WASHINGTON COLLEGE

Financial Aid Award Guide

2015 - 2016

300 WASHINGTON AVENUE, CHESTERTOWN, MD 21620-1197 WWW.WASHCOLL.EDU

Please read this information carefully. We hope that this information will help you understand the basis for your financial aid award and answer questions regarding your award and eligibility for need-based aid funds. Acceptance of any award indicates that you understand Washington College's need-based aid policies, terms, and conditions of each award as outlined in this booklet. Keep this booklet and a copy of your Financial Aid award notice for future reference.

Questions concerning any of the aid awarded, or any information contained in this booklet should be addressed to:

Office of Student Financial Aid
Washington College
300 Washington Avenue
Chestertown, Maryland 21620-1197
410 -778-7214

FACTS ABOUT YOUR FINANCIAL AID AWARD

This guide was designed to help you understand your financial aid award and what your acceptance of the award entails. The guide outlines your rights and responsibilities as a financial aid recipient. ***Please read the contents of your award notice and this publication carefully***. Acceptance of any award indicates that you have read and are willing to abide by the terms and conditions outlined in this guide. Paper and web based notifications should be reviewed and awards accepted according to the instructions on the notification. If you have any questions about your award notice or the information in this guide, please contact our office at 410-778-7214.

YOUR AWARD LETTER

Applicants for need-based financial aid are evaluated on the basis of demonstrated financial need, potential for academic success, and standards of satisfactory academic progress. Your financial aid award notice has two main components: your budget assumption and your financial aid award.

Your budget assumption represents your educational expenses for the year. Standard student budgets have been established based on enrollment status and housing status for 2015-2016. The 2015-2016 direct cost of attendance figure for full-time students living on campus is $54,462. This figure includes direct charges for tuition and mandatory fees and average allowances for room & board. Additional indirect expenses for the academic year include estimates of $850 for books and supplies, and $2,190 for personal expenses and transportation. If your housing status or meal plan has changed you must notify the Office of Student Aid as soon as possible. ***Any changes to your board plan or housing status may result in adjustments to your financial aid award***.

Your financial aid award contains the type and amount of aid you are being offered. At the time your application was evaluated you were automatically considered for all types of assistance, including grants, loans, and employment. The Office of Student Financial Aid determined your eligibility for each type of aid based on financial need and availability of funds.

Financial aid eligibility is defined as the difference between the cost of attending Washington College and your family's capacity to contribute from income and assets. Your family's capacity to contribute includes parents' contribution and student contribution. Eligibility for federal financial aid may differ from eligibility for institutionally controlled forms of financial aid due to institutional policies, availability of funds, and the use of specific data elements omitted from the federal eligibility formula.

Family's Capacity to Pay represents the portion of your college expenses that your family is expected to contribute. This contribution is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA), as well as from tax transcripts and other supporting documents.

FAMILY CONTRIBUTION FORMULAS

There are two methods of determining a family's expected contribution towards educational costs. The Federal Methodology is used to determine a student's eligibility for federal aid, including Pell Grants and Federal Direct Loans, and most forms of state grant assistance. The federal family contribution is determined using the data provided on the Free Application for Federal Student Aid (FAFSA). Because Federal Methodology ignores some forms of income and eliminates some types of assets from consideration, Washington College uses Institutional Methodology to determine a student's need for institutionally controlled and funded forms of financial aid. We believe the institutional formula more accurately and more equitably measures a family's financial strength by using sound principles, practices, and assumptions. Washington College's minimum expected family contribution for 2015 - 2016 is $5,000.

Federal financial aid regulations stipulate that a student's total financial aid package may not exceed the federally determined need analysis result when federal forms of financial aid are included in the aid package.

Some of the data elements used, and differences in the treatment of certain data in each formula are outlined in the following paragraphs.

Family size. This is the number of family members living in the same household. Relatives living outside the home, even when supported by the family, are not included in Institutional Methodology calculations. Siblings attending graduate school or siblings who are 24 or older are considered independent and are not included in Institutional Methodology.

Family Members Enrolled in College. For families with two or more children attending four-year private or public colleges, the parent contribution is assessed according to the Federal Methodology. The Institutional Methodology formula adjusts for siblings attending a two year community college. In this case, the parent contribution is increased proportionally based on attendance costs at the community college and enrollment status of the sibling. Parents enrolled in an undergraduate or graduate program, or siblings enrolled in graduate school are excluded from the number of family members enrolled in college under Institutional Methodology.

