



THE RAPHA SCHOOL, LLC

FINANCIAL AID STUDENT HANDBOOK

2023-2024 Award Year

July 1, 2023 - June 30, 2024

RAPHA

The Rapha School, LLC

17 Griffith Drive
Home, PA 15747

Mission Statement

The Rapha School utilizes a Christian Worldview to educate healthcare students to care holistically for individuals.

Accreditation

The Rapha School has been accredited for 10 years by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.

Practical Nursing Program Approval

The State Board of Nursing has approved the Practical Nursing program at The Rapha School.

The administration and faculty of The Rapha School, LLC believes that education is a family investment. Therefore, the primary responsibility for financing a student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The Office of Financial Aid at The Rapha School strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.

STATEMENT OF NONDISCRIMINATION

The Rapha School, LLC will not discriminate on the basis of race, color, national origin, ancestry, religion, age, gender, sexual orientation, or disability or because a person is a disabled veteran of the Vietnam era, in its admissions, educational programs, activities or employment policies. Publication of this policy is in accordance with state and federal laws, including the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and any other applicable federal or state regulations. Direct inquiries to The Rapha School, LLC 17 Griffith Drive, Home PA 15747

TABLE OF CONTENTS

Contact Information	5
Steps in the Financial Aid Application Process	6
Creating and Using the FSA ID	7
Verification Policy	8
Eligibility and Financial Need Determination	9
Program Eligibility	9
Student Eligibility	9
Citizenship Requirements	10
Default / Overpayment Requirements	10
How Financial Need is Determined	11
Special Circumstances	11
Satisfactory Academic Progress	12
Grading Policy	12
Grading Scale	13
Attendance	13
Repeated Course Work	13
Advanced Placement	13
Grade Level Advancement	14
Academic Year Definition	14
Federal Pell Grant	14
Federal Direct Stafford Loan Programs	15
Federal Direct Stafford Loan Program	15
Federal Subsidized Stafford Loan	15
Federal Unsubsidized Stafford Loan	15
Differences between Subsidized and Unsubsidized Stafford Loan	16
Repayment information	16
Federal Parent PLUS Loan	16
Entrance and Exit Counseling	17
Federal Stafford Loan Entrance Counseling	17
Federal Stafford Loan Exit Counseling	17
Loan Limits	18
Loan Limits for Transfer Students	18

Third Party Loans / Alternative Loans	18
Loan Cancellation	19
Financial Aid Package	19
Disbursement Policy	19
Withdrawal/Refund Policy	20
Withdrawal from Program	20
Withdrawal/Refund Debt Policy	20
Post Withdrawal Disbursements	20
Refunds for Program Cancellation:	20
Refund Policy for Registration and Administrative Fees	20
The Rapha School Refund Policy	21
Title IV Refund Policy (R2T4)	21
Overpayment of Federal Student Aid	22
Credit Balance Refunds	23
Payment Policy	23

Contact Information

Application to Complete	Web Site Address	Technical Support
FAFSA Application	www.FAFSA.ed.gov	800-433-3243
Loan Entrance Counseling Loan Exit Counseling Direct Stafford Loan Application Direct PLUS Loan Pre-approval Direct PLUS Loan Application	www.studentloans.gov	800-433-3243

Office to call	For questions regarding:	Email	Phone
Financial Aid Administrator	Financial Aid Applications/Status	Aurora Laney auroralaney@theraphaschool.com	724-397-2365
Practical Nursing	Admissions, Billing, Payments & Credit Balance Refunds		

Steps in the Financial Aid Application Process

- Application.** Complete your financial aid application online. The school cannot determine your financial aid eligibility until your financial aid application has been processed and verified if required, so it is important to complete your application *as early as possible*.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need in order to complete this application.

- Your Social Security Number and your parents' Social Security number if you are providing parent information.
- Your driver's license number if you have one.
- Your Alien Registration Number if you are not a U.S. Citizen, but are an eligible non-citizen.
- Information on savings, investments, and business and farm assets for yourself, your spouse if you are married, and for your parents if you are providing parent information. When calculating investments, do not include IRA accounts or the home in which you live.
- Child Support Received or Paid.

23-24 Free Application for Federal Student Aid (FAFSA).

Go to www.fafsa.gov and select "Start a New FAFSA".

