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Disclosure Statements

Accreditations
AOMA Graduate School of Integrative Medicine is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the master’s degree. You may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4067 or call 404-679-4500 for questions about the status of AOMA. The Commission is to be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard.

The master of acupuncture and Oriental medicine program of AOMA is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs educating acupuncture and Oriental medicine practitioners. The address and phone number of ACAOM are: 7501 Greenway Center Dr., Suite 820, Greenbelt, MD, 20770, (301) 313-0855. Degree granting authority is subject to periodic reviews by the Commission on Colleges and ACAOM.

About This Manual
The Financial Aid Manual of AOMA is published for the purpose of providing students, prospective students, employees and the general public with information about the financial aid programs, policies and procedures of AOMA. AOMA reserves the right to make changes in the regulations, rules and policies set forth in this manual as required by changes in federal, state, and other laws, regulations, and policies and procedures; and by the needs of the institution. The Financial Aid Manual is not regarded as a contract. When changes are made, AOMA will make every effort to communicate these changes with reasonable notice to interested parties. Students are responsible for understanding and complying with all policies and procedures contained in this manual, in the AOMA catalog, Student and Clinic Manuals and in other publications that AOMA may distribute. AOMA disclaims any liability as a result of any printing error in this manual.

Policy of Nondiscrimination
AOMA is an equal opportunity institution and does not discriminate due to race, color, religion, gender, national origin, age, disability or sexual orientation. It is the policy of the Academy of Oriental Medicine at Austin (AOMA) to provide equal access and opportunity to employees, applicants, students, and otherwise qualified persons with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, and ADA Amendments Act (ADAAA) of 2008. AOMA prohibits discrimination on the basis of disability in all aspects of the application process and the employment relationship.
Student Loans – General Information

AOMA is certified by the Department of Education to participate in the Title IV Federal Student Aid program. Loans include the direct subsidized and unsubsidized loans, and direct graduate PLUS loans.

Direct Student Loans
Direct Loans are low interest loans made by the federal government directly. For new borrowers the interest rate on direct subsidized and unsubsidized loans is currently a fixed rate of 6.8%. Rates may be adjusted by the federal government each year on July 1. The federal direct loans current origination fee is as of July 1, 2010 is 1.0% of the loan amount deducted from the proceeds before the loan is disbursed. A 0.5% interest rebate will be provided up front.

Receipt of Funds – Direct Student Loans
There will be one disbursement for each term of attendance within a loan period. In order to receive financial aid funds a student borrower must maintain satisfactory progress toward completion of the degree, as determined by the Financial Aid Office. Prior to receiving funds all borrowers must attend financial aid entrance counseling which reviews provisions of the loan programs and the rights and responsibilities of the borrower. Financial aid exit counseling is required prior to graduation, taking a leave of absence, withdrawal, or reducing enrollment below halftime. Students who have outstanding balances on student loans at the time of enrollment at AOMA may be eligible to defer repayment. For further information contact the Financial Aid Office.

Subsidized Federal Direct Loans
The government pays the interest on subsidized federal direct loans while a student is enrolled at least half time (6 credits), during the grace period, and during periods of deferment. Repayment begins six months after the student borrower ceases to be enrolled at least half time. Eligibility for the subsidized federal direct loan is based on financial need as determined by the Financial Aid Office under standards established by the federal government. (For more information on determining need, see “Interpreting the Results of Your FAFSA.”)

Unsubsidized Federal Direct Loans
The unsubsidized federal direct loan is a non-need-based loan and the student is responsible for interest during enrollment. The student may defer payments while enrolled as at least a half time student (6 credits). Deferred interest will be added to the principal (this is called capitalization).

Graduate PLUS Direct Loan

Eligibility
You must be enrolled at least half-time and meet all other student academic progress (SAP) policy requirements as outlined in the Financial Aid Manual. In addition, you cannot have an adverse credit history. A credit check will be done by the AOMA financial aid office through the
Student Loans – General Information

Department of Education. The student must complete a credit check authorization form, available from the financial aid office.

Application
- You must have completed a FAFSA for the current financial aid year.
- Complete a Consent to Obtain Credit Report form.
- You must complete a Federal Direct PLUS Loan Application and Master Promissory Note (PLUS MPN). AOMA’s financial aid office will guide you in the completion of this documentation.
- Must complete PLUS loan entrance counseling.

Adverse Credit History
You are considered to have an adverse credit history if you are 90 or more days delinquent on any debt or if, within 5 years of the date of the credit report, you have been the subject of a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment, or write-off of a Federal Student Aid debt (for example, a Direct Loan or Federal Stafford Loan).

You may still receive a Direct PLUS Loan if you obtain an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the loan if you do not repay it. Direct Loan will mail you a letter if you are declined for a PLUS Loan. You will need to contact Direct Loan for further information and the endorser application.

Loan Limits
The Graduate PLUS Direct Loan amount is determined by taking the difference between the annual total cost of attendance at AOMA minus any other financial aid you receive (subsidized & unsubsidized direct loans, and scholarships) rounded to the nearest hundred dollars. The amount will vary based on a student’s BBAY and will be updated every financial aid year. (Approximately $3400 - $5000 per BBAY depending on total cost of attendance)

Graduate PLUS loans are awarded based on the student's BBAY. It is paid in 3 equal payments, one disbursement per term in the BBAY.

Interest Rate and Fees
PLUS Direct Loans have a fixed interest rate of 7.9% for the life of the loan. The Department of Education charges a loan fee of 4% of the principal amount of each PLUS Direct Loan. This fee is deducted proportionately from each disbursement of your loan.

Repayment
The first payment on a PLUS Direct Loan is due within 60 days after the loan is fully disbursed. However, you can postpone payments on your PLUS loan while you are in school on at least a half-time basis.
There is no grace period for a PLUS Direct Loan. Your first payment will be due within 45 days after the deferment end date. The Direct Loan Servicing Center will notify you 60 days before your deferment ends.

You will be able to choose from a variety of repayment plans. The Direct Loan Servicing Center will provide you with information on available repayment plans.

*Graduate PLUS Loan Consolidation*
You may consolidate your PLUS Direct Loans with your other eligible student loans into a single consolidation loan after you leave school. Note that the repayment period for a consolidation loan begins as soon as the loan is made – there is no grace period.