Parents' Income. Income is the most weighted factor in determining the expected parental contribution. Both formulas use the most recent completed tax year financial information to determine expected contribution for the next academic year. Therefore, annual fluctuations in income and assets are considered annually using the most recent complete year of information.

Taxable Income. This category includes wages, salaries, interest and dividends. It can also include business/farm profit, pensions, annuities, rents, royalties, trust income, and other forms of miscellaneous taxable income. For parents who own businesses, depreciation on property or automobiles, and part or all of other forms of depreciation, wages paid to dependent children, and noncash benefits such as automobile use and insurance coverage are typically added back to income. Losses, including those from business and rental ventures, capital losses and losses carried forward from prior years will not affect other forms of income. One time additions to income, such as capital gains or liquidation of an annuity or pension are considered an exchange of assets and are not included in income.

Untaxed Income. This category includes all income as outlined on the Federal FAFSA. Federal and Institutional Methodology treat all income from these worksheets in an identical manner.

Parents' Assets. Because assets contribute to a family's financial strength, they are also considered in determining a family's ability to contribute towards educational expenses. Assets included in both formulas are outlined on the FAFSA. Real estate will not be accepted at a lower than purchase price and national real estate appreciation multipliers are often used to project current market value. For family owned businesses, accumulated depreciation, loans from shareholders, capital stock, and retained earnings are not considered liabilities in calculating the value of these assets.

Student's Contribution. Because students are the primary beneficiaries of a college education, they are expected to assist their parents in meeting their educational expenses. Therefore, it is expected that students will work during the summer and use a portion of any asset held in their name. For 2015- 2016, the minimum expected from each student is $2,500.

The financial aid process is predicated upon the precept that parents will assume primary responsibility for the educational expenses of their sons and daughters. For 2015- 2016, the minimum expected contribution from parents is $2,500. It is also understood that students have a responsibility to help pay for their education. Since an education is an investment which should yield lifelong dividends, a family should be prepared to contribute to it both before entering and while in college. College support is intended to complement family financial resources (including any federal, state, or other outside aid to which a student may be entitled); College need-based tuition assistance is offered only after all other sources of aid have been exhausted.

APPEAL POLICY

It is Washington College's goal to offer students the best financial aid decision possible within the policies described in this guide, our federal financial aid funding levels, and our institutional financial aid budget constraints. Therefore, we are unable to address appeals based on the disagreement with any of our financial aid policies. We do not negotiate financial aid offers with families, nor is it our policy to match financial aid offers made by other colleges and universities.

Families who suffer significant loss of income due to temporary or long term loss of employment or the death of a wage earner, or families who incur significant medical expenses not covered by insurance may appeal for a review of the financial aid award. In these unusual situations, Washington College will use "current year" income rather than the "prior year" income to determine a change in financial aid eligibility. All requests for a review must be made in writing and must include a copy of the parents' current year tax return.

ACKNOWLEDGEMENT OF FINANCIAL AID AWARD

Indicate whether you wish to accept or decline the aid offered by checking the appropriate choice for each type of assistance printed on the Financial Aid Award notice posted to WebAdvisor. Award notices received via the campus web site should be completed according to the instructions accompanying the award notification. If your award package is adjusted for any reason during the academic year (e.g. receipt of outside sources of aid, changes in enrollment or housing, etc), a revised Financial Aid Award notice will be posted to your WebAdvisor account.

DISBURSING FUNDS

All state, federal and institutional grants and scholarships awarded will be automatically credited to your student account in the Business Office.

Federal Direct Student Loans will be deposited to student accounts ten days prior to the first day of classes for the semester. If you have been offered and have accepted the Federal Ford Direct loan, the amount of your expected loan will appear on your bill as a pending payment until the scheduled disbursement date.

If you are a new, first time borrower your loan(s) will not be credited to your account until you have accepted the award and completed an entrance interview and signed a master promissory note.

Loan payments will be sent directly to the College; you will be notified by campus e-mail when the loan arrives.

Outside scholarships are disbursed to your account when the school receives the funds from your sponsor. ***Outside scholarships and grants must be sent directly to the Office of Student Financial Aid to have them properly credited to your account.*** This includes all tuition, book, or personal expense scholarships or tuition assistance received by you or your parent(s) from any outside organization, parent or guardian's employer, or sponsor.