You must complete a FAFSA application in order to receive any federal assistance be it a Pell grant or a Federal Student loan that must be repaid. This FAFSA application step cannot be omitted. If you have never completed a FAFSA application in the past, or if you previously had a PIN number that you used to sign your federal aid application, you will now be required to create an FSA ID prior to being able to complete your application. Instructions for creating a new FSA ID are located on the following page.

When completing the tax section of this application, it is highly recommended that you import your 2021 Tax Return information from the IRS. If you do not use the IRS Data Retrieval Tool when completing your initial FAFSA application, you can return to www.fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

- Verification.** Some FAFSA applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified in writing of what documentation is needed and no financial aid will be processed until it is received and verified.
- Loan Entrance Counseling.** To complete Loan Entrance Counseling log-in to the www.studentloans.gov website using the green "LogIn" button located at the top right corner of the screen. Once signed in, select the Loan Entrance Counseling option and follow the on-screen prompts.
- Master Promissory Note.** To complete your Master Promissory Note log-in to the www.studentloans.gov website using the green "LogIn" button located at the top right corner of the screen. Once signed in, select the Master Promissory Note option and follow the on-screen prompts.

Creating and Using the FSA ID

What's an FSA ID?

The FSA ID is a username and password you use to log in to U.S. Department of Education (ED) online systems, including the myStudentAid mobile app, fafsa.gov, StudentAid.gov, and StudentLoans.gov. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a *Free Application for Federal Student Aid* (FAFSA®) form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit StudentAid.gov/fsaid to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and provide answers to some challenge questions so you can retrieve your account information if you forget it.

You'll be required to either provide your email address or to provide your mobile phone number and opt-in to messaging when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to log in to ED online systems, unlock your account, retrieve your forgotten username, or reset your forgotten password.

Important: Each email address or mobile phone number can be used with only one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID. This applies to your mobile phone number too.

FSA ID Tips

- One of your parents might need an FSA ID as well. If you need to provide information about your parents on the FAFSA® form, one of your parents will have to sign the form. Your parent can create an FSA ID and then sign the FAFSA form electronically using that FSA ID. Not sure whether you'll need to put your parents' information on the FAFSA form? Check out StudentAid.gov/dependency. **Remember:** You should create your own FSA ID, and your parent should create his or her own FSA ID. Also, make sure to use the correct FSA ID when signing the FAFSA form electronically.
- When you first create your FSA ID, use of your FSA ID will be restricted to completing, signing, and submitting an original (first-time) FAFSA form. You'll have to wait one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a FAFSA Renewal or signing a *Master Promissory Note*. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA and you can use your FSA ID for all of its purposes.
- If you forget your FSA ID username or password, look for links, such as "Forgot My Username" and "Forgot My Password," at the log-in pages of our online systems. These links will direct you to web pages where you can request a secure code to be texted to your verified mobile phone number or emailed to your verified email address. The secure code will allow you to retrieve your username or reset your password. You can also retrieve your username or reset your password by successfully answering your challenge questions. **Remember:** If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username.

Learn more about the FSA ID at StudentAid.gov/fsaid. Find this fact sheet at StudentAid.gov/resources#fsaid.

Verification Policy

Verification is a process where the financial aid officer must verify that information reported on the financial aid application is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the Department of Education. Applications selected for verification by the Department of Education are flagged with an “*” next to the EFC number on the Student Aid Report (SAR) and the student is notified of selection in Part I of the SAR. Applications selected by school officials will not have an “*” next to the EFC so these students will be notified of selection by a letter from the school only.

Categories to be verified include:

- Income information for tax filers
- Income information for tax filers with special circumstances
- Income information for non-tax filers
- Number of Household members
- Number in college
- Identity/Statement of Educational purpose

The Office of Financial Aid will notify all students selected for verification by a letter detailing what category from above and the specific items that must be verified. Included with the letter will be all supporting documentation that must be completed, signed and returned to the school. In the event the student is selected for verification of Identity/Statement of Educational Purpose, the student is required to report to the school in person, with appropriate ID, to sign all necessary documentation. Students who are unable to appear in person must notify the Office of Financial Aid immediately to obtain appropriate forms that must be completed in the presence of a Notary.

Failure to provide all verification documentation will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs.

If corrections need to be made to the SAR, the school will make the required changes and the student will be notified in writing of the changes made on an updated SAR sent to the student from the US Department of Education. No payments for federal student aid will be made until the updated ISIR/SAR is received by the aid office. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

The verification process is complete when all signed documents are reviewed by the aid officer and a valid ISIR/SAR is submitted to the aid office.