**Direct Loan Servicing Center**
For further questions about direct subsidized and unsubsidized loans, or direct graduate PLUS loans, please contact the Direct Loan Servicing Center at 1-800-848-0979 or online at www.dl.ed.gov
Eligibility

Student Eligibility Criteria
To be eligible for federal student aid under Title IV of the Higher Education Act and enabling regulations, a student must satisfy all the following criteria:

- Be enrolled at least half-time* as a regular student in the master of acupuncture and Oriental medicine (MAcOM) program.
- Have completed the equivalent of at least 90 semester credit hours of coursework at the undergraduate college level.
- Be a U.S. Citizen or eligible non-citizen.
- Have demonstrated financial need as determined through completion of the Free Application for Federal Student Aid (FAFSA) prior to being awarded need-based financial aid, particularly *subsidized* direct loans. No need must be shown to receive non-need based financial aid (*unsubsidized* direct loans). All applicants must file the FAFSA each year by June 30.
- Be making satisfactory academic progress toward completion of the degree program as defined by the Financial Aid Manual and AOMA standards and policies.
- Not be in default on a federal student loan at this or any other institution.
- Not have borrowed in excess of the aggregate loan limits allowed for the federal loan programs.
- Not owe money on a federal student grant at any institution attended.
- Certify that you will use federal student aid only for educational purposes.
- Be registered for the Selective Service, if a male born after January 1, 1960.
- Have a valid Social Security number.

*For financial aid purposes, full time is at least 12 credits and half-time is 6 credits. Students registered for less than 6 credits will not be eligible for federal loan programs.

Independent Student Status
Students in graduate programs are deemed to be self-supporting and considered “independent students”.

Criteria for independence, HEA Sec. 480(d). You are considered a self-supporting (independent) student if you are one of the following:

- You were born before January 1, 1986.
- You are married as of the date you apply.
- You will be a graduate or professional student at the start of the award year.
- You are currently serving on active duty for purposes other than training.
- You are a veteran of the U.S. Armed Forces.
- You have dependents other than a spouse.
Eligibility

- You were an orphan, foster child, or ward/dependent of the court at any time since the age of 13.
- You are an emancipated minor.
- You are in legal guardianship.
- You were determined at any time since July 1, 2008, to be an unaccompanied youth who was homeless or was self supporting and at risk of being homeless.

Program Eligibility Criteria
Students who have acquired a bachelor’s degree or 90 semester hours or more of undergraduate work before admittance will qualify for graduate level loan limits.
Applying For Aid

Financial Aid Application Procedures
1) Complete your online FAFSA (www.fafsa.ed.gov) and choose AOMA's school code of #031564.
2) Check your email for confirmation that your FAFSA has been received. You will receive a Student Aid Report (SAR). Carefully read your confirmation as it will contain important information about your submission.
3) We will receive your completed FAFSA information electronically via our financial aid administration system in approximately 2 business days.
4) After you are accepted for admission into AOMA, please send an email to financial.aid@aoma.edu letting us know if you are interested in receiving financial aid.
5) The financial aid office will continue communications with you regarding your eligibility for financial aid and related information including:
   a. Completion of a master promissory note (MPN)
   b. AOMA loan request acknowledgement form

Required Application Documents

- **Free Application for Federal Student Aid (FAFSA)** (go to www.fafsa.ed.gov and complete the application online.)
- **Students must update their FAFSA each year, by June 30.**

If you have questions, contact AOMA's financial aid office at financial.aid@aoma.edu or 512-492-3007 or 512-492-3038.

Verification Documents
Financial aid applicants may be selected for verification either randomly or if the information you submitted on your FAFSA is incomplete or is inconsistent with records at other governmental offices. If selected for verification, the Financial Aid office will let you know exactly what documents you will be required to submit for verification. Examples of requested documents are listed below. This list is not all-inclusive. Please be sure you have these documents in an accessible place should they be requested.

- Income tax return for the year used for completion of FAFSA
- Copy of birth certificate, or original unexpired Passport
- Certificate of Naturalization
- Social security card

Notifications
When the AOMA Financial Aid Office needs additional information from you to complete your file and/or to complete the process of verification:
• You will be advised by email, through the CAMS Student Portal or phone.
• Written communications for enrolled students will be delivered to the student’s CAMS Student Portal email address.
• Written communications to incoming students may be sent to their current personal email address, as provided.
• Once your file is complete, reviewed and verified, you will be asked to come to the Finance Office to sign an Award Letter stipulating the types and amounts of aid offered to you.

If you are a first time borrower or a current MPN is not on file, you will also have to complete an online Master Promissory Note (MPN) at the Finance Office. Instructions will be provided to you by the financial aid office.
Interpreting the Results of Your FAFSA

EFC (Expected Family Contribution)
The Expected Family Contribution (EFC) determines a student’s eligibility for need-based loans, such as subsidized direct federal loans. The EFC is calculated based on the student and family information provided on the FAFSA, using a formula established by law. Applicants for federal student aid must carefully review the current year FAFSA instructions to report information that determines EFC.

Below is an example of how EFC can impact eligibility for subsidized direct federal loans:
- If in 2011 – 2012 a student’s EFC is approximately less than 15,000, that student may be eligible for subsidized direct federal loans.

Current Loan Limits for Graduate Students
- **Academic year** total loan limit = $20,500 (subsidized and unsubsidized loans)
- **Academic year** subsidized direct federal loan limit = $8,500
- **One academic year = three terms at AOMA** (example: fall, winter, spring OR summer, fall, winter – etc.)
- **Per term** loan limit = $6833 (less applicable administrative fees)
- **One term at AOMA** = 3 months
- AOMA's program of study is a graduate program.

Packaging
The Financial Aid Office will package the subsidized direct loan first depending on the student’s eligibility, followed by the unsubsidized direct loan. The difference between the subsidized loan award (which depends on the student) and the total loan limit ($20,500) can be made up in unsubsidized loans.

Students must reapply for aid each borrower based academic year (BBAY).

