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<td>Occupation</td>
<td>40</td>
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<tr>
<td>Placement Rate</td>
<td>40</td>
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</tbody>
</table>
Legal Notices

Accreditations
AOMA Graduate School of Integrative Medicine (AOMA) 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.

AOMA’s master of acupuncture and Oriental medicine program 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
AOMA’s Financial Aid Manual is published for the purpose of providing students, prospective students, employees, and the general public with information about AOMA’s financial aid programs, policies, and procedures. AOMA reserves the right to make changes in the regulations, rules, and policies set forth in this manual as required by federal, state, and local laws and regulations, and by the needs of the institution. The Financial Aid Manual should not be 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 set forth in this manual, the AOMA catalog, the AOMA Student and Clinic Manuals, and in other AOMA publications. 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 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, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADAAA) of 2008. AOMA prohibits discrimination on the basis of disability in all aspects of the application process and employment relationship.

AOMA Financial Aid Office Mission
The AOMA Financial Aid Office is committed to providing quality financial aid services to all new and current AOMA students. The staff serves our students in a timely, equitable, accurate, and courteous manner, while adhering to all federal, state, and
institutional regulations. In support of student success, the AOMA Financial Aid Office provides education regarding budgeting, loan repayment, and debt management.
Financial Aid at AOMA

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

Tuition 2011 – 2012
$201 per credit for didactic coursework
$336 per credit for clinical instruction

AOMA reserves the right to make tuition adjustments of 4 - 8% per year, subject to governing board approval, that reflect changes in the cost of living and cost of education.

Total Program Costs
Tuition and Fees: $47,798
Books and Supplies: $1,500 per academic year (three terms)

Graduate Student Status
AOMA offers one single degree program, a Master’s degree in acupuncture and Oriental Medicine. All students admitted to and enrolled at AOMA have completed at least 90 semester credits of undergraduate coursework and are pursuing a graduate degree. Therefore, all AOMA students are graduate students, and are considered “independent students” for the purpose of financial aid eligibility. All AOMA students are eligible for graduate student loan limits.

Financial Need and Packaging
A student’s financial need is determined by subtracting the estimated family Contribution (EFC) from the Cost of Attendance (COA). This number is used as the basis of eligibility for need-based financial aid, like Direct Subsidized Loans and Federal Work Study.

Cost of Attendance
The cost of attendance (COA) is the average amount of money needed to cover costs related to attending AOMA for one academic year (three terms). In determining eligibility for student loans, AOMA uses a three term, borrower based academic year (BBAY), which is 30 or more weeks in length. Estimates of living expenses are updated annually, and are drawn from US Census Bureau estimates of cost of living in Austin, TX. The cost of tuition is based on the average unit enrollment of students enrolled full-time in AOMA’s Master’s program.

The Director of Financial Aid may use professional judgment to make adjustments to an individual student’s COA on a case by case basis. Such adjustments recognize extraordinary, non-discretionary student costs associated with attending AOMA, and may include (but are not limited to) medical, dental, or nursing home expenses not covered by insurance, a change in housing status that results in homelessness, or
unusually high childcare expenses. Such adjustments require adequate documentation.
Financial Aid at AOMA

Example Cost of Attendance
The cost of attendance figures listed below are estimates, and are subject to change. Figures are based on three-month academic quarters (terms), and are reflective of a student starting his/her first term in Fall 2011.

<table>
<thead>
<tr>
<th>2011 - 2012 Academic Year (three terms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Fees</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
</tr>
<tr>
<td>Room &amp; Board</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Personal Expenses</td>
</tr>
<tr>
<td>Average Loan Fees</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Expected Family Contribution (EFC)
The EFC is a measure of how much an independent student can be expected to contribute to the cost of his/her education. The EFC is calculated according to a specific formula and is based on information submitted by the student on the Free Application for Federal Student Aid (FAFSA). The EFC will change annually, based on income earned in the previous year. The EFC determines a student’s eligibility for need-based financial aid, like Direct Subsidized Loans and federal Work Study.

Packaging Aid
Financial Aid is awarded as a “package” combining multiple forms of aid in support of a student’s financial need. The Financial Aid Office packages Direct Subsidized Loans first (depending on the student’s eligibility), followed by Direct Unsubsidized Loans, Federal Work Study, and Direct PLUS Loans. The difference between the Direct Subsidized Loan award and the total Direct Loan limit for graduate/professional degree students ($20,500) may be covered by unsubsidized loans, if the student elects to borrow these funds.

The following is an example of how financial need is calculated and used to award need-based aid. The calculations below refer to AOMA’s three-term BBAY, and represent an example of an aid package. Individual award amounts will differ depending on a student’s eligibility.