Students requesting a review of their application due to special circumstances whose FAFSA application was selected for verification must complete the verification process before the school can make any changes or adjustments to the students' cost of attendance or to the values of the data items required to calculate the EFC.

Eligibility and Financial Need Determination

Program Eligibility

The Rapha School, LLC participates in various federal, state and local financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to students who qualify.

- Federal Pell Grant
- Federal Direct Stafford Loan Program
- Subsidized Stafford Loan
- Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Your Local County CareerLink Offices WIOA / ITA funds
- Office of Vocational Rehabilitation
717-771-4407
- Veterans Education Assistance
www.va.gov/education
(1-888-442-4551)

Student Eligibility

Each applicant for federal financial aid must complete the Financial Aid Application Process found earlier in this handbook. Students attending a program that crosses over into the new award year which begins July 1 of each year are most often required to complete a renewal application annually. Due to the schedule of our program, a student attending the Practical Nursing program will be asked to complete a renewal application.

Financial Aid recipients must meet the following minimum eligibility requirements in addition to demonstrating need:

1. Have a high school diploma, GED, or be home schooled in a setting that meets state law.
 - a. *Students who previously attended an eligible Higher Education program prior to July 1, 2012 and need to establish Title IV eligibility may seek eligibility through the Ability-to-Benefit alternative.*
2. Be enrolled as a regular student working toward a diploma or certificate in an eligible program.
3. Be a U.S. Citizen or Eligible Non-Citizen.
4. Have a valid Social Security Number.
5. Maintain Satisfactory Academic Progress.
6. Maintain Satisfactory Attendance.
7. Have a financial aid transcript on file, if required.
8. Not be in Default on a Previous Student Loan
 - a. *Students who have defaulted on a previous student loan may be eligible for student aid through the Fresh Start initiative.*

Citizenship Requirements

In order to be eligible for federal financial aid, the student must be one of the following:

- A U.S. citizen
- A U.S. national (including natives of American Samoa or Swain's Island)
- A U.S. permanent resident who has an I-1551, I-551, or I-551C Alien Registration Card OR The student must have an Arrival-Departure Record (I-94 Form) from the Department of Homeland Security (DHS) showing one of the following designations:
 - "Refugee"
 - "Asylum Granted"
 - "Indefinite Parole" and/or "Humanitarian Parole"
 - "Cuban-Haitian Entrant, Status Pending"
 - "Conditional Entrant" (valid only if issued before April 1, 1980)

Students are **NOT** eligible for federal financial aid if they:

- have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464)
- have been granted relief from deportation under the Family Unity Program (previously this category of students were eligible for federal student aid)
- are temporary residents allowed to live and work in the U.S. under the Legalization or Special Agricultural Worker program (previously this category of students was eligible for federal aid)
- are in the U.S. on an F1 or F2 student visa
- are in the U.S. on a J1 or J2 exchange visitor visa
- have a G series visa (pertaining to international organizations)
- have another nonimmigrant visa, including those with work visas and foreign government officials and their dependents
- are undocumented

Default / Overpayment Requirements

Students who are in default on a previous student loan or owe an overpayment to the U.S. Department of Education must resolve the default or overpayment prior to being eligible to receive aid. Students who have defaulted on a previous student loan may be eligible for student aid through the Fresh Start initiative. If your loans are eligible you'll temporarily regain student aid benefits.

How Financial Need is Determined

Excluding the Federal PLUS Loan, the FAFSA is used to determine what sources and amounts of aid you are eligible to receive through the Student Financial Aid Programs.

Financial need is determined using the student's and parents' (if applicable) financial information specified on the FAFSA. The Rapha School also uses this information in awarding need-based financial aid from state, institutional, and private funding sources. Frequently asked questions regarding parent information that must be included on the FAFSA are in the Frequently Asked Questions section of this handbook.

The information you provide on the FAFSA is processed using a formula, established by the U.S. Congress, that calculates your **Expected Family Contribution (EFC)**, which is the amount you and your family are expected to contribute toward your education. The federal processor will send this information to you on your Student Aid Report (SAR) which also serves as an acknowledgment that the application was processed. You may receive this acknowledgement electronically (known as an e-SAR) via email, if you provide an email address on the FAFSA. The federal processor also electronically transmits the analysis of the data you submitted to each of the institutions you specified on the FAFSA.

