during the period.

The requirements for the refund of Title IV federal loans funds are separate from UGST's Tuition Refund Schedule. Therefore, a student may still owe funds to cover unpaid institutional charges. UGST may also charge a student for any Title IV funds the school is required to return.

You may call the Federal Student Aid Information Center at 800-4-FEDAID (800-433-3243) or visit Student Aid on the Web at www.studentaid.ed.gov for additional information.

WITHDRAWING FROM THE SEMINARY

Students desiring to withdraw from the seminary before the end of a semester must notify the registrar in writing. Students who fail to do so will receive the grade to which their course work entitles them (usually "F") and will forfeit any refund that might otherwise have been available to them.

SUSTAINING FEE

Students who do not complete thesis requirements by set due dates may go on thesis sustaining status in following semesters. Students on thesis sustaining status must demonstrate progress on their thesis and pay the sustaining fee. Students may have up to 3 additional semesters (beyond the initial year given) to complete their thesis. Progress and sustaining fee will be required for each of these additional semesters.

VETERAN REFUND POLICY

A refund of the unused portion of tuition, fees and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by the Department of Veterans Affairs Regulations, CFR 21.4255. The refund will be within 10 percent of an exact pro rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course. Prompt refund: The refunded amount shall be paid within 40 days.

OVERVIEW OF FINANCIAL ASSISTANCE

Urshan Graduate School of Theology provides a broad program of financial aid for seminary students. Financial assistance is available for no more than the number of hours in the degree program. Tuition for courses repeated, taken over the required number of hours is the responsibility of the student. Courses from which a student withdraws are counted towards the number of hours of financial aid. Therefore, withdrawal from a course may result in a student losing scholarship status; and thus the student would be liable for any financial help received during that semester based on their full-time status. Students should complete the Scholarships Application at www.ugst.edu/admissions/financial-aid/scholarships-and-loans. The Scholarship Committee makes award decisions.

UGST participates in the federal student loan program. Students may access unsubsidized Stafford loans. Students must be enrolled in a degree program and must attend at least half-time. Information regarding eligibility requirements, deadlines, and procedures for completing the FAFSA may be found on our website (www.ugst.edu/admissions/financial-aid) as well as in this Financial Aid Handbook.

UGST defines full-time status as 9 credit hours per semesters. 6 credit hours per semester constitutes half-time status. The Financial Aid threshold is half-time status. Financial Aid is unavailable to students less than half-time. Students seeking or receiving Financial Aid are strongly encouraged to discuss any questions or concerns with the Financial Aid Office.

FINANCIAL CLEARANCE

Students must obtain financial clearance before registering for upcoming terms. A financial clearance sheet can be obtained from the Business Office and should be attached to the registration form in order for it to be processed. New students do not need financial clearance in order to register for their first term.

BEFORE YOU APPLY FOR FINANCIAL AID

Although you can file for financial aid at any time, our priority processing timeframe to receive maximum consideration for financial aid is: January 1st through April 1st of each year. All information must be in our office by this date to receive maximum consideration for financial aid. We suggest you file by March 1st to insure your information is in our office by the priority date.

To file for financial aid you must:

- Apply for Admission

No offer of financial aid can be made until you have been officially accepted for admission to Urshan Graduate School of Theology as a regular student in a degree-seeking program.

- File the Free Application for Federal Student Aid (FAFSA)

You are encouraged to file the FAFSA online at www.fafsa.ed.gov. UGST's federal number is: G41461. Note: If you file electronically you will need to create a FSA ID and sign the FAFSA electronically. Without a signature the FAFSA will not be processed.

- Meet General Eligibility Requirements
- Consider your Financial Stewardship

ELIGIBILITY REQUIREMENTS FOR RECEIVING FINANCIAL AID

The Financial Aid Office at UGST administers all major aid programs and strives to ensure access to educational opportunity for those in greatest financial need.