<table>
<thead>
<tr>
<th>Cost of Attendance</th>
<th>$25,686</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Family Contribution</td>
<td>-</td>
</tr>
<tr>
<td>Need</td>
<td>$25,686</td>
</tr>
<tr>
<td>Direct Subsidized Loans, Maximum Available</td>
<td>-</td>
</tr>
<tr>
<td>Direct Unsubsidized Loan, Maximum Available</td>
<td>-</td>
</tr>
<tr>
<td>Remaining Need</td>
<td>$5,186</td>
</tr>
<tr>
<td>Federal Work Study Award</td>
<td>-</td>
</tr>
<tr>
<td>Remaining Need</td>
<td>$3,186</td>
</tr>
<tr>
<td>Direct PLUS Loans for Graduate Students</td>
<td>-</td>
</tr>
<tr>
<td>Remaining Need</td>
<td>-</td>
</tr>
</tbody>
</table>
Receipt of Funds
Students receiving federal Direct Student Loans will receive one loan disbursement for each term of attendance within a loan period. Funds are disbursed to students each term on the Friday of the first week of classes. AOMA offers direct deposit of loan funds for students, and arrangements for direct deposit may be made with the Financial Services Administrator at any time. Students who opt out of direct deposit are issued paper checks, and these checks may be picked up from the Financial Services Administrator beginning on the Friday of the first week of classes.

Notifications
Frequently, the AOMA Financial Aid Office needs additional information from students in order to complete the financial aid application or to comply with federal requirements. In these situations, the Financial Aid Office notifies students by email, through the CAMS Student Portal, or by phone. Written communications for enrolled students are delivered to the email address on file in the CAMS Student Portal. Written communications for incoming students are delivered to the email address on file with the admissions office. In order for the Financial Aid Office to effectively process aid applications, it is imperative that students respond to notifications/requests for information in a timely manner.

Staff and Contact Information

**Director**
Hannah Thornton
512-492-3077
hthornton@aoma.edu

The Director oversees financial aid processing, advising, and regulatory compliance, and is available to help students with individual issues and concerns.

**Financial Services Administrator**
Nicole Cadena
512-492-3007
ncadena@aoma.edu

The Financial Services Administrator is responsible for initiating and processing financial aid loans, VA certification, processing DARS payments, and communicating directly with students regarding the financial aid process. The financial services administrator also provides financial education to current students and alumni.

**Financial Aid Administrator**
Kristi Beard
512-492-3078
kbeard@aoma.edu
The Financial Aid Administrator manages the Satisfactory Academic Progress, Default Management, and Verification programs. Additionally, she assists with regulatory compliance and is available to assist students with issues regarding financial aid.
Financial Aid at AOMA

Types of Financial Aid

Direct Student Loans
AOMA is certified by the Department of Education to participate in the Title IV Federal Student Aid program. Loans include the Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans for graduate students.

Direct Loans are low-interest loans issued by the federal government to students enrolled in eligible programs at least half-time (six credits). The United States Department of Education is the lender for Direct Loans, and private companies may act as servicers. Student borrowers may access information regarding their loans, including servicer contact information, via the National Student Loan Data System (www.nslds.ed.gov/nslds_SA).

Direct Subsidized Loans
The government pays the interest on Direct Subsidized Loans during the grace period and during periods of deferment (postponement of repayment), including in-school deferment. Repayment of Subsidized Direct loans begins at the end of the grace period (see below). Eligibility for Subsidized Direct loans is based on financial need as determined by the Financial Aid Office under the standards established by the federal government.

Beginning on July 1, 2012, the federal government will no longer offer Direct Subsidized Loans to graduate students.

Direct Unsubsidized Loans
Direct Unsubsidized Loans accrue interest during the grace period and during periods of deferment, and the borrower is responsible for paying this interest. Payments on Direct Unsubsidized Loans may be deferred while the borrower is enrolled in an eligible program at least half-time (six credits); however, the interest accrued on deferred Direct Unsubsidized Loans is capitalized (added to the principal balance) monthly. Repayment of Direct Unsubsidized Loans begins at the end of the grace period (see below). Direct Unsubsidized Loans are non-need-based loans, and therefore, most borrowers qualify for Direct Unsubsidized Loans.

Direct PLUS Loans for Graduate Students
Direct PLUS loans are available to eligible students to help cover the cost of attendance not covered by Direct Subsidized or Direct Unsubsidized Loans. Direct PLUS Loans accrue interest throughout the life of the loans, and the borrower is responsible for paying this interest. Payments on Direct PLUS Loans originated after July 1, 2008 may be deferred while the borrower is enrolled in an eligible program at least half-time (six credits); however, the interest accrued on deferred Direct PLUS Loans will be capitalized monthly. The federal government does not offer a grace period for Direct PLUS Loans, and repayment begins 60 days after the borrower ceases half-time enrollment. Direct PLUS Loans originated after July 1, 2008, may be eligible for deferment for up to six months after the borrower ceases half-time enrollment.
Financial Aid at AOMA

Loan Limits for Graduate/Professional Degree Students

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Maximum Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year (BBAY - three terms at AOMA)</td>
<td>$8,500 Direct Subsidized Loans* (if eligible)</td>
</tr>
<tr>
<td></td>
<td>+ $12,500 Direct Unsubsidized loans</td>
</tr>
<tr>
<td></td>
<td>$20,500 Total Direct Loans</td>
</tr>
<tr>
<td>Aggregate Loan Limit (Maximum total debt from Direct Loans)</td>
<td>$65,500 Direct Subsidized Loans* (if eligible)</td>
</tr>
<tr>
<td></td>
<td>+ $73,000 Direct Unsubsidized Loans</td>
</tr>
<tr>
<td></td>
<td>$138,500 Maximum Total Direct Loan Debt</td>
</tr>
</tbody>
</table>

* After July 1, 2012, the federal government is no longer offering subsidized loans for graduate/professional degree students.

