Hood College’s Office of Financial Aid staff is committed to helping you with plans to finance your Hood education. Please contact us if you need assistance.

401 Rosemont Avenue
Frederick, Maryland 21701-8575
(301) 696-3411 or (800) 922-1599

The Conditions of Awards brochure has been prepared to help you understand your financial aid awards from Hood College. You are responsible for knowing the procedures described in this guide. You may need to refer to this guide in the future if you have questions regarding satisfactory academic progress policy, enrollment changes or other issues.

Cost of Attendance
The cost of attendance represents educational expenses used in determining the amount of financial aid that will be awarded to you. Yearly academic costs are available on the Hood College Web site at www.hood.edu/adminservices/accounting.

Bill Payment
Annual charges are divided into two semester billings: the first half due on August 15 and the second half on January 5. The College sends out billing statements several weeks in advance of each due date for those who have pre-registered. One-half of each loan and scholarship is credited to your student account each semester. If you have been awarded financial aid for summer session, your aid will be divided evenly among three semesters, fall, spring and summer.

Late Fees
In order to avoid a late fee on any balance due, you must apply for financial aid in a timely manner. This means that the Office of Financial Aid must have the results of your Free Application for Federal Student Aid (FAFSA) and your Hood Application for Financial Assistance on file at least three (3) weeks before the start of the semester. You must promptly return your signed award letter and all required loan documents in order for aid to credit to your student account.

The College will charge a late fee to those students who have a balance due and whose financial aid has not credited to the student account by the start of the semester. To avoid late fees due to enrollment for a greater number of credits than the original number used for awarding aid, be sure to advise the Office of Financial Aid of any changes in your credits. If you have any questions regarding late fees, please contact the Accounting Office at (301) 696-3609.

Book Vouchers
The College does not issue book vouchers for students who have a credit on the account. You will need to purchase your books before a refund, as a result of a credit on your account, can be processed.

General Information

Your Award
Hood College reserves the right to review, modify or cancel your financial aid award at any time on the basis of information affecting your eligibility. This may include, but is not limited to, changes in your financial or academic status, or changes in the availability of federal, state or institutional funds.

For further information, please contact: Financial Aid Office: (301) 696-3411 or (800) 922-1599
Your total amount of assistance from all sources may not exceed your cost of attendance. The Office of Financial Aid will determine your cost of attendance.

**Enrollment**

Your award is based upon the enrollment status specified on the award letter. A reduction in credit hours may result in an award adjustment. Our office verifies enrollment at the end of Hood College’s drop/add period and again at the end of the College’s refund period. Your financial aid award will be finalized at the end of the 80 percent refund period. Eligibility for financial aid requires enrollment of at least a half-time basis (three credit hours). Financial aid cannot be used to pay for audited courses.

**Verification**

The Office of Financial Aid will notify you if your file is chosen for verification. You will need to submit signed copies of your federal income tax returns and any other requested documents. Changes in the application information as a result of the verification process may require an adjustment to your financial aid package.

**Authorization**

Your signature on the award letter signifies that you are giving authorization to apply federal funds to your student account to pay for charges (such as health insurance, library fines, parking tickets, room damages) billed by Hood College other than tuition, fees, room and board. You have the right to refuse to authorize any individual item or rescind the entire authorization at any time by notifying the Office of Financial Aid in writing.

**Student’s Rights and Responsibilities**

Renewal of need-based aid is not automatic. You are required to reapply each year by filing a Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA and a Hood Application for Financial Assistance and submitting all supporting materials.

The Office of Financial Aid coordinates aid from all sources that you may be receiving. Therefore, if you receive aid from your state or a private source, such as tuition reimbursement from your employer, you are required to notify the Office of Financial Aid. Receipt of additional financial aid may result in an adjustment of the financial aid offered by Hood College.

You are required to notify the Office of Financial Aid of any change in your name, address, enrollment status, anticipated graduation date or other changes related to your attendance at Hood College. You have the right to privacy. All records and data submitted with your application for financial aid are treated as confidential information.