To receive aid, including Federal Direct Stafford Loans, a student must meet the following eligibility requirements:

- Must complete the Free Application for Federal Student Aid (FAFSA) each calendar year.
- Must comply with Urshan Graduate School of Theology academic requirements.
- Must not be in default on an educational loan and must not owe a repayment on an adjusted federal grant.
- Must be enrolled in an eligible degree program.
- Must be enrolled at least half-time (9 or more credits is full-time and 6 credits is half-time).
- If male and age 18-25, must be registered for Selective Service.
- Must be a United States of America citizen or eligible non-citizen with a valid Social Security number.

STEWARDSHIP CONSIDERATIONS

STUDENT LOAN DEBT

A recent study by the National Center for Education Statistics shows that over 50% of graduate students have student loans, with an average debt of \$10,000. That may seem reasonable for higher education, but will it still be reasonable when \$10,000 becomes \$60,000 and it yields a monthly payment of over \$500?

Be wise in choosing the amount that you borrow. Follow the ideas listed below.

- Get smart about student loan debt. www.youcandealwithit.com
- Know how much in debt you are. www.nsls.ed.gov (will need a FSA ID)
- Only borrow what you NEED.
- [Estimate your monthly payment.](#)
- Make payments on your loan before you graduate.

There are many ways to reduce your debt load, but it begins with your making a wise, responsible decision. **Borrow what you need, not what you want.**

HOW TO APPLY FOR FINANCIAL AID

- Meet Eligibility Requirements which includes (but is not limited to) being enrolled in 6 credit hours for the semester.
- Complete Application for Admission to Urshan Graduate School of Theology.
- Complete a Direct Loan Entrance Counseling form.
- Create a FSA ID at pin.ed.gov. This will be your electronic signature for the FAFSA.

- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. This is required for federal loans. The FAFSA becomes available January 1st of each year. UGST's School Code: G41461.
- Complete a Direct Loan Master Promissory Note (MPN) (you will need a PIN to complete this).
- Complete an Interview in UGST's Virtual Financial Aid Office at <https://ugst.vfao.com>.
- Reapply every year.

CURRENT STUDENTS

- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov as soon as you have filed your federal tax return.
- Complete an Interview in UGST's [Virtual Financial Aid Office](https://ugst.vfao.com) as soon as you have completed your FAFSA.
- If you submitted your FAFSA more than four weeks ago and have not received confirmation from UGST, make sure you have released your FAFSA information to Urshan Graduate School of Theology and then contact the Financial Aid Office at 314-921-9290.
- If you have been notified to submit additional documentation, please respond as soon as possible. Aid cannot be processed until those documents are received.

Rejected FAFSA: If your FAFSA is rejected by the federal processor, it is not considered "processed." The most common reason for a FAFSA being rejected is when it is missing the required signatures. Be sure to sign the FAFSA.

SUBMISSION DEADLINE

Federal Aid for the Academic year – If you are requested to submit additional application items to the Financial Aid Office for verification purposes, the office should receive these additional items by **May 1** each year to ensure awards are processed in time for the fall semester.

PROSPECTIVE STUDENTS

An important part in deciding what college to attend is how you will pay for your education. The Financial Aid Office at Urshan Graduate School of Theology realizes this. We also understand that many students need some guidance and assistance in determining what they can afford and what resources may be available to pay for college costs. Be sure to read the “Before You Apply” guidelines and use the “Helpful Links.”

UGST offers a comprehensive program of federal and institutional aid. You are encouraged to apply for financial aid if you believe you will need assistance in order to attend UGST.

- Complete the Free Application for Federal Student Aid (FAFSA) on the Web as soon as you have filed your federal tax return.
- Complete an Interview in UGST's [Virtual Financial Aid Office](https://ugst.vfao.com) as soon as you have completed your FAFSA.