Each school determines how much it will cost for you to attend school, including tuition, books, course materials, supplies, and equipment, and living expenses. These costs may or may not be owed to the school. (for example, because The Rapha School does not have institutional housing, your food and housing will not be paid to the school.) This is called your Total **Cost of Attendance** and is unique to each school¹ to which you apply.

The Total Cost of Attendance at The Rapha School is based upon research done by school staff members who review the costs annually to ensure that they are realistic. The cost of attendance varies by program as well as year to year. Cost of attendance is also impacted by your individual circumstances, e.g., dependency status, number of dependents.

To determine your **financial need**, your expected family contribution is subtracted from the cost of attendance, shown below:

Cost of Attendance

- **Expected Family Contribution**
- = **Financial Need**

Special Circumstances

Although the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility in specific circumstances. If your family experiences a change in income due to an unusual circumstance (loss of job or reduction in hours, separation or divorce, death in the immediate family) it may be possible to reevaluate your financial aid eligibility. It may also be possible to reevaluate your eligibility if your family has high unreimbursed medical expenses or pays private school tuition for elementary or secondary school (K-12).

If you feel you have any special circumstances that might greatly affect the amount you and your family are expected to contribute, be sure to contact the financial aid office. Students requesting special circumstances will have their cases reviewed on an individual basis and determinations may not be the same for all students. Students are required to complete the Verification Process prior to being eligible to have their application reviewed.

¹ You may be more or less eligible for aid from one school to another. This is because it may cost more or less to attend another school.

Satisfactory Academic Progress

Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid. Satisfactory Academic Progress is evaluated qualitatively by reviewing the students' grades at the end of each payment period. The program consists of ten (10) grade evaluated courses as well as five (5) pass/fail clinical requirements. A Cumulative Grade Report (CGR) will be distributed to each student at the end of each payment period and will be the basis of determining SAP.

To maintain SAP a student must have received a passing grade, measured as 75% or higher for each completed² course in the program, as well as a "Pass" for each completed clinical requirement. Completed programs are marked as such on the CGR. **OR** In the case of an advanced standing student who has been approved to transfer previously obtained credit to a course, that course shall be considered as completed with a grade above 75%

NOTE: A course grade of less than 75% on a CGR is not a failure to maintain SAP providing that course is ongoing and there is a reasonable expectation³ that the student will receive a grade of 75% or more prior to the completion of the course. An ongoing course in which the student has not earned a grade of 75% or above will result in the student being placed on academic probation for that course. Information on Academic Probation is available in the "Practical Nursing Program Guide".

Due to the nature of the program progression as well as the program graduation requirements, students failing to maintain SAP will not be given a financial aid warning nor will they be granted the opportunity to appeal the decision. A student failing to maintain SAP will no longer be able to progress through the program and will be notified of this during a meeting with the faculty and director. At that time the student will be required to withdraw or be terminated from the program.

Grading Policy

By the completion of each course, the student must achieve a minimum grade average of 75% in order to pass the course and advance within the program and/or to graduate. Grade calculations are carried to the tenths. Grades with a (0.5) or above will be rounded up to the next whole number. Grades with a (0.49) or below will be rounded down to the next whole number.

Final grades within a course are calculated as follows:

Fundamentals of Nursing

Calculated with a weighted average listed below

80% Exam average

10% Course assignments

10% Lab quizzes

All other courses

Calculated with a weighted average listed below

80% Exam average

20% Course assignments

Clinical requirements

Pass/Fail using the terms "Satisfactory" or "Unsatisfactory" respectively.

² a course or clinical requirement is determined to be completed when the deadline to submit any assignments or to take exams for that course has passed. The deadline is determined by the instructor for that course.

³ reasonable expectation will be determined by a review of the students current grade as well as the remaining course requirements by the Director and course instructor.

Grading Scale

A= 90 to 100

B= 80 to 89

C= 75 to 79

F= 74 or below (Failing)

Program standards require each student to maintain satisfactory academic progress regardless of whether or not the student is receiving financial aid.

Attendance

The scheduled curriculum is 1530 hours. The total number of hours required for each course including clinical hours must be completed before a student may progress within the program. Hour totals for each course/clinical can be found under Plan of Study in the Practical Nursing Program Guide. Students who do not attend all program hours will be required to make up missed time. A faculty member must approve the time and manner in which the student will complete the make up hours. If a student misses time due to an “excused absence”⁴ the hours may not be required to be made up providing one of the following is true.