Direct PLUS Loan Limits

The amount a student may borrow in Direct PLUS Loans is determined by taking the difference between the student’s COA and any other financial aid the student receives (e.g. Direct Subsidized & Unsubsidized Loans, Federal Work Study, and scholarships). For an example calculation of Direct PLUS Loan eligibility, please see the “Financial Need” section in the introduction to this manual.

Interest Rates, Origination Fees, and Rebates

For loans originated prior to July 1, 2012

<table>
<thead>
<tr>
<th>Federal Direct Loan Program</th>
<th>Interest Rate</th>
<th>Origination Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loans (Graduate students)</td>
<td>6.8%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans (Graduate students)</td>
<td>6.8%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Direct PLUS Loan</td>
<td>7.9%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

For loans originated on or after July 1, 2012

<table>
<thead>
<tr>
<th>Federal Direct Loan Program</th>
<th>Interest Rate</th>
<th>Origination Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loans for Graduate Students</td>
<td>6.8%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans for Graduate Students</td>
<td>6.8%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Direct PLUS Loan for Graduate Students</td>
<td>7.9%</td>
<td>4.0%</td>
</tr>
</tbody>
</table>

For graduate student borrowers, the interest rate on federal Direct Subsidized and Unsubsidized loans is currently fixed at 6.8%. The interest rate on Graduate PLUS loans is currently fixed at 7.9%. The federal government may make periodic adjustments to Direct Loan interest rates. These adjustments are made each year on July 1.

Currently, an origination fee of 1.0% is assessed on all federal Direct Subsidized and Unsubsidized Loans. An origination fee of 4.0% is assessed on all Graduate PLUS loans. The origination fee is deducted from the total loan funds requested by a student.
before the funds are disbursed to the student. For loans originated before July 1, 2012, the federal government provides an upfront rebate on the origination fee. For Direct Subsidized and Unsubsidized loans, this rebate is 0.5%, resulting in a net origination fee of 0.5%. For Graduate PLUS loans, this rebate is 1.5%, resulting in a net origination fee of 2.5%. For loans originated on or after July 1, 2012, the federal government will no longer offer these rebates.

**In-School Deferment and Grace Periods**

Payments on Direct Loans may be deferred when a borrower is enrolled in an eligible educational program at least half-time (six credits). This is called “in-school deferment”.

As soon as a borrower ceases half-time enrollment (e.g. drops below six credits, takes a leave of absence, withdraws, or graduates), in-school deferment ceases, and loans enter repayment.

For Direct Subsidized and Unsubsidized loans, the federal government offers a “grace period” during which a borrower is not required to make loan payments. This grace period begins the day after a borrower ceases half time enrollment (e.g. drops below six credits, takes a leave of absence, withdraws, or graduates), and continues for six months. Although a borrower is not required to make loan payments during this grace period, he/she may receive bills from his/her servicer. The grace period is a good time to communicate with the loan servicer and establish plans for loan repayment.

If a borrower re-enrolls and returns to at least half-time status before the end of the six month grace period, loans will again enter in-school deferment. The borrower will receive the remaining portion of the grace period the next time he/she drops below half-time status. There is no grace period for Graduate PLUS loans.

**Direct Loan Servicing Center**

For further questions about Direct Subsidized, Direct Unsubsidized, or Direct PLUS Loans for graduate students, contact the Direct Loan Servicing Center at 1-800-848-0979 or online at www.dl.ed.gov.

**Federal Work Study**

The Federal Work Study (FWS) program provides part-time employment to AOMA students with financial need in order to help cover the cost of attendance. In addition to financial support, the FWS program offers relevant training that supports post-graduate student success. Finally, the FWS program encourages students to participate in community service activities and literacy projects throughout the Austin area.

**FWS Awards**

After completing the financial aid application process, each student enrolled at AOMA is informed of his/her eligibility for the FWS program. If a student is interested in the FWS program, he/she is awarded funds based on the total funding available to AOMA and on that student’s individual financial need. Typical FWS awards amount to $1,000 - $2,000 per student. Awards are made for the financial aid year (e.g. July 1, 2011 – June 30, 2012), and are updated annually. An FWS award does not constitute a guarantee of funds. Under the FWS program, students are paid only for hours worked.
Financial Aid at AOMA

Applying for an FWS position
Eligible students who have been awarded FWS funds may apply for any open FWS position at AOMA. Open positions are listed on the AOMA website (https://aoma.edu/current-students/financial-aid/federal-work-study/), and are advertised to FWS eligible students quarterly. Application requirements vary by position, but typically a resume and short cover letter are requested from the applicant. Once hired, a student is required to attend a short FWS orientation with AOMA’s Compensation and Benefits Coordinator (kwatson@aoma.edu) to learn about the rights and responsibilities associated with FWS employment.