Cost of Attendance
The cost of attendance is the average amount of money a student will need to cover costs related to attendance at AOMA for one academic year, or three quarters, of study. In determining eligibility for student loans, AOMA will use the borrower based academic year; that is, any three consecutive terms of enrollment. The standard student budgets are constructed using typical costs of students living in the Austin area and the average cost of tuition for the school year. Budgets may differ from those quoted here. For current information, contact the Financial Aid Office.
Student’s Financial Need Calculation
The difference between the cost of attendance and the EFC is the student need, or eligibility for need-based financial aid as demonstrated below:

\[
\text{Cost of Attendance - Expected Family Contribution} = \text{Student's Financial Need}
\]

Full Time Program
The cost of tuition is based on the average unit enrollment of students admitted to the full time master’s degree program. Budgets are based on a per credit hour charge. Average enrollment per student for the full time program in each term is used in determining the budget for an academic year. The school’s academic year is three terms of 30 or more weeks.

Other adjustments may be made on an individual, case by case basis, at the discretion of the Financial Services Administrator, to recognize extraordinary, non-discretionary student costs associated with attending AOMA. Such adjustments might include documented childcare expenses, additional transportation costs, certain legal costs, separate maintenance allowance for spouses living separately, or medical expenses incurred while enrolled at AOMA. Student budgets will not be adjusted to include consumer debt, relocation costs prior to enrollment, the purchase of an automobile, or any other discretionary costs incurred by the student.

Tuition and Fees
AOMA is committed to offering an affordable education accessible to students from a variety of backgrounds.

\textit{Tuition 2011 – 2012:}
$195 per credit for didactic coursework
$324 per credit for clinical instruction

\textit{Total Program Costs:}
Tuition and Fees: $47,533
Books and Supplies: Approximately $1000/year

Cost of Attendance

<table>
<thead>
<tr>
<th>2011 - 2012 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Fees</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
</tr>
<tr>
<td>9-month Cost of Living</td>
</tr>
<tr>
<td>(Includes housing, food, transportation,</td>
</tr>
<tr>
<td>personal expenses, average loan fees)</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
Interpreting the Results of Your FAFSA

AOMA reserves the right to make tuition adjustments of 4 - 8% per year that reflect changes in the cost of living and cost of education, subject to governing board approval. Note: The cost of attendance budget figures above is estimated and subject to change. Figures are all based on averages for 3 months per term. The budget is reflective of a student starting their first term in Fall 2010, and a borrower based academic year (BBAY) of 3 terms.
Repayment

Estimated Direct Loan Repayment Amounts by Type of Plan and Debt Amounts

**Income Based Repayment Plan (IBR) – Effective July 1, 2009**
Income Based Repayment is a new repayment plan for the major types of federal loans made to students. Under IBR, the required monthly payment is capped at an amount that is intended to be affordable based on income and family size. You are eligible for IBR if the monthly repayment amount under IBR will be less than the monthly amount calculated under a 10-year standard repayment plan. If you repay under the IBR plan for 25 years and meet other requirements you may have any remaining balance of your loan(s) cancelled. Additionally, if you work in public service and have reduced loan payments through IBR, the remaining balance after ten years in a public service job could be cancelled. For more important information about IBR go to www.studentaid.ed.gov.

**Standard Repayment**
With the standard plan, you’ll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least $50, and you’ll have up to 10 years to repay your loans. Your monthly payment under the standard plan may be higher than it would be under the other plans because your loans will be repaid in the shortest time. For that reason, having a 10-year limit on repayment, you may pay the least interest.

**Extended Repayment**
Under the extended plan, you’ll pay a fixed annual or graduated repayment amount over a period not to exceed 25 years. If you’re a FFEL borrower, you must have more than $30,000 in outstanding FFEL Program loans. If you’re a Direct Loan borrower, you must have more than $30,000 in outstanding Direct Loans. This means, for example, that if you have $35,000 in outstanding FFEL Program loans and $10,000 in outstanding Direct Loans, you can choose the extended repayment plan for your FFEL Program loans, but not for your Direct Loans. Your fixed monthly payment is lower than it would be under the Standard Plan, but you’ll ultimately pay more for your loan because of the interest that accumulates during the longer repayment period.

This is a good plan if you will need to make smaller monthly payments. Because the repayment period will be 25 years, your monthly payments will be less than with the standard plan. However, you may pay more in interest because you’re taking longer to repay the loans. Remember that the longer your loans are in repayment, the more interest you will pay.

**Graduated Repayment**
With this plan, your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.
Income Contingent Repayment (ICR) (Direct Loans Only)
This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse’s income if you’re married), family size, and the total amount of your Direct Loans. Under the ICR plan you will pay each month the lesser of:

- The amount you would pay if you repaid your loan in 12 years multiplied by an income percentage factor that varies with your annual income, or
- 20 percent of your monthly discretionary income.

If your payments are not large enough to cover the interest that has accumulated on your loans, the unpaid amount will be capitalized once each year. However, capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized (added to the loan principal).

The maximum repayment period is 25 years. If you haven’t fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

As of July 1, 2009, graduate and professional student Direct PLUS Loan borrowers are eligible to use the ICR plan. Parent Direct PLUS Loan borrowers are not eligible for the ICR repayment plan. For repayment plan calculator and additional information go to www.studentaid.ed.gov.

Budgeting
Developing and sticking to a budget while you’re in school can help minimize the amount you need to borrow. You can access an interactive budget worksheet and calculator at http://www.finaid.org/calculators/studentbudget.phtml

AOMA recommends that students use all other resources first and borrow unsubsidized, PLUS graduate loans, and private loans only when essential. Students are encouraged to research other programs such as scholarships and grants, which provide assistance for educational costs.
Veteran’s Benefits

Veteran’s Benefits
AOMA is approved by the Department of Veteran Affairs for the training of veterans and other eligible persons. The veteran establishes his/her eligibility directly with the V.A., and the school certifies enrollment. Veterans should visit the VA website for details on which education benefit program is best for them, www.gibill.va.gov. Most veterans at AOMA are receiving benefits under the Post 9/11 GI Bill.

Post 9/11 GI Bill
Beginning August 1, 2009, eligible veterans became eligible to apply for the Post 9/11 GI Bill.