- If you submitted your FAFSA more than four weeks ago and have not received confirmation from UGST, make sure you have released your FAFSA information to Urshan Graduate School of Theology and then contact the Financial Aid Office at 314-921-9290.
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SUBMISSION DEADLINE

Federal Aid for the Academic year – If you are requested to submit additional application items to the Financial Aid Office for verification purposes, the office should receive these additional items by **May 1** each year to ensure awards are processed in time for the Fall semester.

LOANS

EDUCATION LOAN PROGRAMS

- Verification Form
- Direct Stafford Loans

A REMINDER ABOUT LOANS!

Because of the new laws governing Financial Aid programs, loan processing can take longer than it has in the past.

If you expect to have your loan available for the first Fall payment, you must have your Loan Application filed with us on or before July 1st. (We must, of course, have your Federal Student Aid Report, before we can process the loan!) You must also be a fully accepted student.

If you are on the payment plan, you are responsible for making payments on or by the due date, regardless of whether or not your loan has been processed.

VERIFICATION

Verification is the process of proving the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA). It may be summarized as a review of the base-year income information provided by the student on his or her application for federal student aid.

Thirty percent of all the FAFSA's that are submitted to the federal processor are selected for Verification. A student whose application is selected for verification is initially notified on the Student Aid Report (SAR). UGST will also notify the student of the documents that must be submitted.

Typically, UGST will require that each student provide a signed copy of the previous year's Federal Income Tax Return and a completed Federal Verification Worksheet for that year.

TITLE IV LOAN CODE OF CONDUCT

POLICY STATEMENT

Urshan Graduate School of Theology (UGST) participates in the Title IV Federal Direct Loan program. As a part of the Program Participation Agreement with the US Department of Education, UGST is required to develop, publish, administer, and enforce a code of conduct in accordance with the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008. This policy applies to, and will be annually reviewed by, all officers, employees, and agents of UGST who have responsibilities in accordance with education loans. This policy shall be posted on the school's website.

CODE OF CONDUCT

Urshan Graduate School of Theology hereby adopts the following provisions from the HEOA, Section 493(e) as its Code of Conduct.

(1) Ban on revenue-sharing arrangements.--

``(A) Prohibition.--The institution shall not enter into any revenue-sharing arrangement with any lender.

``(B) Definition.--For purposes of this paragraph, the term `revenue-sharing arrangement' means an arrangement between an institution and a lender under which--
``(i) a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
``(ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution, or an agent.

``(2) Gift ban.--

``(A) Prohibition.--No officer or employee of the institution who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

``(B) Definition of gift.--

``(i) In general.--In this paragraph, the term `gift' means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

``(ii) Exceptions.--The term `gift' shall not include any of the following:

``(I) Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.

``(II) Food, refreshments, training, or informational material furnished to an officer or employee of an institution, or to an agent, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, employee, or agent.

``(III) Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.

``(IV) Entrance and exit counseling services provided to borrowers to meet the institution's responsibilities for entrance and exit counseling as required by subsections (b) and (l) of section 485, as long as--

``(aa) the institution's staff are in control of the counseling, (whether in person or via electronic capabilities); and

``(bb) such counseling does not promote the products or services of any specific lender.

``(V) Philanthropic contributions to an institution from a lender, servicer, or guarantor of education loans that are unrelated to education loans or any contribution from any lender, guarantor, or servicer that is not made in exchange for any advantage related to education loans.

``(VI) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

``(iii) Rule for gifts to family members.--For purposes of this paragraph, a gift to a family member of an officer or employee of an institution, to a family member of an agent, or to any other individual based on that individual's relationship with the officer, employee, or agent, shall be considered a gift to the officer, employee, or agent if--

``(I) the gift is given with the knowledge and acquiescence of the officer, employee, or agent; and

``(II) the officer, employee, or agent has reason to believe the gift was given because of the official position of the officer, employee, or agent.