Scholarships
AOMA awards a number of scholarships each year to new and current students. Scholarships include: the President’s award (one award of $1500), the Golden Flower Chinese Herbs Scholarship (three to six awards of $500 - $1,000), and Admissions Scholarships (four to eight awards of $250 - $500). The number and amount of scholarships awarded depend on the funds available each year. For more information regarding scholarship applications and deadlines, and regarding external scholarships, contact the Financial Aid Administrator or visit www.aoma.edu/current-students/financial-aid/scholarships/.

Veteran’s Benefits
AOMA is approved by the Department of Veterans Affairs (VA) for the training of veterans and other eligible persons. In order to receive Veteran’s Benefits, the veteran must first establish his/her eligibility with the VA. Once eligibility has been established, AOMA certifies the veteran’s enrollment. For more information, see the section entitled “Veteran’s Benefits” later in this manual, or visit the VA website (www.va.gov).

Military Tuition Assistance
The United States Military offers a number of programs to support the educational goals of active-duty service members. Eligibility requirements and support level vary depending on branch of service. For additional information, service members should contact their branch, or visit http://apps.mhf.dod.mil/pls/psgprod/f?p=VOLED:HOME:0.

Vocational Rehabilitation Benefits
AOMA is an approved provider of training for clients of the Texas Department of Assistive and Rehabilitative Services (DARS). Texas DARS may assist qualified Texas citizens needing rehabilitation training with the cost of education, supplies, and equipment in order to complete AOMA’s graduate program. Students who believe they are eligible for DARS support may contact DARS directly to establish eligibility. Once eligibility has been verified, AOMA completes a DARS purchase order for education expenses related to that student, and is paid for those expenses by DARS. DARS clients work with their DARS counselor to explore eligibility for other DARS services. For additional information visit the DARS website (www.dars.state.tx.us).
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 of 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 at least 90 semester credit hours (or the equivalent) at the undergraduate level;
- be a U.S. Citizen, or eligible non-citizen;
- be making satisfactory academic progress toward completion of the MAcOM degree program;
- 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 set for the federal direct loan programs;
- not owe money on a federal student grant at any institution;
- certify that he/she 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;
- complete the Free Application for Federal Student Aid (FAFSA) by June 30 of each year;
- attend financial aid entrance counseling at the beginning of enrollment;
- attend regular loan recertification sessions throughout enrollment; and
- complete financial aid exit counseling prior to graduating, taking a leave of absence, withdrawing from the program, or reducing enrollment below halftime.

To be eligible for need-based financial aid (e.g. Direct Subsidized Loans and Federal Work Study), a student must have demonstrated financial need on his/her FAFSA.

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

Direct PLUS Loan Eligibility
To be eligible for Direct PLUS loans, a borrower must meet the eligibility criteria outlined above, and the borrower cannot have an adverse credit history. A borrower is considered to have an adverse credit history if he/she is 90 or more days delinquent on any debt, or if within five years of the date of the credit report, he/she has been the subject of a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment, or write-off of Federal Student Aid debt (e.g. a Direct Loan or Federal Stafford Loan).

In order to determine eligibility for Direct PLUS Loans, the AOMA Financial Aid Office completes a credit check through the Department of Education, and informs the borrower of the result. Should a borrower’s application be rejected on the basis of credit history, he/she may be eligible to reapply with an endorser. An endorser is
Applying for Aid

someone who agrees to repay the loan if the student cannot repay it. For additional information, potential borrowers may contact the Direct Loan Servicing Center at 1-800-848-0979 or online at www.dl.ed.gov.
Applying For Aid

Required Application Documents
AOMA uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal aid. Students may complete the FAFSA online via www.fafsa.ed.gov, and must update their FAFSA annually by June 30. For more information, contact AOMA’s financial aid office at financial.aid@aoma.edu or 512-492-3007 or 512-492-3038.

Direct Loan Application Process
The following outlines the financial aid application process for first-time borrowers at AOMA.

1. Student completes the FAFSA. The FAFSA can be completed online at www.fafsa.ed.gov. AOMA’s school code is 031564.
2. Student receives email confirmation from the Department of Education that the FAFSA has been completed.
3. Student receives a Student Aid Report (SAR) from the Department of Education via email. The SAR is delivered within two weeks of FAFSA completion and contains important information about the student’s eligibility for aid.
4. Student carefully reviews ALL PAGES of the SAR and contacts FAFSA on the Web (1-800-4-FED-AID) regarding any issues.
5. The AOMA Financial Aid Office receives the student’s FAFSA information (within two weeks of FAFSA completion).
6. Student contacts the AOMA Admissions Office (512-492-3013, admissions@aoma.edu) or the Financial Aid Office (512-492-3007, financial.aid@aoma.edu) to make an appointment with the Financial Services Administrator.
7. Student and the Financial Services Administrator meet, answer questions, and discuss the student’s options for aid at AOMA.
8. Student applies for admission and is accepted to AOMA.
9. Student communicates with the AOMA Admissions Office to register for his/her first term.
10. Student schedules an appointment with and meets with the Financial Services Administrator to speak about tuition, expenses, budgeting, and financial aid.
11. Student registers for classes.
12. Student makes a final appointment with the Financial Aid Administrator and completes the financial aid application process. This includes selection of the types and amount of aid to be awarded and completion of the Financial Aid Certification Form. Students who are first time borrowers and/or do not have a current Master Promissory Note (MPN) on file complete an online MPN at this time. Students who are applying from out-of-state, can complete this portion of the process remotely, provided they have the ability to scan, fax, and/or email documents to the Financial Aid Office.
13. Student attends Financial Aid Entrance Counseling during new student orientation at AOMA.