1. The total number of hours missed do not exceed 10% of the payment period
2. The faculty have determined that the hours missed do not impede on the students ability to successfully pass all courses

If a student has missed time that is not due to an excused absence or in the case of an excused absence where the criteria above is not met, the student will be required to make up that time prior to the end of the payment period. A student whose missed hours exceed 10% of the payment period will have their financial aid either delayed or canceled. A student who is not making reasonable effort to make up missed time will be placed on Attendance probation. Information on attendance probation is available in the “Practical Nursing Program Guide”.

Repeated Course Work

Due to the progression of the program and the availability of courses being taught, a student will not have an opportunity to repeat courses in which they were unsuccessful during the timeframe of the initial program. A student who has been unsuccessful and withdraws or is terminated from the program and wishes to re-enroll in a subsequent program will be required to wait a minimum of 180 days and follow the return procedure after termination or withdrawal found in the Practical Nursing Program Guide. Any level 1 courses which were successfully completed prior to termination or withdrawal may be considered for advanced standing. Any course which was not successfully completed and/or any clinical, level 2, or level 3 courses must be retaken in their entirety. A student following all procedures for re-enrollment may be eligible for financial aid in the new program.

Advanced Placement

Students can request advanced placement status in any of the level 1 courses⁵, excluding clinical, for which they have completed an equivalent course. Level 2 and 3 courses are not eligible for advanced placement. Steps for approval of advanced placement are as follows.

⁴ excused absences include but are not limited to sickness/hospitalization with a doctor's note, bereavement, emergencies within the immediate family.

⁵ course levels are listed in the plan of study section of the practical nursing program guide.

1. Obtain relevant transcripts as well as course outlines from the issuing institution for each of the courses you wish to receive advanced placement status.
2. Schedule a meeting with the director of The Rapha school to discuss your request.

The Director will review course outlines to determine if they are equivalent to our program course. If your request is approved for one or more courses you will be granted advanced placement for the corresponding course. Students receiving advanced placement for one or more courses are eligible to apply for financial aid, but will have their financial aid prorated based on the number of clock hours they have remaining in the program. Advanced Placement will be denoted on a student's CGR and transcript with no grade associated. For the purposes of the program requirements and SAP that course will be considered as having been completed with a passing grade and all hours required for that course will be accumulated.

Grade Level Advancement

All students enrolled in programs that are more than one academic year in length are eligible for more than one academic year of financial aid. Upon successful completion of the first academic year, students are eligible to borrow additional prorated Stafford Loan funds at Grade Level 2 and receive additional grant assistance if crossing into a new Federal Fiscal year or have remaining grant eligibility in the current Federal Fiscal year. All financial aid for the second year of training will be prorated based on the student's remaining period of enrollment within the program.

Academic Year Definition

The Rapha School's academic year for financial aid purposes is defined in Clock Hours and Weeks of Attendance. You are eligible to apply for aid twice during your year of education. The first academic year consists of 900 hours in 30 weeks and the second academic year consists of 630 hours in 22 weeks.

Federal Pell Grant

Federal Pell Grants provide the "foundation" of financial aid to which other assistance may be added. Pell Grants provide money for tuition that does not have to be repaid unless a student withdraws from school and is determined to owe a refund. The U.S. Department of Education determines a student's eligibility for this source. A student cannot receive a Pell grant if he/she already holds a bachelor's degree.

Although all Pell Grant awards are paid through the school, your eligibility and the actual amount of your award is determined by the U.S. Department of Education through the completion of the FAFSA application and your program of enrollment.

Current 2023-2024 (July 1, 2023 through June 30, 2024) Pell Grant Awards for eligible students are between \$767-\$7395 annually. Students may be eligible for these amounts depending on family income and cost of education.

The FAFSA application award year begins July 1 and ends June 30. Students attending any program that begins before June 30 and crosses over into the next award year beginning July 1, will have to complete two FAFSA applications, one for the current award year and one for the upcoming award year.

Federal Direct Stafford Loan Programs

Federal Direct Stafford Loan Program

The Federal Direct Stafford Loan is a guaranteed student loan (only in the student's name). In order to obtain the Federal Direct Stafford Loan, all first-time borrowers must indicate on their FAFSA application that they want to take a student loan AND complete the Federal Direct Stafford Loan Master Promissory Note (MPN). This note is valid for a period of 10 years.