``(3) Contracting arrangements prohibited.--

``(A) Prohibition.--An officer or employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

``(B) Exceptions.--Nothing in this subsection shall be construed as prohibiting--

``(i) an officer or employee of an institution who is not employed in the institution's financial aid office and who does not otherwise have responsibilities with respect to education loans, or an agent who does not have responsibilities with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans;

``(ii) an officer or employee of the institution who is not employed in the institution's financial aid office but who has responsibility with respect to education loans as a result of a position held at the institution, or an agent who has responsibility with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans, if the institution has a written conflict of interest policy that clearly sets forth that officers, employees, or agents must recuse themselves from participating in any decision of the board regarding education loans at the institution; or

``(iii) an officer, employee, or contractor of a lender, guarantor, or servicer of education loans from serving on a board of directors, or serving as a trustee, of an institution, if the institution has a written conflict of interest policy that the board member or trustee must recuse themselves from any decision regarding education loans at the institution.

``(4) Interaction with borrowers.--The institution shall not--

``(A) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or

``(B) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

``(5) Prohibition on offers of funds for private loans.--

``(A) Prohibition.--The institution shall not request or accept from any lender any offer of funds to be used for private education loans (as defined in section 140 of the Truth in Lending Act), including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with--

``(i) a specified number of loans made, insured, or guaranteed under this title;

``(ii) a specified loan volume of such loans; or

``(iii) a preferred lender arrangement for such loans.

``(B) Definition of opportunity pool loan.--In this paragraph, the term 'opportunity pool loan' means a private education loan made by a lender to a student attending the institution or the family member of such a student that involves a payment, directly or

indirectly, by such institution of points, premiums, additional interest, or financial support to such lender for the purpose of such lender extending credit to the student or the family.

``(6) Ban on staffing assistance.--

``(A) Prohibition.--The institution shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.

``(B) Certain assistance permitted.--Nothing in paragraph (1) shall be construed to prohibit the institution from requesting or accepting assistance from a lender related to--

``(i) professional development training for financial aid administrators;

``(ii) providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials; or

``(iii) staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters, federally declared national disasters, and other localized disasters and emergencies identified by the Secretary.

``(7) Advisory board compensation.--Any employee who is employed in the financial aid office of the institution, or who otherwise has responsibilities with respect to education loans or other student financial aid of the institution, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

SANCTIONS

A violation of this policy will result in disciplinary action in accordance with the Dismissal policy located in the Urshan Employee Handbook.

WEB ADDRESS FOR THIS POLICY

[https://ugst.edu/app/uploads/2015/11/Title IV Loan Code of Conduct.pdf](https://ugst.edu/app/uploads/2015/11/Title_IV_Loan_Code_of_Conduct.pdf)

CONTACTS

Rhonda Morley	Financial Aid Director	rmorley@ugst.edu	314-921-9290 ex.3105
Ashley Chancellor	Chief Financial Officer	achancellor@ugst.edu	314-921-9290 ex.3107

FEDERAL DIRECT STUDENT LOAN PROGRAM

- A Direct Student Loan is money authorized by the Federal Government to help pay for your college costs. These funds must be paid back to your lender upon your withdrawal from school or graduation.
- As of July 1, 2012, all interest on Federal Direct Stafford Loans is unsubsidized for graduate students.

Students are limited to the amount they can borrow.

\$20,500/yr (unsubsidized)

- Repayment of the loan does not occur as long as the student is enrolled part-time or until 6 months after last date of attendance. However, it can be paid back at any time without penalty.
- Repayment of the loan will be completed in a 10-year time frame.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is measured by both the quality and quantity of academic work. It is certified by the successful completion of 70% of a student's attempted, non-repeated course load.

Due to the nature of theological education, students are strongly encouraged to gain ministerial experience during their training and to avoid accumulating debt while doing so. Students need time for practical experience, but they also need to earn money to pay for their education. Students are therefore given specified timeframes within which to complete their degrees.

Students enrolled in Urshan Graduate School of Theology Master of Theological Studies or the Master of Arts in Christian Ministry degree program are required to complete 48 credits to be completed in 6 years. The average student completes their work in 2 to 3 years. Students enrolled in the Master of Divinity program are required to complete 72 credits in 8 years. The average M.Div. student completes their work in 3 to 4 years. These timeframes begin with the first course after full matriculation into the program. The timeframe for students with transfer credit usually begins with the semester in which the transferred coursework was taken.