Federal Work-Study will not be credited to your account. If you are awarded Federal Work-Study you will receive a paycheck on alternate Fridays for the hours you work. Federal Work-Study earnings are generally used to pay for books and personal expenses. ***You may not deduct the amount of your Federal Work-Study award from your tuition bill.***

Financial Aid Adjustments

There are cases in which the Office of Student Aid may need to adjust or recalculate your financial aid award, based on information received after the original award is made. These include:

- Receipt of additional aid from outside sources (i.e., book awards, parent or student employee benefits, local scholarships, etc.)
- Notification that you are no longer eligible for certain types of aid (i.e., tuition assistance from employers, tuition exchange, etc.)
- changes in family contribution due to updated information
- withdrawal from the College prior to semester's end (federal regulations require a review of the financial aid package; partial repayment of funds may occur)
- changes to your room and, or board status

You have the responsibility to report any additional funds or benefits received from any source that you receive or are promised, before or after you are awarded financial aid from this office. Also, it is your responsibility to report any and all changes to your eligibility for assistance from any source of financial aid listed on your award letter.

The Office of Student Financial Aid is required *by law* to make adjustments to prevent or correct overawards. We take this charge very seriously. You can save yourself frustration and inconvenience, and possible financial penalty by reporting any changes in your financial aid promptly. ***Under no circumstances may need-based awards received from Washington College plus outside awards exceed your financial need.*** Additional awards may *not* be used to offset or reduce your family contribution.

If any changes do occur within the family during the academic year that may effect the ability to provide the family contribution, the student should make an appointment to meet with a counselor in the Office of Student Financial Aid.

Federal, state, and College policies preclude the awarding of financial aid in excess of demonstrated financial need. Accordingly, College awards are subject to revision in cases where an aid recipient receives additional assistance from an outside source. Aid recipients who are offered outside assistance are obligated to notify the College of these awards.

POLICY ON SATISFACTORY ACADEMIC PROGRESS

The Office of Student Financial Aid has established the following policies and procedures stated to fulfill the requirements expressed in the Higher Education Act (HEA). The Satisfactory Academic Progress policies and procedures of Washington College are reviewed when changes at the federal or institutional level require review to ensure compliance with Federal Regulations. All Washington College students applying for Title IV federal and selected other types of assistance must meet the criteria stated hereafter regardless of whether or not they previously received aid.

Satisfactory Academic Progress for financial aid eligibility should not be confused with the College's academic progress policy. These are two distinct and totally separate policies. It is entirely possible to fail to meet minimum standards of one policy and pass the minimum standards of the other.

Policy Requirements – The HEA revised section 668 contains updated regulations concerning Satisfactory Academic Progress. Section 668 requires that an institution establish, publish and apply reasonable standards for measuring a student's ability to maintain Satisfactory Academic Progress. Such standards must meet the following qualifications:

1. Contain standards that are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under a Title IV, HEA program.
2. Include both a qualitative (grade-based) element and a quantitative (time-based) element.
3. Evaluate student progress in both elements annually, at a minimum.
4. Provide specific procedures under which a student may appeal a determination that the student is not making satisfactory progress including documentation of extenuating circumstances.
5. Provide specific procedures for a student to re-establish that he or she is maintaining "satisfactory progress."
6. Describe the pace at which a student must progress toward a degree to complete degree requirements within the allowed timeframe providing measurement at each evaluation.
7. Describe how GPA and pace of completion are affected by transfer credit.
8. Require that if the student is not making satisfactory academic progress, the student is no longer eligible to receive aid.
9. Notify students of the results of the evaluation at the end of the annual review as to whether the student has met the qualitative and quantitative components.
10. Define terms used in discussing the evaluation of satisfactory academic progress including the terms appeal, probation, academic plan, and maximum timeframe.
11. Provide for consistent application of standards to all students within categories of students, e.g., full-time, part-time, undergraduate, and graduate students and educational programs established by the institution.

The programs governed by these regulations are:

1. For Undergraduates:

    - Federal Pell Grant
    - Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant
    - Federal Work-Study (FWS)
    - Federal Supplemental Educational Opportunity Grant (SEOG)
    - Federal Perkins Loan
    - Federal Direct Subsidized Stafford Loan
    - Federal Direct Unsubsidized Stafford Loan
    - Federal Direct Parent Loan for Undergraduate Students (PLUS)
    - All Washington College need-based tuition grants

2. For Graduate Students:

    - Federal Direct Unsubsidized Stafford Loan

Satisfactory Academic Progress standards include three elements:

1. Maximum time frame within which a degree or certificate must be granted,
2. Minimum completion percentage, and
3. Minimum cumulative grade point average.