Who is eligible for benefits under the Post-9/11 GI Bill?
Eligible individuals include those who serve on active duty at least 90 aggregate days beginning on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days of continuous service. (Discharged individuals must have received an honorable discharge to be eligible, or have a discharge or release for a medical condition Existing Prior to Service (EPTS), Hardship (HDSP), or Condition Interfering with Duty (CIWD).

What does the Post 9/11 GI Bill pay for eligible individuals?
1) **Tuition & fees:** Under the Post 9/11 GI Bill, tuition and fees are paid directly to the school and are not to exceed the maximum in-state undergraduate tuition & fees at a public Institution of Higher Learning. **Effective August 1, 2011 all in-state tuition & fee charges are reimbursed at public institutions of higher learning.** For private and foreign institutions of higher learning the tuition & fee reimbursement is capped at $17,500 per year.

2) **Monthly housing allowance:** Under the Post 9/11 GI Bill, the monthly housing allowance is paid to the student and is equal to the Basic Allowance for Housing (BAH) for an E-5 with dependents and the zip code for the location of the school (a chart of BAH rates by ZIP code can be found at [http://www.defensetravel.dod.mil/site/bahCalc.cfm](http://www.defensetravel.dod.mil/site/bahCalc.cfm). **Effective October 1, 2011 those enrolled solely in distance learning will receive a housing allowance equal to 1/2 the national average.**

3) **NOTE:** Individuals on active duty or who are enrolled exclusively in online training will not receive the housing allowance. The Post 9/11 GI Bill also provides an annual books & supplies stipend – paid to the student. This stipend can total up to $1,000 and is paid proportionately based on enrollment.

4) **NOTE:** Individuals on active duty will not receive a books & supplies stipend.

5) A one-time rural benefit payment of $500 to individuals who reside in a county with six persons or fewer per square mile (as determined by the most recent decennial census), and who either:
   a. physically relocate at least 500 miles to attend an educational institution, or
   b. relocate by air to attend an educational institution (if no other land-based transportation exists.)
What training and education programs will be paid for under the Post-9/11 GI Bill?
This benefit is payable only for approved training and education programs offered by a college or university.

What benefits are available for individuals who are not enrolled in a college or university program?
For those individuals who are eligible for other VA education programs and elect the Post-9/11 GI Bill, other training programs (such as on-the-job training, apprenticeship training, flight training, and non-college degree courses) may be covered at the same rate as the benefit the individual gave up, such as the Montgomery GI Bill and the Reserve Education Assistance Program (REAP) (information on the various education programs can be found on the web at http://www.gibill.va.gov).

When will benefits be paid?
Benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date. Generally, benefits are payable for 15 years following the individual’s release from active duty.

For more information, visit the VA GI Bill Website at http://www.gibill.va.gov or call toll-free 1-888-GIBILL-1 (1-888-442-4551).

V.A. Rehabilitative and Employment Program
The Vocational Rehabilitation and Employment (VR&E) VetSuccess Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program. The VetSuccess program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. They may also assist eligible VA students with the cost to attend AOMA. For additional information go to http://www.vba.va.gov/bln/vre/.
Vocational Rehabilitation Benefits

Texas Department of Assistive and Rehabilitative Services (DARS)
AOMA is an approved provider of training for clients of the Texas Department of Assistive and Rehabilitative Services (DARS). DARS may assist qualified Texas citizens needing rehabilitation training with the cost of education, supplies, and equipment needed to complete AOMA’s graduate program. AOMA completes a DARS purchase order and is paid directly for tuition and fees. DARS clients will work with their DARS counselor regarding any other services for which they may be eligible.

For additional information visit www.dars.state.tx.us.
General Policies

Financial Aid Disbursement and Tuition Payment
AOMA policies apply as described in the AOMA Catalog. Students are expected to pay tuition in full at registration or to have a completed FAFSA. Students who do not have the ability to pay the tuition and fees at registration may enter into a tuition payment plan with the finance office on a case by case basis at the time of registration. Students who expect to use financial aid funds to pay tuition and fees must have a completed FAFSA and been approved by the Financial Aid Office prior to the beginning of the term. Students who have a tuition payment plan approved by the finance office may register and attend class as long as they are in good standing with AOMA.

- **Payment Disbursement** - Student loan funds will be disbursed in equal payments, one for each of the terms included in the loan period. (3 terms in BBAY)
- **Credit Current AOMA Student Account** - This will occur **within 3 business days** from the day federal funds are deposited into the AOMA bank account.
- **Credit Balance** - For current students, a credit balance for the amount in excess of tuition and fees will usually be available from the Finance Office at the end of the first week of classes, but no later than **14 calendar days** after the balance occurs. Before receiving each loan disbursement, you will need to complete a Financial Aid Disbursement form.
- New students should expect approximately 4 – 6 weeks to process their financial aid application and final loan approval, and will also receive any excess refunds no later than **14 calendar days after the balance occurs**.
- **Notification of Credit Balance Available** – A notice will be posted to the AOMA CAMS Student Portal and by flyers posted on student bulletin boards when financial aid funds are available for both current and new students.

Entrance/Exit Counseling
All students borrowing from the Direct Loan Programs must attend Entrance Counseling prior to receipt of their initial direct loan disbursement, and Exit Counseling prior to graduation, withdrawal, or otherwise reducing enrollment at AOMA below half time, including a leave of absence for more than one term.

Approved Leave of Absence Requirements (LOA)
Federal regulations authorize an institution to grant a student a leave of absence of up to 180 days in any 12-month period. During the leave of absence, the law provides that the student is not considered withdrawn and no refund calculation is required if:

- The institution has a formal policy regarding leaves of absences;
- The student followed the institution’s policy in requesting the leave of absence; and
- The institution approved the request in accordance with the institution's policy.
LOA Policies