Students who change degrees prior to completing the previous degree will be judged to have begun their degree with their initial coursework.

Successful Course Completion (for both on campus and distance learning students): Successful completion of courses taken in the combined fall and January terms will determine satisfactory completion for the fall term. Successful completion of courses taken in the spring and June terms will determine satisfactory completion for the spring term.

*To compute satisfactory academic progress, audit courses are not included in the course load. Courses with grades of P are successfully completed. **Successful completion is defined as follows.***

- M. Div., MACM and MTS students must receive a grade of C- or higher in each course and have a combined term GPA of at least 2.5.
- Grades of I, W, and F will be included in the combined course load and are not considered successfully completed courses.
- Transfer credit will not be included in qualitative work evaluated for satisfactory academic progress. Only credits earned at Urshan Graduate School of Theology are used to calculate grade point average.
- For a repeated course, the higher grade stands as the official grade. See Repeating Courses section in Student/Degree Handbook for additional information.

Students must meet with their academic advisors at least once a semester to review progress toward their degrees. For most students this is covered in academic registration when they also pre-register for courses for the upcoming year.

The registrar will check each student's level of satisfactory academic progress at the end of each term (fall and spring). A student not progressing toward completion of a degree in an appropriate manner (taking the appropriate courses for a degree) as determined by the registrar shall be placed on academic probation (see Academic Probation in Student/Degree Handbook for additional

information) and shall receive a Financial Aid Warning. A student on Financial Aid Warning status may continue to receive financial aid for the subsequent term while the student endeavors to reach satisfactory academic progress.

If, at the end of the term in which a student was on Financial Aid Warning status, satisfactory academic progress is not reached, the student is placed on Financial Aid Probation and becomes ineligible for financial aid. The student has the right to appeal the Financial Aid Probation status and, if granted, may receive financial aid during the term on Financial Aid Probation. If the appeal is not granted, the student remains ineligible for financial aid until satisfactory academic progress is reached.

SAP RIGHT OF APPEAL

Students who feel they should remain eligible for federal student aid after being placed on Financial Aid Probation should make an appeal within 21 days of being notified of the loss of eligibility. The appeal will be made in the following manner:

1. The student must submit in writing a request to the Financial Aid Director to review the loss of eligibility. The Financial Aid Director must respond in writing within 10 days of receiving the appeal.
2. If the matter is not rectified to the student's satisfaction, a written appeal should be made to the Dean of Administration within 21 days of the Financial Aid Director's written response. The student appeal must include the reason for the appeal and the steps already taken to remedy the problem.
3. Upon receipt of the appeal, the Dean of Administration will take the student appeal to a committee that consists of the Dean of Administration, the Financial Aid Director, the Registrar and a faculty member detailing the problem and the steps taken to redress it. The student in question will not be present at the meeting of the committee. The decision of the committee will be final.
4. The student will receive the committee's decision in writing by mail, and a report of the student appeal and process will be submitted to the UGST president.

LOSS OF ELIGIBILITY

A student who fails to meet satisfactory academic progress after the term on Financial Aid Probation is ineligible for financial aid for the subsequent term and will be notified by mail. A student who was full-time in the semester when eligibility was lost must successfully complete a full-time semester of non-repeated work to be eligible for reinstatement. A student who was half-time in the semester when eligibility was lost must successfully complete a half-time semester of non-repeated work to be eligible for reinstatement.

If satisfactory academic progress is maintained for the requisite term(s), eligibility for financial aid may be reinstated for the following semester. The student is required to apply to the Financial Aid Director for reinstatement prior to registration for the semester in which financial aid is desired.