Direct Stafford loans are monies that students are eligible to borrow while attending school that must be repaid. Other notes about Direct Stafford Loan:

- The student borrows the funds in their name only.
- The student has up to 10 years to repay the loan depending on the size of the student's debt.
- Amount borrowed is based on the student's academic level at the time the loan is processed. If the student receives other financial aid, the loan amount may be less.
- The loan MUST BE REPAYED to the US Department of Education.
- Payments are deferred while students are attending school.
- Students enter repayment six months following graduation or date of withdrawal.
- During the repayment period, under certain circumstances, the US Department of Education may grant deferments, forbearances, or cancellations. A list of deferments and cancellations is provided at the time the student signs their Master Promissory Note.
- The school can refuse to certify a student's loan application OR certify the loan for an amount less than the student would otherwise be eligible. The school must document the reason for its action and explain the reason to the student in writing. The decision of the school is final and cannot be appealed to the U.S. Department of Education.
- A student can receive a subsidized and unsubsidized loan for the same period.
- Fees of up to 4% may be deducted from the total loan amount at the time of disbursement.
- Loan funds are disbursed in at least 2 installments.

Federal Subsidized Stafford Loan

Eligibility for a Subsidized Stafford Loan is based on family income and financial need established by the standards set forth by the federal government. The federal government subsidizes the interest on behalf of the student by paying the interest for the student during the deferment period (or period of enrollment) if the family meets the federal income and financial needs standards. The maximum Subsidized loan eligibility for the first academic year is \$3,500. Subsidized loans can not be originated for amounts less than \$100. These loans must be repaid and payments are deferred (you do not pay) while you are in school and during a six-month grace period you are given after completing or discontinuing study.

Federal Unsubsidized Stafford Loan

The Unsubsidized Stafford Loan provides an opportunity for students to benefit from the low interest cost of the loan program. Benefits of an Unsubsidized Loan are extended to other eligible applicants who fail to meet the federal income and financial need standards. The Unsubsidized Loan can be issued for the full amount of eligibility or in combination with a subsidized loan. On any portion of the Unsubsidized Loan the interest must be paid by the student on a quarterly basis while the student is enrolled in school, or the student can elect to capitalize the interest during the deferment period. This choice is made on your MPN. These loans must be repaid and payments are deferred (you do not pay) while you are in school and during a six-month grace period you are given after completing or discontinuing study.

Differences between Subsidized and Unsubsidized Stafford Loan

Loan Type	Federal SUBSIDIZED Stafford Loan	Federal UNSUBSIDIZED Stafford Loan
Eligibility	Eligibility is based on financial need.	Eligibility is NOT based on financial need.
Who is responsible for interest	The Federal Government pays the interest on the loan as long as the student is enrolled.	The Federal Government DOES NOT pay the interest on the loan. Interest is charged from the time the loan is disbursed until it is paid in full.
Repayment of interest while enrolled	N/A	The student has two options in the repayment of the interest. It can be paid while enrolled in school (check the box on the MPN indicating you wish to pay the interest) OR the loan interest can be capitalized - that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.
Repayment	Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.	Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.
Interest Rate	Fixed rate for loans disbursed after July 1, 2023 have not yet been released.	Fixed rate for loans disbursed after July 1, 2023 have not yet been released.

Repayment information

You should receive repayment information from your loan servicer approximately 3 months after you leave school. If you do not receive this information, **it is your responsibility** to contact your servicer before the end of your 6-month grace period to arrange for the repayment of your loan. It is important that you plan for the repayment of your loan. You will have the opportunity to estimate your monthly payment as you proceed through the online exit counseling session. If you don't know your outstanding Stafford Loan balance but know who your loan is serviced through, you can contact them directly to receive your outstanding balance. If you do not know the name of your loan servicer and/or guarantor, you may search using the National Student Clearinghouse's Loan Based Services for Students at nslds.ed.gov.

Federal Parent PLUS Loan

This information is applicable to the parents of dependent students applying for Federal Aid. Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Parents are urged to apply for the PLUS Loan source of funding before submitting additional loan applications. In many situations, the combination of maximum Stafford Loans and PLUS loans will meet most of the financial need of the student.

Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. Parents can elect to have the PLUS loan placed into forbearance until the student completes their training.

For PLUS loans first disbursed on July 1, 2023 and before July 1, 2024, the interest rate has not yet been announced. The Department of Education website has information about the fees the government charges when you take out a PLUS loan.