It is your responsibility to provide additional documentation, tax returns, W-2s, and any additional information requested by the Office of Financial Aid.

It is your responsibility to read, understand and be accountable for all forms and agreements you sign. We recommend you keep copies for your records.

**Program-Specific Requirements**

**Federal Aid Programs**

For information regarding federal aid programs please refer to “The Student Guide for Financial Aid” published by the U.S. Department of Education. This booklet is available from the Office of Financial Aid or online at: www.studentaid.ed.gov.

**Student Loans**

If you have been offered a Federal Stafford Subsidized and/or Unsubsidized Loan as part of your award, you have the option of reducing or declining the total loan amount by indicating so on your award letter. If you are declining or reducing the amount of the loan, please provide your initials next to the change. If you do not change the loan amount, it will be processed based on the amount offered.

Students borrowing for the first time at Hood College will be required to complete a Master Promissory Note (MPN). Returning students who borrowed previously should have a valid MPN on file and may not be required to complete another one.

All first-time borrowers at Hood College will be required to complete an online entrance loan counseling session before funds can be disbursed.

The Office of Financial Aid is required to disburse your student loan equally over the number of semesters enrolled.

No refunds will be given until there is a credit on your student account.

**Annual Loan Limits**

In order to be eligible for federal loans, a graduate student must be accepted for enrollment in a master's degree program, take a minimum of 3 credits each semester, and be making satisfactory academic progress as described below. Loan amounts vary based on the number of credits per semester. The maximum annual loan limits are as follows:

- $20,500 - Master’s degree program
- $12,500 – Teacher Certification program

The maximum aggregate loan limit is $138,500 ($65,500 subsidized loan; $73,500 unsubsidized loan).

If Hood College does not prepare your financial aid package with the maximum loan eligibility established by the Department of Education, you may request the additional loan funds to be added to your package as long as the amount requested does not exceed your cost of attendance.

The Office of Financial Aid will certify loans for students up to their maximum loan eligibility.

**Satisfactory Academic Progress**

To be eligible for financial aid a graduate student must be enrolled or accepted for enrollment in a master's degree program. Students are expected to maintain a record of achievement that will enable them to complete a degree in a reasonable time period. Federal regulations require that students who are recipients of financial aid through federal programs, primarily Stafford Loans, continue to make satisfactory progress toward degree requirements according to standards established by the College.

Graduate programs range from 30 to 36 credits with most being at the 36 credit level; a 3.00 cumulative average is required to complete the degree. Students are considered to be making satisfactory progress toward degree completion for financial aid purposes by adhering to the schedule outlined below.

- **Year One**
  - 12 cr.
  - 2.75 GPA
- **Year Two**
  - 24 cr.
  - 3.00 GPA
- **Year Three**
  - 36 cr.
  - 3.00 GPA

Some students may not complete the degree in three calendar years, but the number of credits earned determine the year of standing. Also, these standards may not coincide exactly with the Graduate School and Registrar’s standards. The time frame allowed for the completion of a degree can be much longer, but it is divided into academic year increments for financial aid purposes according to the schedule above.

Satisfactory Academic Progress for financial aid eligibility should not be confused with the College’s academic policy.

**Appeals Process**

Students who are determined to be ineligible for aid due to failing to maintain satisfactory academic progress may submit an appeal requesting consideration for probation status. Appeals are made in writing to the Director of Financial Aid and an appeal must contain specific information with regard to reasons for the appeal and failure to meet the standard.

**Withdrawing from Hood**

Should you stop attending classes at Hood College, you should officially withdraw through the Registrar’s Office to get a grade of “W.” If you stop attending classes and receive a grade of “F” in all classes, you will be considered to have unofficially withdrawn.

The Office of Financial Aid is required to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing the semester. Withdrawal from all classes prior to completing 60 percent of the semester will result in some refund of student loans. Up to 60 percent of the semester, a pro rata schedule is used to determine how much federal aid the student has earned at the time of withdrawal. The portion of unearned aid must be returned to the federal programs. When unearned aid is returned, a student may owe the College additional funds. See the Hood College catalog for information on the institutional refund policy.