Direct PLUS Loan Application Process
Applying for Aid

The following outlines the financial aid application process for PLUS borrowers at AOMA. Students must reapply for Direct PLUS loans each BBAY. Credit checks are performed once per calendar year. Please note that credit results often change from year to year. Receipt of a PLUS loan in one BBAY does not guarantee receipt of a PLUS loan in subsequent BBAYS.

1. Student completes a FAFSA for the current financial aid year.
2. Student completes a Consent to Obtain Credit Report form with the AOMA Financial Aid Office.
3. The AOMA Financial Aid Office processes a credit check for the student through the Department of Education.
4. If credit is approved, the student completes a Federal Direct PLUS Loan Application and Master Promissory Note (PLUS MPN).
5. Student completes Direct PLUS Loan Entrance Counseling with the AOMA Financial Aid Office.
6. If credit is declined, the student is not, on their own, eligible for Direct PLUS Loans. The student has the option of finding an endorser who will share responsibility for the loan, and reapplying.
7. If the student finds an endorser, the student and the endorser complete the credit check and the Direct PLUS Loan application online, and if approved, sign the Direct PLUS Loan Master Promissory Note (PLUS MPN). The AOMA Financial Aid Office must have a signed copy of the Direct PLUS Loan Master Promissory Note on file in order to disburse Direct PLUS Loan funds to a student.

Recertification
The initial aid application, Financial Aid Certification Form, and Direct PLUS Loan application are valid for a student’s initial BBAY (three terms, unless otherwise specified). AOMA students must recertify for financial aid each BBAY, and attend a mandatory recertification session. During the recertification session, students are advised about their current FAFSA information, loan balance, and repayment options, and are given the opportunity to make changes to their aid selections. Direct PLUS borrowers must reapply for Direct PLUS Loans each BBAY during recertification.

Verification
Verification is the process by which the AOMA Financial Aid Office confirms the data reported by student borrowers on their FAFSA.

Process
The federal government selects 30% of borrowers for verification through a random process, or because the borrower submits a FAFSA that is incomplete or contains information that is inconsistent with records at other governmental offices.

When a student is selected for verification, the Financial Aid Office informs that student of their selection in writing, by mail or by email. The Financial Aid Office also informs the student of the required documentation and of the process for submitting that documentation. Examples of requested documents include, but are not limited to:

- income tax return for the year used for completion of FAFSA;
- copy of birth certificate, or original, unexpired Passport;
Applying for Aid

- certificate of naturalization; and
- social security card.

The selected student submits the required documentation to the Financial Aid Office and completes the Verification Worksheet with the Financial Aid Administrator. Based on the results of verification, the Financial Aid Office works with the student to make any necessary changes to the FAFSA or the disbursement amounts and submits those changes to the federal government.

**Deadlines**

Students are encouraged to submit the requested documentation as quickly as possible. The deadline for submitting verification documents to the Financial Aid Office is 60 days from the date the student is informed of their selection. The Financial Aid Office submits any corrections to the federal government within 120 days of the date the student is selected for verification, or by the verification deadlines published in the Federal Register. No Title IV aid will be disbursed to a selected student until that student has completed the verification process.

**Consequences**

A student who has been selected for verification, informed of their selection by the Financial Aid Office, and who fails to provide documentation or to complete the verification process within the required time frame is not eligible to receive disbursements of federal financial aid.

If it is determined that a student has received funds that they were not entitled to receive, the student must repay those funds. If a repayment is not made, the overpayment will be referred to the Office of Inspector General.
Management and Repayment of Direct Loans

Money Management
AOMA is committed to offering an affordable education that is accessible to students from a variety of backgrounds. In an effort to reduce student indebtedness, AOMA encourages students to explore a variety of sources with which to fund their education. In situations where other funding sources do not exist and students choose to fund their AOMA education through student loans, AOMA encourages students to budget carefully. Careful financial management before, during, and after enrollment can reduce overall debt and create a solid financial platform from which to begin an acupuncture practice after graduation.

Minimizing Expenses
The following tips may be helpful to minimize expenses and maximize loan funds while enrolled at AOMA.

1) Eliminate consumer indebtedness (e.g. credit card, automobile, medical debt) prior to enrollment. These expenses are not included in the standard student budget and will reduce the amount of funds available for standard living expenses like housing, food, and transportation. If such expenses cannot be eliminated, students may consider ways to reduce these expenses, like negotiating lower interest rates or enrolling in a debt management plan.

2) Set a savings goal prior to enrollment. Every dollar saved prior to enrollment is a dollar that does not need to be borrowed. Beginning the AOMA education from a strong financial stand point reduces stress throughout the course of the program.