Unlike Stafford loans, PLUS borrowers are generally required to pass a credit check. Unless the lender determines that extenuating circumstances exist, you will not pass the credit check if you:

- Have one or more debts that are 90 or more days delinquent as of the date of the credit report, or that have been placed in collection or charged off (written off) during the two years preceding the date of the credit report, and the total combined outstanding balance of those debts is greater than \$2,085; or
- You have been subject to any of the following conditions during the five years preceding the date of the credit report: Repossession; Default Determination; Bankruptcy Discharge; Tax Lien; Wage Garnishment; or Write off of a federal student loan debt. (The Department has on-line FAQs about the PLUS loan credit check).
- PLUS borrowers with poor credit may still get loans if they can find someone with a better credit history to co-sign. Lenders may have additional discretion to find “extenuating circumstances.” You will get a letter if your initial credit check is approved or denied.

Entrance and Exit Counseling

Federal Stafford Loan Entrance Counseling

The Federal Government requires that all first time Federal Stafford Loan borrowers complete an entrance counseling session before they receive any loan proceeds. This session is designed to provide the borrower with important information about the Federal Stafford Loan program, including your rights and responsibilities as a borrower. Useful information to have to complete this session includes details on your income, financial aid, and living expenses. Some useful resources: A copy of the award letter from your school's financial aid office, if available and a listing of the tuition and fees for your program.

It is important that you complete this session as soon as possible. Disbursement of your loan funds will not occur before you complete this session. When you have successfully completed the required Loan Entrance Counseling, you will have the opportunity to print a Confirmation page. You must submit this to the financial aid office as well as keep it with your records. The counseling session is provided through a link on the U.S. Department of Education's website studentloans.gov.

Federal Stafford Loan Exit Counseling

The Federal Government requires that all Federal Stafford Loan borrowers who withdraw or graduate complete an exit counseling session. This session is designed to provide borrowers with important information regarding rights and responsibilities as well as repayment information. Exit Counseling is also a graduation requirement for all programs and MUST be completed before students complete their program of enrollment.

Exit counseling is required when you graduate, or leave school (withdrawal or termination). Exit counseling provides important information you need to prepare to repay your federal student loan(s). At the end, you'll need to provide the name, address, email address, and telephone number for your closest living relative, two references who live in the U.S., and current or expected employer (if known). Useful information to have in order to complete this session is any details on your financial aid, current or expected income, and living expenses. This session is provided through a link on the Department of Education's website studentaid.gov. At the end of the session, you will be asked to complete a Student Information Form. You must provide all required information. When you have entered the required information and it has been accepted, you will receive a congratulations page stating that you have successfully completed your exit counseling. You must print a copy to provide to the aid office. At this point, you have successfully completed the session and your information is available to the Office of Financial Aid.

Loan Limits

Independent students are eligible to borrow up to a total of \$9,500 for the first academic year of their program. Dependent students, as defined by government criteria during the FAFSA application process, are not permitted to borrow more than \$5,500 in their first full academic year. However, parents of dependent students may obtain a PLUS loan if additional funds are needed up to a maximum of the student's cost of attendance. If a parent is denied a Parent PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

Students enrolled in the Practical Nursing program which is greater than one year in length, upon successful completion of their first academic year, are considered to have advanced to Grade Level 2 for financial aid purposes. These students are then eligible to borrow additional prorated Stafford Loan funds for the remaining period of enrollment.

Loan Limits for Transfer Students

Students who transfer mid year to The Rapha School will see loan amounts that vary greatly from students who did not transfer mid-year into the same program. A transfer occurs when the loan academic year at the school from which the student is transferring overlaps the start of the training at The Rapha School. In this situation, the student is restricted to receiving aid for the period of overlap in an amount that does not exceed the Grade Level 1 annual loan limit or the Cost of Attendance for the overlapping enrollment period.

For example, a student was enrolled at *School A* and has a current Grade Level 1 loan academic year setup at *School A* as beginning on September 3 and ending May 25. On March 4, the student then begins training in a Rapha School program. The loan amount for the remaining period of the *prior school's academic year*, March 4 to May 25, cannot exceed the amount of a full year's aid minus the loan amount already received at School A. Also, the loan amount for this remaining period cannot exceed the student's total cost of attendance for the period to which the loan applies. Annual loan limits are based on an academic year, which is at least 26 weeks in length. The 26 week limit applies to all students including those who change programs or those who transfer to another school.