SAP Definitions – HEA section 668 requires that Washington College define various terms related to the evaluation of SAP.

Maximum Timeframe (MTF) – The required length of time it will take a student to complete a degree program or certificate based on the appropriate enrollment status. Federal regulations allow a student to be eligible to receive aid up to 150% of the time that it would normally take to complete a degree. All credit hours in which a student enrolls or transfers to Washington College are included in the maximum time frame calculation, regardless of the number of degrees a student chooses to obtain. Grades that are considered credit hours attempted and completed in the calculation of maximum time frame include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, W.

Minimum Completion Percentage (MCP) – The percentage of coursework that a student must earn during enrollment. Washington College requires students to earn passing grades in 67% of the hours in which they enroll during the evaluation period. Grades that are considered hours earned include A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P.

Minimum Cumulative Grade Point Average – The minimum GPA a student must have earned at the end of the evaluation period. For first year undergraduate students, a 1.75 CGPA is required. All other undergraduates a 2.0 CGPA is required.

SAP Appeal – The process by which a student who is not meeting the institution's standards petitions the institution for reconsideration of the student's eligibility. Students are evaluated at the close of spring semester annually. At this time, any student not meeting all SAP components will be ineligible for any further financial aid. Students may submit an appeal to be considered for reinstatement on a probationary status of no more than one semester to resolve all deficiencies. Students who appeal, but for whom it would be mathematically impossible to resolve all deficiencies in one semester, will be placed on an academic plan. Per Federal Regulations, Washington College can only consider appeals based on the death of a relative, an injury or illness of the student, or other special circumstance. Appeals must include documentation of circumstances on which the appeal is based. Appeals must also specify why the student failed to satisfy SAP requirements and what has changed in the student's situation.

SAP Probation – A status assigned to a student who fails to satisfy SAP requirements, who has successfully appealed and had eligibility for aid reinstated. Reinstatement of aid during this probationary period may be no longer than one semester. Additional periods of probation are determined by performance during previously approved probationary periods.

Academic Plan – Students may be placed on an academic plan upon submission of a successful appeal. If it is mathematically impossible for a student to resolve all deficiencies during one semester of attendance and the student's reason for appeal is appropriate according to federal regulations, the student may be placed on an academic plan with the end goal being to resolve all deficiencies. An academic plan can vary in length and is determined by the Office of the Associate Provost and Dean. The Academic Plan does not have to equate to the exact number of semesters it would take a student to resolve all deficiencies. Students granted aid eligibility through an academic plan may receive aid for up to one year before conducting a review of the student's performance. If the student is meeting the criteria identified in the SAP appeal approval at the annual review, the student's academic plan may be extended.

Reinstatement – The act of removing all SAP deficiencies reinstating aid eligibility. Reinstatement is defined as removing all deficiencies acquired during all period of enrollment or caused by transfer credits. Reinstatement is not a status granted in regard to an appeal.

SAP Components – The following provide detailed information regarding the evaluation of the three components required in the review of SAP.

Maximum Time Frame (MTF)

Undergraduate students receiving financial aid must maintain a minimum cumulative grade point average (CGPA) and make steady progress toward the completion of their degree as described below. The maximum time frame for program completion is defined as 150% of the credits required to complete the degree program as defined by Washington College. For example, a typical Bachelor's degree requires 128 credits: 128 x 150% = 192 credits. 192 credits is the maximum that can be attempted with financial aid.

Attempted Credits	Grade Point Average Requirements	Minimum Cumulative Credit Completion
0 - 32	1.75	67% of attempted credits
33 - 48	2.00	67% of attempted credits
49 - 64	2.00	67% of attempted credits
65 – 80	2.00	67% of attempted credits
81 or more	2.00	67% of attempted credits

Transfer credits accepted by Washington College will be included in the progress completion requirement and minimum CGPA requirement (if the College transferred in the grade). Students who have not completed their undergraduate degree after 192 attempted hours (including transfer credits) will no longer be eligible for financial aid. Students must graduate with a cumulative 2.0 grade point average.

For undergraduates, first-year students must earn a minimum of a 1.75 cumulative grade point average by the end of the first award year. Undergraduate students must earn a minimum of a 2.00 cumulative grade point average by the end of all subsequent award years to be eligible for aid.

Washington College is not obligated to continue institutional grant assistance to students who require more than eight semesters to complete degree requirements.