- Make sure to review the criteria to maintain your financial aid eligibility

SCHOLARSHIPS

Scholarships are available to full-time students and are based on availability. For renewable scholarships, student accounts must be paid in full. Scholarship awards are determined by the scholarship committee. The following scholarships are available for students who meet the scholarship requirements:

- **Christian Service** (not based on need): Undergraduate GPA of 2.7/4.0 or equivalent, with aptitude for ministry; not renewable; \$1,125 per year.
- **Endowed and Funded Scholarships:** Named scholarships to be funded by individuals, churches, districts, departments, United Pentecostal Church International divisions or other sources, including:
 - **Harvell-Littles Scholarship by Harvell Family Charitable Trust:** \$2,000 for one year.
 - **James D. Beardsley Merit Scholarship:** \$1,000 per year to the returning full-time student with the highest GPA.
 - **WNOP Thetus Tenney Scholarship** \$1,000 per year to a female student
 - **UPCI Ladies Ministries Gwyn Oakes Presidential Scholarship** \$1,000 per year to a female student who has completed her first year of study.
 - **UPCI General Youth Division Youth Ministry Scholarships:** Four \$1,000 scholarships, for one year, available to first year students from UPCI churches.
- **Faculty members of United Pentecostal Church International endorsed Bible Colleges** (not based on need): 50% tuition reduction on any class(s) taken at UGST.
- **Graduates of United Pentecostal Church International endorsed Bible Colleges** (not based on need): **First Year:** 25% of tuition (if graduated with a BA from Bible College)
- **Missions Scholarship:** A 50% tuition reduction for appointed UPCI Global and North American missionaries. Missionary must pledge a minimum of \$25 a month in support of UGST. Full time enrollment not required.
- **Merit Honors** (not based on need): Undergraduate GPA of 3.0/4.0 or equivalent, with aptitude for ministry; renewable if student maintains GPA of 3.0 at Urshan Graduate School of Theology; \$1,500 per year.
- **Presidential Honors** (not based on need): Undergraduate GPA of 3.5/4.0 or equivalent, with strong aptitude for ministry; renewable if student maintains GPA of 3.5 at Urshan Graduate School of Theology; \$2,250 per year.
- **Spouse Tuition Scholarship** (not based on need): 50% tuition reduction on any course taken at UGST. Spouses seeking the scholarship must apply to Urshan Graduate School, be accepted and register for courses in the same way as other students. Spouse scholarships are available so long as the full-time student was registered for full-time status during the full preceding semester and has pre-registered for full-time enrollment in the following semester. The student spouse scholarship is available to students in all degree programs.
- **UGST Alumni** (not based on need): 50% tuition reduction on any class(s) taken at UGST.
- **United Pentecostal Church International Pastor and Assistant Pastor Scholarship:** A 30% tuition reduction if the pastor's church will pledge a monthly minimum contribution of \$50 and will annually host a graduate school representative visit to promote UGST and take up an offering.

VETERANS EDUCATION BENEFITS

Access GI Bill Web Site at www.gibill.va.gov for information and direction on how to apply. The student will apply directly to the VA for benefits. Once the student receives an award letter, a copy of the letter must be kept on file in the registrar's office at UGST.

FINANCIAL AID FAQ

HOW DO I APPLY FOR FINANCIAL AID?

After January 1 of any given year follow these steps to apply for Financial Aid. Early submission of the FAFSA (before April 15) will insure that we get your data in time for early awarding. The UGST Financial Aid Office requests that you do not apply for the FAFSA before properly submitting your Federal Income Tax Return.

ONCE I FILE FOR AID, WHEN WILL I RECEIVE A RESPONSE?

UGST will begin to package aid at the end of April. Awarding will continue throughout the Spring and Summer. We encourage early application so that we can settle your financial situation prior to Fall registration.

WHAT DOES A FINANCIAL AID PACKAGE INCLUDE?

A financial aid package may consist of a combination of scholarships and loans. The receipt of these awards is dependent upon the level of funds available, and your eligibility as determined by the [Free Application for Federal Student Aid \(FAFSA\)](#).