- **Written Request** - All requests for an LOA must be submitted in writing, must be signed, dated, and include the reason for the leave of absence.
- **Expectation to Return** - There must be reasonable expectation that the student will return from the LOA.
- **Process Followed** - The student must follow the policy and procedures outlined by AOMA for LOA.
- **180 Days Maximum LOA** – A leave of absence cannot exceed 180 in a 12 month period.
- **1 Term “Not Enrolled”** – If a student takes off for only one (1) term, such as the summer term, this is not considered a leave of absence (LOA). However, it may affect future financial aid eligibility (satisfactory academic progress - SAP).
- **Exit Counseling** - If a student is going on a LOA for more than one term, they must receive financial aid exit counseling.
- **Entrance Counseling** - Upon return from an LOA of more than one term, the student must receive financial aid entrance counseling.
- **Registrar Provides Notice To FA** - The registrar’s office will promptly provide the financial aid office with a copy of the completed LOA form.
- **Leave Without Notice** - If the student leaves without completing an LOA form, the registrar’s office will attempt to contact the student and request they complete the form.
- **Documentation** - Until a completed LOA form is received in the registrar’s office, the registrar’s office will complete an LOA form indicating the student left without completion of the document.
- **Student Doesn’t Return** - If a student does not return to the institution at the end of an approved leave of absence, the law requires the institution to withdraw the student based on the leave of absence date.
- **Future Financial Aid Eligibility** - An LOA may affect the student’s eligibility for financial aid in accordance with AOMA’s Satisfactory Academic Progress plan.
- **Return Funds Calculation** – If a student goes on a leave of absence before completing 60% of the enrollment period and does not return from the leave of absence, a return of Title IV funds calculation must be completed.

Refunds/Return of Title IV Aid (Section 485, The Higher Education Amendments of 1998)

Effective October 7, 2000, new provisions require a certain percentage of Title IV funds to be returned when a student withdraws before completing more than 60% of the enrollment period for which he or she received funds. The law defines the amount of Title IV grants and loans that the student has earned the right to use.

The amount of institutional charges or the student’s living expenses do not affect the amount of Title IV funds that are considered “earned.” The amount a student has earned is directly related to the length of time the student has remained enrolled during the payment period.
Calculation of Amount of Title IV Aid Earned

The percentage earned is one of the following:

- If the day the student withdrew occurred on or before the student completed 60% of the period for which the aid was awarded, the amount of aid earned is calculated by determining the percentage of the period completed multiplied by the amount of Title IV aid that was disbursed (and that could have been disbursed) for the period as of the day the student withdrew. \[\text{Percent of period completed} \times \text{amount of aid disbursed}\]

- If the day the student withdrew occurs after the student has completed 60% of the period, the recipient has earned 100% of the aid that was disbursed. The percentage not earned is the difference between 100% and the percent of the period completed. \[100\% - \text{percent of period completed} = \text{unearned %}\]. The resulting percentage is multiplied times the total amount of aid that was disbursed (or that could have been disbursed) for the period, as of the day the student withdrew.

Percentage of the Payment Period or Period of Enrollment Completed

Credit Hour Programs: The number of calendar days in the period for which the assistance is awarded is divided into the number of calendar days completed in that period as of the day the student withdrew. \[\frac{\text{Number of days completed}}{\text{number of days in period}} = \%\text{percent completed}\]

Return of Unearned Title IV Program Funds

The school must return the LESSER of:

- The unearned amount, or
- The institutional charges multiplied by the percentage of unearned funds.

The student must return:

- the unearned amount minus the amount the school returned.

Students who received loans will repay according to the terms of the loan instead of returning the unearned amount to the lender.

Order of Return of Title IV Funds

The return of funds will reduce the outstanding loan balances in the following order:

1) Unsubsidized Federal direct loans
2) Subsidized Federal direct loans
3) Perkins Loans*
4) Federal PLUS Loans
5) Direct PLUS Loans

* Not applicable for AOMA students.

If funds remain after repaying all loan amounts, those remaining funds will be credited.
Withdrawal Date
For schools that are required to take attendance, the withdrawal date is the date determined from the attendance records. For schools that are not required to keep attendance records or should a student take a “directed study” course or other course that does not maintain attendance records, the withdrawal date will be:

- The last date of an academically related activity that the student participated in, or
- The date that the student began the withdrawal process prescribed by the school, or
- The date that the student otherwise provided official notification to the school of the intent to withdraw, or
- If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the midpoint of the payment period for which Title IV aid was disbursed, or a later date documented by the school.

Financial Aid Appeals Policy
Every student has the right to appeal a decision made by the Financial Aid Office.

Exceeded Maximum Time Frame
When a student exceeds the maximum time frame for his/her program of study, an appeal to reinstate financial aid eligibility will be considered if there has been a change in academic program. The student is requesting that Satisfactory Academic Progress standards be based solely on the attempted credits that are being considered toward the current program. However, the student’s complete enrollment record is considered when the Appeal Committee deliberates on the student’s potential to complete the program.

Extenuating Circumstances
If a student loses his/her financial aid eligibility and there are extenuating circumstances that affected the student’s performance, the student should file an appeal with the Director of Admissions and Student Services and explain the circumstances. Extenuating circumstances include health-related problems (injury or illness), death of a family member, or unanticipated work-related or family-related changes. Poor study habits, too heavy a course load, or lack of preparedness are not extenuating circumstances. The circumstances must be documented, e.g., hospitalization records, death certificate, statement from employer of change in job responsibilities, etc.

A written statement must accompany the appeal and the documents. It should state the facts and indicate how the circumstance has been addressed for the future. The student is requesting that AOMA reinstate financial aid eligibility and the student must be able to achieve the minimum requirements for satisfactory academic progress at the end of the probationary period. If the Appeal Committee determines that this is unlikely or not possible, the student’s appeal will be denied.

Appeals are reviewed by the Appeals Committee, which meets as needed (see Financial Aid Appeals Process below).
Financial Aid Appeals Process

1) The student must submit an email or other written request to the Financial Aid Administrator. The written communication should contain:
   a. Statement referencing the type of appeal
      i. **Qualitative** - grade point appeal
      ii. **Quantitative** - credit hours completed appeal
   b. Statement explaining the reason for lack of academic progress and current academic standing.
   c. Statement explaining how circumstances have changed.
   d. Course of action to improve the above situation.
   e. Please see also the process for SAP appeals, below.

2) The Financial Aid team will review the appeal and approve or deny the appeal and notify the student of the decision.

3) If the appeal is approved, the student will receive a Probation Letter with required stipulations for continuance of financial aid based on the student’s eligibility.