SAP Notifications – At a minimum, students will be notified of the results of the annual SAP review. All students will receive notification of their SAP standing regarding of their status. Students who comply with Federal Regulations will receive their financial aid award for the upcoming academic year. Correspondence will be sent to students via email. Academic Advisors will receive a copy of SAP notifications in the event that an advisee fails to meet the SAP standards.

SAP Ineligible – This letter is sent to students who have failed to meet, at least, one component of SAP. Students found to be deficient in GPA, MCP, and/or MTF after the annual review are considered ineligible for all forms of financial aid during the subsequent award year. Aid can only be reinstated through a successful, documented appeal or by resolving all deficiencies.

SAP Probation Removed – This letter is sent to students who were on a probationary status during their prior term of attendance and have now resolved all of their deficiencies. This status is approved at the end of the term of probation and is determined by successful removal of SAP deficiencies. To receive SAP Probation Removed, students must have achieved the minimum GPA required for their academic career and level and must reach, at least, 67% of accumulative course completion. Students who fail to meet these criteria will be ineligible for financial aid unless all deficiencies are satisfied.

SAP Probation Denial – This letter is sent to students who were on a probationary status during their prior term of attendance and did not resolve all deficiencies. Students who fail to resolve all deficiencies will be ineligible for financial aid. Students in this situation cannot have aid reinstated. They have already submitted an appeal during a prior term and, thus, have exhausted their right to appeal. Resolution of all deficiencies is the only mechanism that a student may again be considered eligible for financial aid.

SAP Academic Plan Extension – This letter is sent to students who were on an academic plan during their prior term of attendance and met all requirements of their plan and/or resolved all deficiencies. This status is granted upon specified review of the academic plan or during the annual review. Unless otherwise specified, students must maintain the minimum GPA required for the academic career for the term and must complete, at least, 67% of courses attempted. Students who fail to meet these criteria or those communicated specifically in the SAP correspondence will be ineligible for financial aid unless all deficiencies are satisfied.

SAP Academic Plan Denial – This letter is sent to students who were on an academic plan during their prior term of attendance and did not meet all requirements of that plan or resolve all SAP deficiencies. Students who fail to meet these criteria or those communicated specifically in the SAP correspondence will be ineligible for financial aid. Students in this situation cannot have aid reinstated. They have already submitted an appeal during a prior term and, thus, have exhausted their right to appeal. Resolution of all deficiencies is the only mechanism that a student may again be considered eligible for financial aid.

SAP Appeal Procedures - Beginning with the 2011-12 academic year, significant changes were made to the appeal process. Federal regulations do not require that a school allow students an opportunity to appeal an unsatisfactory status. Washington College has chosen to exercise the ability to use professional judgment and entertain appeals for reinstatement of aid for no more than one term of probation. Students for whom it would be mathematically impossible to resolve all deficiencies during one term may be placed on an academic plan, which gives much more flexibility in financial aid reinstatement. However, per federal regulations, only appeals documenting specific circumstances will be considered for approval. The Admission and Student Aid Committee overseeing SAP will review the content of the appeal. Only appeals that document the following reasons will be considered:

- Serious physical or mental illness of the student
- Serious physical or mental illness of the student's immediate family member
- Death of the student's immediate family member
- Other extreme circumstances

If the appeal is not submitted for one of these reasons, it will automatically be denied by the Director of Student Aid and will not be heard by the SAP Appeal Committee. If the appeal is submitted based on an approved circumstance, but does not provide documentation of said circumstance(s), the Director will contact the student and request the documentation. If the appeal is complete and all necessary documentation is provided, the Director will prepare to present the appeal to the SAP Appeal Committee.

Students may only submit one appeal per academic career. For example, students may appeal once as an undergraduate and once as a graduate. Exceptions may be made for students who have not attended Washington College for, at least, three full academic years.

For students who have exceeded the maximum timeframe, consideration for reinstatement may be given up to 175% of the normal time it takes to complete a degree in the student's academic career. Appeals for students who have exceeded 175% of the normal time it would take to complete the degree they are pursuing will not be considered. Students who have exceeded this cap may only pursue alternative loan funding. They will no longer be considered for financial aid during their academic career.

There is no secondary appeal process. If an appeal is denied, students can only be reinstated for aid eligibility if they satisfy all deficiencies. If an appeal is approved and the student does not fulfill the conditions of his or her probation or academic plan, the student will not be eligible for aid for any future semesters during their academic career unless the student satisfies all deficiencies.