3) Be creative with living arrangements. Many AOMA students choose to share houses with other students, thereby reducing their overall housing costs. Similarly, car pooling, using public transit, or bicycling can reduce transportation costs.

4) Understand needs vs. wants. Thinking critically about necessary expenses and listing and budgeting for those expenses can help students avoid compulsive purchasing.

Budgeting
The Financial Services Administrator is available to help students develop and follow a personal budget. Careful budgeting can help minimize the amount a student needs to borrow. Resources and links to helpful organizations are available on the AOMA Financial Aid website (https://aoma.edu/current-students/financial-aid/).

Direct Loan Repayment
The AOMA Financial Aid Office makes every effort to ensure AOMA students and graduates repay their student loans and remain free from delinquency and default. To that end, the Financial Aid Office offers group entrance counseling, individual exit counseling, mandatory group education sessions at the beginning of each BBAY, individual budgeting support, and a comprehensive loan default management program. The information provided in this section is intended to augment the AOMA
Management and Repayment of Direct Loans

Financial Aid Office’s education efforts and to assist students in the selection of an appropriate loan repayment plan.

The repayment plans outlined below are available for federal Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for graduate students.

**Standard Repayment Plan**
A borrower is automatically enrolled in the Standard Repayment Plan (SRP) if he/she does not elect a different plan. The SRP allows a borrower to repay a loan over a maximum of ten years, making monthly payments of a fixed amount until the loan is paid in full. Under the SRP, the loan is repaid in the shortest amount of time; and therefore, the SRP offers the lowest, overall cost of loan repayment. As a result of the short time frame for repayment, monthly payments under the SRP are higher than under other plans.

**Extended Repayment Plan**
To be eligible for the Extended Repayment Plan (ERP), a borrower must have more than $30,000 in Direct Loan debt and must not have an outstanding balance on a Direct Loan as of October 7, 1998. The ERP allows a borrower to repay a loan over a maximum of 25 years, making monthly payments of a fixed amount until the loan is paid in full (for the ERP graduated payment option, see “Graduated Repayment Plan” below). The fixed monthly payment is lower under the ERP than under the SRP; however, the borrower ultimately pays more for the loan because interest accrues throughout the longer repayment period.

**Graduated Repayment Plan**
Under the Graduated Repayment Plan (GRP), the monthly payment amount increases every two years throughout the repayment period. Monthly payments in the beginning of the repayment period are typically lower under the GRP than under the SRP; however, monthly payments at the end of the GRP repayment period are typically higher than under the SRP. The GRP repayment period is 10 years; however, borrowers with high loan balances may be eligible for a GRP with a 25 year repayment period. Finally, under the GRP, the monthly payment is never less than the interest that has accrued between payments, and no single payment is more than three times greater than any other payment.

**Income Based Repayment Plan**
The Income Based Repayment Plan (IBR) caps a borrower’s required monthly loan payment at an amount intended to be affordable based on the borrower’s income and family size. The IBR is available for borrowers who experience a partial financial hardship after graduation. The primary benefit of IBR comes in the form of 25-year loan cancellation. A borrower who makes 25 years of qualified payments under IBR may be eligible for cancellation of the remaining amount of their loan. Qualified payments are defined as:

- All payments made on or after July 1, 2009 in the IBR, Income Contingent Repayment (ICR), and Standard (10-year) Repayment plans.
• Payments made in the Income Contingent Repayment plan (ICR) before July 1, 2009.
• Periods when the borrower has a calculated payment of zero in IBR or ICR (this occurs when your income is at or below 150% of the poverty level for your family size).
• Periods on or after July 1, 2009, when the borrower has been granted an economic hardship deferment.

The Department of Education offers an IBR calculator that can help borrowers determine eligibility and calculate an initial monthly payment. The calculator may be accessed here: http://studentaid.ed.gov/PORTALSWebApp/students/english/IBRCalc.jsp.

Under the IBR, a borrower’s monthly payment is less than the required monthly payment under the SRP. Although lower monthly payments may benefit a borrower, lower payments may also result in a longer repayment period and additional accrued interest. For IRB borrowers whose monthly payment amount is less than the monthly accrued interest on the loan, the federal government offers an Interest Payment Benefit. Under this benefit, the federal government pays the accrued interest on Direct Subsidized loans for up to three consecutive years from the beginning of IBR enrollment.

**Income Contingent Repayment (ICR)**

The Income Contingent Repayment Plan (ICR) caps the required monthly loan payment at 20% of all earnings above the federal poverty level and does not require borrowers to demonstrate partial financial hardship. Monthly payments are recalculated annually, based on the borrower’s adjusted gross income (AGI, including spouse’s income for married borrowers), family size, and total Direct Loan debt. The Department of Education offers an ICR calculator that can help borrowers determine eligibility and calculate an initial monthly payment. The calculator may be accessed here: http://www2.ed.gov/offices/OSFAP/DirectLoan/RepayCalc/dlentry2.html

If payments made under the ICR are not large enough to cover the interest accrued on the loans, the unpaid interest is capitalized annually; however, capitalization does not exceed 10 percent of the original loan balance. In this case, interest continues to accrue but is not capitalized.