Policy On Satisfactory Academic Progress For Financial Aid Eligibility

*Purpose:*
To be eligible to receive Federal Financial Aid, a student must be registered for a minimum of 6 credits (half-time status) and must be making satisfactory academic progress toward the degree. Satisfactory Academic Progress (SAP) standards are cumulative and include any periods of enrollment in which the student did not receive federal financial aid. The purpose of this policy is to clearly define satisfactory progress requirements at AOMA, in accordance with federal guidelines. Please see the Student Manual for academic standards which apply to all students in the program.

*Policy:*
**Qualitative Requirement** – Grade Point Average: A student must maintain minimum term and cumulative grade point averages of 2.0 on a 4.0 scale to be eligible for federal financial aid.

**Quantitative Requirement** – Earned Credits: AOMA operates on a quarter system, with one eight (8) week and three twelve (12) week terms in each year. The Master of Acupuncture and Oriental Medicine (MAcOM) program at AOMA is defined as a four year and three month, 17 term program. In order to receive federal financial aid, students must adhere to the program completion and enrollment requirements outlined below:
For students who entered the program before summer 2011, the following quantitative standard applies:

<table>
<thead>
<tr>
<th>Terms Completed</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>38</td>
</tr>
<tr>
<td>8</td>
<td>76</td>
</tr>
<tr>
<td>12</td>
<td>114</td>
</tr>
<tr>
<td>16</td>
<td>152</td>
</tr>
<tr>
<td>20</td>
<td>190</td>
</tr>
<tr>
<td>24</td>
<td>224.5 (program complete)</td>
</tr>
</tbody>
</table>

For students who entered the program on or after summer 2011, the following quantitative standard applies:

<table>
<thead>
<tr>
<th>Terms Completed</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>34</td>
</tr>
<tr>
<td>8</td>
<td>67</td>
</tr>
<tr>
<td>12</td>
<td>102</td>
</tr>
<tr>
<td>16</td>
<td>136</td>
</tr>
<tr>
<td>20</td>
<td>170</td>
</tr>
<tr>
<td>24</td>
<td>200 (program complete)</td>
</tr>
</tbody>
</table>

No student may register for fewer than six (6) credits in any term.

Process:
Student progress will be evaluated at the end of each term to determine aid eligibility for the subsequent term. Students who fail to meet SAP requirements will be notified of their status by email during the second week of classes.

FA Warning: A student who fails to meet SAP requirements will be placed on Financial Aid Warning for one term. If the student meets SAP requirements during the term for which they have been placed on warning, the warning will be lifted. If the student does not meet SAP requirements during that term, the student will be ineligible for financial aid. For all students on Financial Aid Warning, disbursement of federal financial aid will be delayed until the financial aid office confirms that the student has regained SAP standards.

Appeals: A student may appeal a SAP decision by submitting their objection, in writing, to the Financial Aid Administrator. This petition should describe why the student failed to meet SAP standards and what has changed that will result in improvement. The appeal will be reviewed by the financial aid administrator, the director of admissions and student services, and the vp of student services and operations. If the appeal is approved, an academic advisor will establish an academic plan for the student and the student will be placed on Financial Aid Probation (see below). While on FA Probation, the student will be eligible to receive financial aid. Failing to meet
the expectations of the academic plan will result in financial aid ineligibility.

**FA Probation:** If a student chooses to appeal a SAP decision and the appeal is approved, the student will be placed on Financial Aid Probation and will be eligible to receive financial aid for the term. The academic advisors will establish an academic plan for this student and document the terms and conditions of the probation. The student must meet SAP or comply with the academic plan established by the academic advisors at the end of the probationary term in order to receive future aid.

**Special Considerations:**

- Incomplete courses and courses for which students receive grades of \( W \) (withdrawal), or \( WP \) (withdrawal with passing grade) count as credits attempted, but not earned and therefore do not count toward quantitative SAP requirements. Incomplete, \( W \), and \( WP \) courses do not impact a student’s term or cumulative GPA.
- Courses for which a student receives a grade of \( WF \) (withdrawal with failing grade), count as credits attempted but not earned and therefore do not count toward quantitative SAP requirements. \( WF \) courses do impact a student’s term and cumulative GPA.
- Pass/Fail courses for which a student receives a grade of \( P \) count as credits attempted and earned and therefore count toward quantitative SAP requirements. “\( P \)” courses do not impact a student’s term or cumulative GPA. Pass/Fail courses for which a student receives a grade of \( F \) count as credits attempted, but not earned and therefore do not count toward quantitative SAP requirements. “\( F \)” courses do impact a student’s term and cumulative GPA.
- Courses that are completed with a passing grade may be repeated once and applied toward SAP requirements. Both attempts count toward a student’s cumulative GPA.
- Audited (AU) courses do not count toward quantitative SAP requirements and do not impact a student’s term or cumulative GPA.
- Courses which are not required for graduation from the MAcOM program as outlined in the current Graduate Program Catalog are not counted toward SAP requirements. For example, if a student has completed nine (9) credits of tuina and elects to complete courses in medical qigong, the medical qigong credits will not count toward minimum enrollment requirements for SAP.
- Transfer credits will count as credits earned toward the total number necessary to complete the program (200).
Your Rights and Responsibilities

In accordance with federal law, current and prospective students have the right to know certain information about the Academy of Oriental Medicine including a variety of academic information, financial aid information, institutional information, information on graduation rates, and campus safety. As part of AOMA’s compliance with federal law, it offers the reference chart below. If there are items not included below that might be useful, please contact the admissions office.