SAP Probation – In cases where the appeal is approved, the student may only be permitted one semester of aid. During this semester, the student is considered to be on SAP Probation. Unless otherwise specified, students must maintain the minimum GPA required for the academic career for the semester and must complete, at least, 67% of courses attempted to be extended for the subsequent semester. Students on SAP Probation for timeframe will be reviewed to determine if the academic plan (timetable) is currently being followed and future enrollment is following this plan.

At the end of each semester, all students on SAP Probation will be reviewed to determine whether the student maintained the minimum GPA and MCP and/or the MTF academic plan is being followed. If a student fails to meet these criteria, the student loses aid eligibility. It will not be reinstated unless the student satisfies all SAP deficiencies at the end of the evaluation period. Notification of the semester probation review will be sent to students.

At the SAP annual review, students who were on probation or an academic plan during their most recent semester of attendance will be reviewed for an additional probationary term or continuation of the academic plan in the next academic year.

Eligibility for Reinstatement – A student may be reinstated for federal and selected other types of financial assistance by successfully satisfying all deficiencies. Students who regain eligibility by resolving all deficiencies will be identified during the annual SAP review.

Merit scholarship recipients will be reviewed by the Student Aid Committee under individual merit program GPA requirements.

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grant
This is a federal grant available to undergraduate students. Eligibility is need-based as determined by the Free Application for Federal Student Aid (FAFSA). Federal Pell Grants are disbursed to student accounts on the first day of classes for each term.

Federal SEOG Grant
This is a federal grant available to undergraduate students who are eligible for the Federal Pell Grant. Eligibility is need-based as determined by the Free Application for Federal Student Aid (FAFSA). Federal SEOG Grants are disbursed to student accounts on the first day of classes for each term.

Federal Work-Study Program
The Federal Work-Study program assists students with financial need by providing compensation for employment in approved positions on campus or off-campus in community service work sites. Students are eligible to work an average of 6 to 8 hours weekly depending on their need, class schedules and the arrangements made with their supervisors. This is a unique opportunity to become immersed in the College and local community in ways that will enrich the college experience. Through this program students gain valuable skills while earning money for college expenses.

By accepting a Federal Work-Study award on WebAdvisor students agree to abide by all the rules and regulations of the program and Washington College employment as set forth in the Student Employment Program Handbook available from the Forms and Resources link on the Office of Student Financial Aid web page. The OSA will accept awards that are rejected or left "pending" by a student on the student's behalf if he/she subsequently begins working in a position on campus approved under the Federal Work Study program

The maximum amounts students are eligible to earn appears on their award notice and is included as part of their total financial aid package. The amount of money students actually earn is determined by the number of hours worked per week and the wage per hour. You may NOT deduct a FWS award from the balance due to tuition, fees, room and board. Also, students are prohibited from working during scheduled class times. Wages earned through FWS are designed to assist with educational costs including books and personal expenses incurred while at school.

Students receiving an FWS award are asked to complete the information on the Federal Work Study Information Sheet available on WebAdvisor. The data provided is used to match the student to available FWS positions based on major, employment history, certifications, and/or interests. Information packets for new FWS students will be available when they arrive on campus. The packet will contain information on current openings and supervisor contact information. Students are then required to contact their supervisor for an interview. In order to be hired, both the FWS employee and the supervisor need to agree to the placement.

New student employees must submit completed payroll paperwork to the Payroll Office prior to beginning work. The required documents are as follows and are located as downloads at http://www.washcoll.edu/offices/human-resources/student-employment-forms.php.

1. Employment Eligibility Verification (I-9 form): Under federal law, you must complete this form in person with a representative from the Human Resources Office in order to verify your eligibility to work in the United States. You will need to provide a legal photo ID and Social Security card or birth certificate, or a passport. Other forms of ID may also be accepted. The Employment Eligibility Verification is the only form that must be completed in the presence of a representative from the Payroll Office.

2. Tax withholding forms (federal W-4, state tax withholding form): These forms need to be signed; you must also supply your Social Security number.

3. Authorization agreement for direct deposit: This form signs you up for direct deposit of your paycheck now required by Washington College. You will also need to supply a blank check or preprinted bank deposit slip that shows your routing and bank account numbers.

Additionally, any employee not yet 18 years of age by the first date of employment is required by the state of Maryland to obtain a Maryland Work Permit for Minors.