The maximum repayment period for the ICR is 25 years. If, after 25 years of payments, a borrower has not fully repaid his/her loans, the unpaid portion of the loan is cancelled. It is important to note that time spent in deferment or forbearance does not count toward the 25 year period and that a borrower may be required to pay taxes on the amount the loan that is cancelled.

**Public Service Loan Forgiveness**

Borrowers who work in public service may be eligible to have the remaining balance of their loans forgiven after 10 years of payments. In order to qualify, borrowers must be employed full-time in a public service job (e.g. a public school or college, a registered non-profit organization, or a public family service agency) and make 120 separate monthly payments after October 1, 2007. Each of these payments must be made for
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the full scheduled installment amount, and must be posted within 15 days of the due date. Borrowers must be enrolled in the Income Based Repayment (IBR) Plan, the Income Contingent Repayment Plan (ICR), the Standard Repayment Plan (SRP) with a 10-year repayment period, or any other Direct Loan Program repayment plan with payments that are at least equal to the monthly payment amount required under the SRP with a 10-year repayment period. More information about Public Service Loan Forgiveness can be found here: http://studentaid.ed.gov/students/attachments/siteresources/LoanForgivenessv5_051511.pdf.

Managing Your Student Loans
Borrowing from the federal student loan programs to finance an AOMA education is an investment in future income potential. When borrowing against future income, it is important maintain a realistic understanding regarding the amount and timing of that income. As with any health professional entering private practice, individuals entering the field of acupuncture, must always be aware that earning may be sporadic in the beginning of practice, even though they may ultimately be significant. By carefully estimating future income, and managing loans accordingly, borrowers can avoid delinquency, default, and unnecessary interest accrual.

AOMA recommends that students minimize the amount of money they borrow and maintain a clear picture regarding the impact of loan payments on their economic future. Students should establish contingency employment plans, and familiarize themselves with all available financial resources while borrowing and in repayment. The information provided below is intended to help student effectively manage their student loan debt.

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.
Additionally, students who default on loans also jeopardize AOMA’s ability to offer financial aid to future students.

Paying or Capitalizing Interest
The federal government pays the interest on Direct Subsidized Loans during periods of in-school deferment and during the six-month grace period. Direct Unsubsidized Loans accrue interest from the date the loan is disbursed. During school, borrowers can pay the interest accrued on Direct Unsubsidized Loans and avoid the capitalization of that interest when repayment begins. For information on Direct Loan capitalization, visit: www.direct.ed.gov.

Deferments
Borrowers may defer (postpone repayment) Direct loans for various reasons, including:

- 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 (borrower must be conscientiously seeking but unable to find full-time employment for up to three years, or have a family income below officially published poverty levels, or have monthly student loan payment obligations that exceed 20% of gross monthly income from full-time employment); and,
- Active duty service during a war or other military operation or national emergency, including qualifying National Guard duty (only available for Direct Loans first disbursed on or after July 1, 2001).

**Forbearance**

Borrowers who are unable to make their scheduled monthly payments may make a forbearance agreement with their lender (Direct Loan). During a period of forbearance, interest continues to accrue on both Direct Subsidized and Unsubsidized Loans. A borrower may request a forbearance to allow for any of the following:

- A short period during which he/she makes no payments;
- An extension of time for making payments; or
- A period during which he/she makes smaller payments than were originally scheduled.

**Communications With Lender**

The most important responsibility a borrower has is to maintain communication with the lender/servicer who holds/services their loan (Direct Loan). A lender can make any number of adjustments to a loan’s payment schedule or defer payment completely when appropriate. It is 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.

The process of consolidation offers several advantages, including:
- Direct PLUS Loans may be consolidated with other eligible student loans into a single consolidation loan after graduation;
- all loans are held by one bank or agency, creating one, single, monthly payment for the borrower and making communication with the lender/servicer more convenient;
- consolidation loans offer many of the same repayment plans as federal Direct Loans (SRP, ERP, ICR, IBR) and, by consolidating, borrowers may have the opportunity to change a previously selected repayment plan;
- consolidation may renew exhausted deferment options on original loans;
- the minimum required monthly payment on a consolidation loan may be lower than the combined payments charged on multiple federal loans;
- borrowers retain their subsidy benefits on subsidized loans that are consolidated; and
- consolidation reduces the likelihood of delinquency and default, since payments are more manageable.

There may also be some disadvantages to consolidation, including:
- if consolidation extends the repayment period, the overall cost of the loan will increase;
- borrowers who consolidate Direct Subsidized/Unsubsidized Loans while those loans are in an in-school status, will lose the grace period on those loans; and
- borrowers who consolidate Direct PLUS Loans with a first disbursement date of July 1, 2008 or later will lose the six month possible post-enrollment deferment period on those loans.

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
Monitoring is an important part of loan management, and AOMA encourages all students/graduates to check the status of their federal loans on a regular basis. Borrowers can access their federal student loan history through the National Student Loan Data System (NSLDS) (http://www.nslds.ed.gov/nslds_SA/). Borrowers can access their Direct Loan accounts through the Direct Loan website (www.dl.ed.gov). For each of these websites, borrowers will need their:
- social security number;
- first two (2) letters of their last name;
- date of birth; and
- PIN number (FAFSA).
Veteran’s Benefits

Post 9/11 GI Bill
Beginning August 1, 2009, eligible veterans can 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. 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.
   a. NOTE: Individuals on active duty will not receive a books & supplies stipend.