<table>
<thead>
<tr>
<th>Information</th>
<th>How Provided to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation</td>
<td>Financial Aid Manual; Catalog inside front cover; <a href="http://www.aoma.edu">www.aoma.edu</a></td>
</tr>
<tr>
<td>Academic Programs</td>
<td>AOMA Catalog; Student &amp; Clinic Manuals; <a href="http://www.aoma.edu">http://www.aoma.edu</a></td>
</tr>
<tr>
<td>Campus Facilities</td>
<td>AOMA Catalog and <a href="http://www.aoma.edu">www.aoma.edu</a>; Student Manual &amp; Clinic Manuals; Safety &amp; Security Manual</td>
</tr>
<tr>
<td>Right to Privacy</td>
<td>AOMA Catalog; Student Manual</td>
</tr>
<tr>
<td>Financial Aid and Scholarships</td>
<td>Financial Aid Manual; Student Manual; AOMA Catalog; <a href="http://www.aoma.edu">www.aoma.edu</a></td>
</tr>
<tr>
<td>Student Safety</td>
<td>Financial Aid Manual; AOMA Safety &amp; Security Manual; Student &amp; Clinic Manuals</td>
</tr>
<tr>
<td>Graduation Statistics</td>
<td>Information available in IEP report for Registrar office</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Prevention</td>
<td>Student Manual; General Appendices</td>
</tr>
</tbody>
</table>

You have the right to:

- Know what financial aid programs are available;
- Know the deadline for submitting applications for each of the programs available;
- Be informed of financial aid policies and procedures;
- Know how your financial need was determined and what resources (such as your income, assets, family contribution and other financial aid) were considered in the calculation;
- Know how much of your financial aid eligibility has been met as determined by the Financial Aid Office;
- Know what portion of your financial aid must be re-paid, and what, if any, portion is gift or aid received from work;
- Know how the Financial Aid Office determines whether you are making satisfactory academic progress and what the consequences are if you are not;
- Request an explanation of the various programs in your financial aid package;
- Know the terms of any loans you receive, and your deferment, cancellation, and forbearance rights.

You have the responsibility to:

- Complete all application forms accurately and submit them on time;
Rights and Responsibilities

- Provide correct information. Misrepresentation of information on financial aid applications is a violation of federal law and may be a criminal offense;
- Return all documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application in a timely manner;
- Read and understand all forms you are asked to sign and keep copies of them;
- Accept responsibility for all agreements that you sign;
- Repay all loans including the interest on those loans;
- Be aware of refund and repayment procedures;
- If you are the recipient of a student loan, notify your lender (Direct Loan), the Financial Aid Office and the Registrar of any changes in address, name and/or enrollment status;
- Notify both the Financial Aid Office and the Registrar’s office prior to withdrawing from school or reducing enrollment below full-time;
- If you have a loan, attend Entrance Counseling prior to receiving the first disbursement of your loan(s) and an Exit Counseling prior to graduation or prior to reducing enrollment at AOMA below half time for any reason.
- File all required student loan deferment forms on time;
- Report any change in the information used to determine your eligibility, including name, family size or financial resources.
Managing Your Student Loans

Affording a Professional Graduate Education at AOMA
To make your student loan indebtedness manageable, we suggest you exercise some creative thinking about alternative resources and budget management strategies to consider before, during and after your enrollment.

Minimize Your Expenses
- Eliminating consumer indebtedness (credit card payments, car payments, etc.) before you enroll. These expenses are not included in the standard student budget and will significantly affect your ability to manage financially while in school.
- Setting a goal to save as much as you can before you enroll. Don’t worry about saving too much money and negatively affecting your financial aid eligibility. If you borrow an equivalent amount, you will pay a very large amount in interest over the ten year repayment period.
- Be creative with living arrangements.

Managing Your Student Loans
If you borrow from the student loan programs to finance your education at AOMA you are investing in your future income potential. Because you are borrowing against future income, it is important to be realistic about what that income will be. Individuals entering the field of acupuncture, as with any health professional entering private practice, must always be aware that, while earnings may ultimately be significant, they are for many sporadic, especially in the beginning, and possibly throughout their careers.

AOMA recommends that students minimize the amount of money they borrow and be clear on the impact loan payments will have on their economic future. Be sure to establish contingency employment plans, and be very familiar with all of the options available to you both while borrowing and while in repayment.

Consequences of Default
Becoming delinquent or defaulting on a student loan is very serious. Consequences include:
- negative credit reporting to national credit bureaus,
- wage garnishment,
- assumption of collection and/or litigation costs,
- offset of tax refunds,
- the suspension of or inability to receive a professional license.

Students who default on loans also jeopardize AOMA’S ability to offer financial aid to future students.
Paying or Capitalizing Interest

Interest on the subsidized Direct Loan is paid for you while you are a student and for the six month grace period after you complete your program. However, the unsubsidized Direct Loan accrues interest from the date the loan is disbursed to you. You have the choice of making interest payments on the unsubsidized Direct Loan while in school or deferring interest payments and capitalizing them (adding them to the loan balance) at the time repayment on the loan principal begins.

For information on Direct Loan capitalization, you can use the calculators found at: www.direct.ed.gov

Deferments

You may receive deferments (postpone repayment) on your educational loans. During a period of deferment, interest is not accruing on subsidized Direct Loans. Possible reasons for deferment may include:

- Half or full-time enrollment at an eligible institution (for an unlimited time),
- Enrollment in a graduate fellowship program or a rehabilitation training program for persons with disabilities (for an unlimited time),
- Economic Hardship: While you are conscientiously seeking but unable to find full-time employment (for up to three years), or family income falls below a measure of officially published poverty levels or monthly student loan payment obligations exceeds 20% of gross monthly income for full-time employment.
- You are serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency. This deferment is available only for Direct Loans first disbursed on or after July 1, 2001.

Forbearance (CFR 285.505)

You may also arrange a forbearance agreement with your lender (Direct Loan) if you are unable to make your scheduled payments. During a period of forbearance, interest continues to accrue on both subsidized and unsubsidized Direct Loans. You may request a forbearance to allow for any of the following:

- A short period during which you make no payments,
- An extension of time for making payments, or
- A period during which you make smaller payments than were originally scheduled.

Communications With Lender

The most important responsibility you have is to maintain communication with the lender (Direct Loan) who holds your loan. Your lender can make any number of adjustments in your payments or defer payment completely when appropriate. But it’s up to you to keep them apprised of your circumstances. Failure to do so can result in default.
Federal Student Loan Consolidation Program
Direct Consolidation Loans allow borrowers to combine one or more of their Federal education loans into a new loan that offers several advantages.

One Lender and One Monthly Payment
With only one lender and one monthly payment due for student loans, it is easier than ever for borrowers to manage their debt. Borrowers have only one lender, the U.S. Department of Education, for all loans included in a Direct Consolidation Loan.

Flexible Repayment Options
Borrowers can choose from multiple repayment plans with various term selections to repay their consolidation loan(s), including an Income Contingent Repayment and an Income-Based Repayment Plan. These plans are designed to be flexible to meet the different and changing needs of borrowers. With a consolidation loan, borrowers can switch repayment plans at anytime. If you select the IBR Plan and want to change at a later date, your only option will be the Standard Plan.