Federal Work-Study will not be credited to your account. If you are awarded Federal Work-Study your pay will be directly deposited in an account of your choice on alternate Fridays for the hours you work. Federal Work-Study earnings are generally used to pay for books and personal expenses. ***You may not deduct the amount of your Federal Work-Study award from your tuition bill.***

Federal William D. Ford Direct Loan Program (Subsidized)

Federal William D. Ford Direct Loan Program (Subsidized) allows students who demonstrate federal financial need and who are enrolled for at least six credits each term to borrow up to $3,500 for the first year of undergraduate study, $4,500 for the second year, and $5,500 per year for subsequent undergraduate study. The current interest rate for loans is fixed at 4.66%. Interest does not accrue nor does repayment begin on subsidized Direct Loans until termination of college enrollment on at least a half-time basis. Interest accrued while in school and during the grace period is paid by the federal government. The standard repayment period is up to ten years. Subsidized Direct Loans carry a 1.073% federal origination fee. New borrowers must complete a Federal Direct Loan electronic Master Promissory Note (MPN) and complete an on-line Entrance Counseling session to borrow funds through this program. (https://studentloans.gov/myDirectLoan/index.action)

For more information and to apply, visit the Federal Direct Loan Program Web site.
http://www.direct.ed.gov/

Federal William D. Ford Direct Loan Program (Unsubsidized)

Federal William D. Ford Direct Loan Program (Unsubsidized) allows all students regardless of federal financial need and who are enrolled for at least six credits per term to borrow up to $5,500 for the first year of undergraduate study, $6,500 for the second year, and $7,500 per year for subsequent undergraduate study less the amount of any subsidized Direct Loan received by the student. New borrowers must complete a Federal Direct Loan electronic master promissory note to borrow funds through this program. The current interest rate is fixed at 4.66% and the origination fee is the same as specified above under the description of the subsidized Direct Loan Program, however, interest accrual begins immediately during in-school and deferment periods. Interest accruing during these periods may be paid or capitalized.

Independent students may borrow up to an additional $4,000 per year for the first and second years of undergraduate study and up to an additional $5,000 per year for subsequent undergraduate study through the unsubsidized Direct Loan Program. Dependent students may borrow up to the same additional amounts through this program but only if the student's parent is denied eligibility to borrow funds through the Federal PLUS Loan Program.

For more information and to apply, visit the Federal Direct Loan Program Web site.
http://www.direct.ed.gov/

Federal William D. Ford Direct Parent Loans for Undergraduate Students (PLUS)

The Federal Direct PLUS Loan Program allows parents of undergraduate students to borrow up to the full cost of attendance minus other financial aid. Eligibility is based on a satisfactory credit check. The interest rate is fixed at 7.21 % and there is a loan origination fee of 4.292 % deducted from each disbursement. Interest accrual begins on the date of the first disbursement. The first payment is due within 60 days after the final loan disbursement. For many parents interest paid on PLUS Loans is tax deductible. For more information on education tax benefits, see the Internal Revenue Service's Publication 970, "Tax Benefits for Education," available online at:
http://www.irs.gov/formspubs

Maximum Loan Amount
PLUS Loans may cover the full cost of attendance minus other financial aid. The cost of attendance includes tuition, room and board, as well as standard allowances for books and supplies, transportation, and personal expenses. Determine how much you wish to borrow for a full academic year. The total loan amount will be split evenly for the fall and spring semesters.

Application Process
The PLUS Loan application process involves two steps, a) completing the Washington College Federal Direct PLUS Loan Request Form, and b) completing the Federal Direct PLUS Loan Master Promissory Note (MPN).

a) You can access this form on line from our Office of Student Financial Aid website. Using the information provided on the form, the Office of Student Financial Aid will originate the loan and initiate a credit check through the Federal Servicer. You must complete a form each year/semester you wish to borrow under this program.

If your loan application is not approved, you will be contacted by the Federal Servicer (in writing) and given the option of appealing the credit decision or resubmitting the application with a credit-worthy endorser. Questions concerning your credit decision should be directed to the Federal Servicer's Applicant Services at 800-557-7394. If you do not wish to pursue either of these options, your son or daughter may apply for an unsubsidized Federal Direct Loan by contacting the Office of Student Financial Aid at 410-778-7214.

b) Federal PLUS Loan Master Promissory Note. The PLUS Loan MPN allows parents to borrow for multiple years (up to 10 years) under one note for each child enrolled in college provided you do not require an endorser. Complete the MPN online at:
https://studentloans.gov/myDirectLoan/index.action

You must have a Department of Education issued Personal Identification Number (PIN) before completing and signing the electronic MPN. If you do not have a Federal PIN, or have lost your PIN, you may obtain one at the Federal PIN Website, http://www.pin.ed.gov/.