4. 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/.
Financial Aid 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.

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**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:
1. 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. [Percent of period completed X amount of aid disbursed]

2. 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% - percent of period completed = 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. (Number of days completed <divided by> number of days in period = %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.

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.

Satisfactory Academic Progress

The purpose of this policy is to clearly define satisfactory progress requirements at AOMA, in accordance with federal guidelines. In order to be eligible to receive Federal Financial Aid, a student must be registered for a minimum of six 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. Please see the Student Manual for academic standards which apply to all students in the program.

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 week and three 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>
</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>220 (program complete)</td>
</tr>
</tbody>
</table>

No student may register for fewer than six credits in any term and retain eligibility for federal financial aid.
Timing of Evaluation
Student progress will be evaluated at the end of each term in order 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.

Financial Aid Warning
A student who fails to meet SAP requirements will be placed on Financial Aid (FA) 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 FA Warning, disbursement of federal financial aid may 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 Financial Aid, 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 (FA) 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.

Financial Aid Probation
If a student chooses to appeal a SAP decision and the appeal is approved, the student will be placed on FA 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 financial 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.
Financial Aid Policies

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 term and 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. Transfer credits will count as credits earned toward the total number necessary to complete the program (200).
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.
Borrower Rights and Responsibilities

Borrower Rights
Borrowers of federal student loans 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 financial need is determined and what resources (e.g., income, assets, family contribution and other financial aid) were considered in the calculation;
- know how the Financial Aid Office determines financial aid eligibility;
- know what portion of financial aid must be re-paid, and what portion, if any, is gift aid or aid received from work;
- know how the Financial Aid Office determines satisfactory academic progress and the consequences for not maintaining SAP;
- request an explanation of any programs in a financial aid package; and to
- know the terms of any loans received, including rights to deferment, cancellation, and forbearance.

Borrower Responsibilities
Borrowers of federal student loans have the responsibility to:

- complete all application forms accurately and submit them on time;
- provide correct information (misrepresentation of information on financial aid applications is a violation of federal law and may be a criminal offense);
- return all requested documentation (including verification and corrections) to the Financial Aid Office in a timely manner;
- read and understand all forms the borrower signs, and to keep copies of these forms;
- repay all loans, including the interest on those loans;
- be aware of refund and repayment procedures;
- notify any lenders, the Financial Aid Office, and the Registrar's Office 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;
- attend Entrance Counseling prior to receiving the first loan disbursement and Exit Counseling prior to graduation reducing enrollment below half-time;
- file all required student loan deferment forms on time; and to
- report any change in the information used to determine financial aid eligibility, including name, family size, or financial resources.
Disclosures

Institutional Disclosures
In accordance with federal law, AOMA distributes a variety of information to current and prospective students, including program and course descriptions, academic and institutional policies, financial aid policies, institutional accreditation, campus safety, on-time completion rates, tuition and fees, median loan debt, occupational codes, and alumni placement rate. The reference chart below lists the method of distribution of some pieces of institutional information.

<table>
<thead>
<tr>
<th>Information</th>
<th>Method of Distribution to Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation</td>
<td>Financial Aid Manual, Catalog, Website</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>Catalog, Student &amp; Clinic Manuals, Website</td>
</tr>
<tr>
<td>Campus Facilities</td>
<td>Catalog, Website, Student &amp; Clinic Manuals, Safety Manual</td>
</tr>
<tr>
<td>Right to Privacy</td>
<td>Catalog, Student Manual</td>
</tr>
<tr>
<td>Financial Aid &amp; Scholarships</td>
<td>Financial Aid Manual, Student Manual, Catalog, Website</td>
</tr>
<tr>
<td>Student Safety</td>
<td>Financial Aid Manual, Safety Manual, Student &amp; Clinic Manuals</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Prevention</td>
<td>Student Manual, General Appendices to Manuals</td>
</tr>
</tbody>
</table>

MAcOM Program Disclosures

On-time Completion Rate:
- 76% of AOMA students who graduated between July 1, 2010 and June 30, 2011 completed the program in four years and three months.
- 34% of AOMA students who graduated between July 1, 2010 and June 30, 2011 completed the program in three years and three months.

Tuition and Fees
Please see the section on tuition and fees in this manual.

Total Program Costs
Please see the section on program costs in this manual.

Median Loan Debt
For AOMA students who graduated between July 1, 2010 and June 30, 2011, the median Title IV loan debt was $90,531. AOMA encourages students to work while enrolled; however, some students choose to use federal loans for living expenses in addition to tuition.

Occupation
AOMA prepares students to work as acupuncturists (Standard Occupational Classification #29-1199.01).

Placement Rate
Of 2009 graduates, 88% are currently working in the field of acupuncture. (Placement rates are calculated in accordance with standards established by the Accreditation Commission for Acupuncture and Oriental Medicine.)