WHAT ABOUT INSTITUTIONAL SCHOLARSHIP FUNDS?

UGST offers a variety of scholarships. Students must complete the [UGST Scholarships Application](#) by the deadline in order to be considered for institutional scholarships or grants. Students cannot be considered for scholarships or grants until their application is complete and they've been notified of acceptance to UGST.

WHEN SHOULD I APPLY FOR THE FEDERAL DIRECT STAFFORD LOAN?

We begin to process Federal Stafford Student Loans for the coming academic year in Spring. We advise you to apply as early as possible. You must be aware that it takes several weeks for the entire process to be completed. To ensure that your award is processed in time for fall registration, complete applications and supply all requested documents to the financial aid office by June 30th.

WHY AM I CONSIDERED A SELF-SUPPORTING STUDENT (INDEPENDENT OF MY PARENTS)?

An independent student is defined as any one of the following:

- 24 years of age
- An orphan or ward of the court
- A veteran of 180 active consecutive days of military service
- A graduate student
- Married student
- Having legal dependents other than a spouse

All students at UGST are graduate students and therefore are considered self-supporting.

HOW LONG WILL IT TAKE TO PROCESS MY FINANCIAL AID?

After the FAFSA is received by Urshan Graduate School of Theology, it may take 6 weeks or more for financial aid to be awarded. Students can delay the process even longer by not properly submitting all of the required documents.

WHY CAN ONE STUDENT'S FINANCIAL ID TAKE LONGER TO PROCESS THAN OTHERS?

No two financial aid packages are the same. The application might be chosen by the Federal government for verification, in which case, the student is required to submit income tax information and other documents to verify the information on the FAFSA. Financial aid cannot be processed until all this information is submitted. When paperwork is received from a student, it is filed in date order. Because of the substantial volume of verification documents turned in, it could take several weeks after documents are turned in before they are physically reviewed by an officer. At that point, additional information/documentation might be required. For example, if a student turns in an unsigned 1040, the form must be returned to the student for that required signature. Other situations that would hold up processing are required forms that are not filled out properly or instances of conflicting data. An example of this would be the following situation: A student claimed only three exemptions on their 1040 and now claims there are 7 household members being supported. This student will be required to provide documentation proving there are additional household members.

All discrepancies must be resolved before a student's financial aid can be processed. The student must be admitted to Urshan Graduate School of Theology before financial aid can be processed. If a student is receiving loans, they must also complete the [entrance counseling form and MPN](#) for new borrowers.

WHAT COULD CAUSE MY STUDENT LOAN TO NOT BE PROCESSED?

1) The student failed to turn in the necessary paperwork; 2) the student has attended another school during the same term and already used all or most of the loan limit for the term; 3) the student has been accepting maximum loans while attending part-time causing them to use up the aggregate loan limit provided by the government for their current degree program; 4) the student is not making satisfactory academic progress (determined by both GPA and completion rate of attempted credits); 5) the student is not properly enrolled in courses (the student must be enrolled in at least six credit hours).

AFTER I SUBMIT THE FAFSA AND UGST RECEIVES THE RESULTS, WHAT IS MY NEXT STEP?

Students will receive a document tracking letter telling them what they need to do next. Again, each case is unique. Returning students may not need to do anything else provided their FAFSA does not require corrections, and they have done the entrance counseling and Master Promissory Note (MPN) for a previous year. A new student will need to complete the entrance counseling form and MPN.

FOR HOW LONG IS MY MASTER PROMISSORY NOTE (MPN) VALID?

Generally the MPN is good for 10 years, with the exceptions of a name change (such as in the case of changing a name from maiden to married).

CAN I BE DENIED A STUDENT LOAN IF I HAVE BAD CREDIT?

The Federal Direct Stafford Loans for students are not based on credit ratings. However, a student who has previously defaulted on a federal student loan will not qualify for a new loan until the default is cleared with the lender. Written documentation from the lender must be submitted to Financial Aid. Sometimes this situation can be resolved by the student submitting an In-School Loan Deferment Request through the UIC. Other times the student might be required to contact a previously attended school or the lender directly in order to clear up a loan in default.