Completing the MPN
The electronic MPN can be completed in 10 steps. We estimate that it will take 30 minutes to complete the electronic MPN process. Make sure you allow enough time to complete the entire process in a single session. If you exit this web site before submitting your signed MPN in Step 9, your information will not be saved.

Step 1… Pin Registration
Step 2… Log in to: https://studentloans.gov/myDirectLoan/index.action
Step 3… Click on "Complete Master Promissory Note"
Step 4… Click on "Parent PLUS"
Step 5… Provide Name, Student's Information and School
Step 6… Complete MPN
Step 7… Review/Read Draft MPN
Step 8… Sign your MPN
Step 9… Review Signed MPN/Enter Confirmation Code
Step 10… Confirm Acceptance of MPN Terms and Submit MPN
Success! Print your MPN
Washington College will be notified electronically that you have completed your MPN.

For information about repaying your PLUS Loan, please visit the Federal Student Aid website at www.studentloans.gov

FEDERAL TITLE IV AID REFUND POLICY

Washington College adopts the refund policy that conforms to the updated version (Section 668.22) of the Higher Education Amendments of 1998. Withdrawing or expelled students with Title IV funding will be subject to both Federal refund policy regarding the possible return of Title IV funds awarded to the student and to Washington College's policy regarding the possible return of institutional aid awarded.

The federal law requires that, if a student withdraws, is granted an approved leave of absence, or is expelled during a semester, the amount of Title IV assistance that a student has earned up to that point is determined by a specific formula. If you received more assistance than you have earned, the excess funds must be returned.

The amount of assistance that a student has earned is determined on a pro-rata basis. That is, if a student has completed 30 percent of the semester, the student earns 30 percent of the assistance they were originally scheduled to receive. Once the student has completed more than 60 percent of the semester, the student earns all of his/her assistance.

If a student received excess funds that must be returned, Washington College must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by the unearned percentage of financial aid received, or
- the entire amount of the excess funds.

Funds are returned in the following order:

ID	Description	Return Priority
USTF	Unsub FFEL/Direct loan	1
GSL	SUB FFEL/Direct Stafford Loan	2
GPLUS	FFEL/Direct Graduate PLUS	3
PLUS	FFEL/Direct PLUS	4
PELL	Pell Grant	5
FSEOG	FSEOG Grant	6
TEACH	TEACH Grant	7

Copies of the Official Withdrawal Policy, and procedures for requesting an Approved Leave of Absence can be found in the Registrar's Office.

Any Title IV aid recipient who is withdrawing from the college, requesting a leave of absence, or is expelled must contact the Office of Student Aid to discuss how this action would effect his/her financial aid awarded.

CONDITIONS OF AWARDS

Student Responsibilities

- Update and correct previously submitted information.
- Submit all additional documents/information requested.
- Do NOT give information that is false or misleading.
- Understand, accept responsibility for, and keep copies of all signed agreements.
- Participate in entrance and exit interviews, when required.
- Report to the Office of Student Financial Aid changes in your address, income, registration, housing or board status.
- Notify the Office of Student Financial Aid of any financial assistance you are receiving from an outside source.
- Notify the Office of Student Financial Aid if you receive cancellation of, or are aware of your ineligibility for any financial assistance listed on your award letter (tuition exchange, room grants, etc.).
- Be aware of the college's refund procedures.
- If accepting a Federal Work-Study Award, perform work that is agreed upon.
- Notify your loan servicer when you graduate or drop below half-time status.
- Maintain satisfactory academic progress.
- Grant and scholarship awards can not exceed the cost of tuition, on-campus room, on campus board and books.
- Any grant and/or scholarship assistance in excess of tuition and books is considered taxable income for federal IRS income tax purposes.

IMPORTANT PHONE NUMBERS

Office of Student Financial Aid	410-778-7214
Business Office – Billing Questions	410-778-7266
Registrar's Office - Grades, Transcripts and Enrollment Verification	410-778-7299
Student Affairs - Housing and meal plan questions	410-778-7752
Maryland Higher Education Commission	800-974-0203

CREDIT REPORTING AGENCIES

- Equifax:1-800-685-1111; equifax.com
- Experian: 1-888-397-3742; experian.com
- TransUnion: 1-800-916-8800; transunion.com