No Minimum or Maximum Loan Amounts or Fees
There is no minimum amount required to qualify for a Direct Consolidation Loan. In addition, consolidation is free.

Varied Deferment Options
Borrowers with consolidation loans may qualify for renewed deferment benefits. If borrowers have exhausted the deferment options on their current Federal education loans, a consolidation loan may renew those deferment options. In addition, borrowers may be eligible for additional deferment options if they have an outstanding balance on a FFEL Program loan made before July 1, 1993, when they obtain their first Direct Loan.

Reduced Monthly Payments
A consolidation loan may ease the strain on a borrower’s budget by lowering the borrower’s overall monthly payment. The minimum monthly payment on a consolidation loan may be lower than the combined payments charged on a borrower’s Federal education loans.

Retention of Subsidy Benefits
There are two (2) possible portions to a consolidation loan: subsidized and unsubsidized. Borrowers retain their subsidy benefits on loans that are consolidated into the subsidized portion of a consolidation loan.

Temporary In-School Consolidation Authority
During a one (1) year period, borrowers who meet certain requirements may consolidate loans that are in an in-school status into a Direct Consolidation Loan.

Borrowers will lose the grace period on a FFEL Subsidized/Unsubsidized Stafford Loan or Direct Subsidized/Unsubsidized Loan by consolidating the loan while it is in an in-school status. Similarly, PLUS borrowers who consolidate a Federal PLUS Loan or Direct PLUS Loan that was first disbursed
on or after July 1, 2008 will lose the six (6) month post-enrollment deferment period. Parent PLUS borrowers who consolidate a Federal PLUS Loan or Direct PLUS Loan that was first disbursed on or after July 1, 2008 will lose eligibility to defer repayment while the student for whom the loan was obtained is in school.

**Advantages of Consolidation**
- All loans are held by one bank or agency making communication about address changes or individual circumstances of the borrower more convenient;
- A significantly lower monthly payment;
- Extended repayment terms and choice of repayment terms; and
- Reduced likelihood of default since payments are more manageable.

**Disadvantages of Consolidation**
- A significantly higher total payback since the repayment period is extended;
- Graduated payment plans have little or no reduction of principal amount owed in the early years of repayment; and
- Loss of some deferment options.

For more information about the Loan Consolidation Program contact your lender or the current holder of your loan(s) or to apply for a Direct Consolidation Loan call 1-800-557-7392, or go to www.loanconsolidation.ed.gov.

**NSLDS and Direct Loan Account Access**
You can access your federal student loan history on the National Student Loan Data System (NSLDS) and your Direct Loan accounts on the Direct Loan website. For each website you will need:
- Social security number
- First two (2) letters of your last name
- Date of birth
- PIN number

NSLDS website: http://www.nslds.ed.gov/nslds_SA/

Direct Loan website: www.dl.ed.gov
Drug Convictions and Federal Student Aid

Drug Convictions May Affect Your Student Aid (CFR 668.40)
A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible. You are not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3 or more offenses</td>
<td></td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

For purposes of this section, an illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6)), and does not include alcohol or tobacco.

Rehabilitation
A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

When a student regains eligibility during the award year, you may award Pell, ACG, National SMART, TEACH, and Campus-based aid for the current payment period and Direct and FFEL loans for the period of enrollment.
Standards for a qualified drug rehabilitation program
A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Authority: HEA Section 484(r); 34 CFR 668.40

AOMA Drug & Alcohol Abuse Prevention Policy
In accordance with the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, AOMA adopts the following policy to prevent the unlawful possession, use and distribution of illicit drugs and alcohol by employees and students. AOMA's policy is in accordance with the Federal Drug-Free Workplace Act of 1988, part of the Anti-Drug Abuse Act of 1988, is incorporated herewith. Refer to General Appendices – F.
Summary and Additional Resources

Summary of Financial Aid Process

1) Student or Prospective Student completes online FAFSA, AOMA School Code #031564
2) Student receives a Student Aid Report (SAR) via email confirming receipt of FAFSA and with any special instructions or notifications. Please read the SAR carefully.
3) Financial Aid Office (FAO) receives an ISIR report which summarizes FAFSA information.
4) Students register for classes.
5) Financial Aid Loan Request - Both incoming and current students requesting financial aid must CONFIRM the amount of financial aid they would like to receive by completing a Financial Aid Loan Request form. This form is provided by the FAO and is completed at the beginning of each Borrower Based Academic Year (BBAY) or if changes in award are requested by the student. This will generally be done the day of registration.
6) New students may need to complete a Master Promissory Note (MPN). The AOMA FAO will notify you if this is the case.
7) FAO confirms registration with Registrar’s Office on the Monday following registration, or as soon as a new student is registered.
8) FAO initiates FA loans the week after registration, or as soon as possible.
9) FAO will receive and send the student any other necessary documents or verifications to complete loan application. Communication will be via email.
10) Entrance counseling will be completed before a student receives his or her first financial aid disbursement of funds.
11) FAO will notify students via the CAMS Student Portal and by flyers on student bulletin boards that financial aid funds are in.
12) AOMA will first credit student's AOMA account (within 3 business days of receiving the deposit into AOMA account), then
13) AOMA will provide excess funds checks to students who are eligible, within 14 calendar days after credit account balance occurs.
14) Students will sign and receive a copy of their Award Letter at the beginning of each BBAY (borrower based academic year).
15) If there are any special circumstances or issues with individual student information or loans, the student will be contacted directly by FAO.
Summary and Resources

Additional Federal Student Aid Resources:

Direct Loan Information
Department of Education: http://www.studentaid.ed.gov

Direct Loan Servicing
You can access your direct loan account online, review balance, make payments, update personal information, and more: https://www.dl.ed.gov

NSLDS (National Student Loan Data System)
You can see your current student loan information and financial aid loan history: http://www.nslds.ed.gov/nslds_SA/

Online calculator
(and additional information about student aid)
www.studentaid.ed.gov

FAFSA (Free Application for Federal Student Aid):
www.fafsa.ed.gov

Pin Request & Information
http://www.pin.ed.gov/PINWebApp/pinindex.jsp