HOW MANY TIMES PER YEAR ARE REFUND CHECKS ISSUED?

Refund checks are offered twice each school year. They are offered at the beginning of each semester once funds have been received and tuition and fees have been posted to the student's account. Any remaining will be issued to the student in the form of a check.

I DON'T THINK I'M ELIGIBLE FOR ANYTHING, BUT I STILL NEED HELP! WHAT CAN I DO?

You may be eligible for federal student loans, but you must complete the FAFSA on the Web in order to be considered. If you don't qualify for federal student loan programs, or if you need to borrow more than the allowable borrowing limits, you may find assistance through alternative loans. Alternative loans are commercial student loans that are not subsidized or insured by the federal government. Alternative loans are available through some banks and secondary student loan markets at competitive interest rates. We also encourage you to research scholarship opportunities.

IF MY STUDENT AID REPORT INDICATES THAT I AM SELECTED FOR VERIFICATION, WHAT DO I DO?

Please respond promptly to any requests for information from Urshan Graduate School of Theology's financial aid office to ensure that your student financial aid is processed timely and correctly.

I HAVE LEARNED THAT I MUST MAINTAIN "SATISFACTORY ACADEMIC PROGRESS." WHAT IS IT?

Financial Aid is required by federal regulation to monitor student progression toward completion of degree and certificate programs at the graduate level. UGST's Satisfactory Academic Progress policy requires that a specific number of completed credits are necessary each academic year to remain eligible for student financial aid. **(Please note: This standard mirrors UGST's academic policy with regard to GPA.)** For additional information, please review the satisfactory academic progress in the Academic Handbook (available in your student portal).

HOW OFTEN DO I APPLY FOR A FAFSA AND WHEN SHOULD I APPLY?

You only apply once per academic year which includes Fall, Spring and Summer semesters. **For example:** If you are applying for Spring 2018 aid and you already submitted a 2017-2018 FAFSA to apply for Fall 2017 aid, **do not** submit another FAFSA to apply for Spring 2018. However, if you did not submit a 2017-2018 FAFSA, you will need to submit one to apply for Spring 2018 aid. You should apply as soon as you have filed a federal tax return; you should complete a FAFSA for that academic year.

FINANCIAL AID HELPFUL LINKS

[FAFSA ON THE WEB](http://www.fafsa.ed.gov) [WWW.FAFSA.ED.GOV](http://www.fafsa.ed.gov)

Now offering Renewal FAFSA! Students may request an Electronic Access Code (EAC) and file a Renewal FAFSA via FAFSA on the Web.

[MASTER PROMISSORY NOTE \(MPN\)](http://www.studentloans.gov) [WWW.STUDENTLOANS.GOV](http://www.studentloans.gov)

Direct Loan Program
Electronic Master Promissory Note (MPN)

[YOUCANDEALWITHIT.COM](http://youcandealwithit.com)

This is a website that can help you deal with debt management during your college years.

[NATIONAL STUDENT LOAN DATA SYSTEM \(NSLDS\)](http://www.nlds.ed.gov) [WWW.NLDS.ED.GOV](http://www.nlds.ed.gov)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid.

[ENTRANCE LOAN COUNSELING](http://www.studentloans.gov) [WWW.STUDENTLOANS.GOV](http://www.studentloans.gov)

Information for new Urshan Graduate School of Theology borrowers

[EXIT LOAN COUNSELING](http://www.studentloans.gov) [WWW.STUDENTLOANS.GOV](http://www.studentloans.gov)

Information for students entering repayment

[COLLEGE NAVIGATOR](http://www.nces.ed.gov/collegenavigator) [WWW.NCES.ED.GOV/COLLEGENAVIGATOR](http://www.nces.ed.gov/collegenavigator)

National Center for Education Statistics (NCES)