Third Party Loans / Alternative Loans

Third Party Loans / Alternative Loans are loans obtained by students on their own through a private lender. Private alternative education loans generally require the borrower to be a creditworthy student, parent or co-borrower. Generally the loans have a variable interest rate and a charge fee. Alternative Loan funds are either transferred electronically (EFT) to the school or are checks made co-payable to the student and the school. If a check is made co-payable to the student and the school, the student must come into the office to endorse the check. Students are notified when Third party Loan/Alternative Loan checks or EFT funds arrive. Third Party Loan funds are credited to the student's tuition account and any credit balance is refunded to the student unless the school has been directed otherwise.

NOTE: Traditional third party loans generally require the program to be 4 years or more in length, because the Practical Nursing program is only 1530 hours, students in our program may not be eligible for these alternative loans.

Loan Cancellation

Students must notify the Office of Financial Aid in writing within 30 days of the date of disbursement if they wish to cancel all or a portion of their subsidized and/or unsubsidized loan or loan disbursement. If students request to cancel their subsidized and/or unsubsidized loan after the 30 day period, the school is not required to return the loan proceeds, cancel all or a portion of the loan or loan disbursement(s) or do both. The school will notify students in writing of the outcome of the cancellation request.

Financial Aid Package

Once The Rapha School Office of Financial Aid has received your FAFSA results and other required forms, a financial aid package is developed for you based on your financial need. At this time the Office of Financial Aid will package your aid and send you an award letter outlining the financial aid included in your package. Students who receive additional assistance from any additional sources are required to notify the Office of Financial Aid immediately.

Disbursement Policy

Federal Pell Grants and Stafford Student Loan proceeds must be disbursed to students in multiple installments. Disbursements of these funds are made in periods of enrollment termed Payment Periods. The first payment period begins at the start of training and ends when the student successfully completes one half of the scheduled clock hours at which time the second payment period begins.

The first disbursement of PELL Grant funds are transferred electronically to the school and credited directly to the student's tuition account. PELL Grant payments generally arrive within the first 30 days of training.

The first disbursement of student loan funds occurs after a student has been enrolled for 30 days. To be eligible for the second disbursement of grant and/or loan proceeds students **MUST** maintain satisfactory academic progress as defined in the program's handbook and **MUST** have completed one half of the program's academic year. Failure to meet these standards will result in financial aid funds being either delayed or canceled.

Student Loan disbursements are transferred electronically to the school and credited directly to the student's tuition account. Students are notified in writing when loan disbursements have been posted to their account. Students then have 30 days in which they can cancel all or a part of the loan.

Scholarships and payments from other sources, such as a student's employer, a student's parent, or other, are posted to the students' accounts as they arrive at the school.

If at any time a student's account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance will be refunded to the student in the form of a check from the school. Students can elect to have their credit balances returned to the USDE to reduce loan debt or held on account for a future tuition bill.

In the case where your financial aid disbursements do not cover your total cost of your program, you are responsible for paying the balance owed to the school. Students are required to either pay the balance owed in full or make satisfactory payment arrangements prior to being able to continue in the program. Students who owe a balance to the school after all aid has been disbursed will not be eligible for program graduation until the account is paid in full. All records and grades are held if an account is not paid in full. Accounts in arrears more than 30 days could be subject to collections and additional charges may be incurred by students in the collection process.

Withdrawal/Refund Policy

Withdrawal from Program

Responsibility for withdrawing remains with the student. A student must officially withdraw from their program by notifying The Rapha School office personnel in writing by completing a withdrawal form. If a withdrawal form is not completed the official date of withdrawal is determined by the student's Last Date of Attendance (L.D.A). For all Title IV calculations the date of withdrawal is determined by the students L.D.A regardless if the student has officially withdrawn.

Withdrawal/Refund Debt Policy

Students who owe a balance to the school after withdrawing must pay the balance in full within six months of withdrawal date regardless of the amount that is due.

Refund checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agency's policies and within 45 days.

Post Withdrawal Disbursements

A student who has earned any amount of title IV grant and/or loan assistance after the student is determined to have withdrawn, the funds of which have not been received in any prior disbursement, will be given a post withdrawal disbursement. The amount of funds a student has earned is calculated by a title IV formula. More information about this formula can be found in the section titled "Title IV Refund Policy" below. Any earned grant amounts will be disbursed within 45 days. Any earned loan amounts will be presented to the student within 30 days after which the student will have 14 days to accept or decline the funds.

Any of the funds, grant and/or loan, that have been earned and in the case of a loan, accepted by the student will be first applied to the student's account. Any outstanding credit balance will be disbursed to the student as soon as possible but no later than 14 days after the calculation of R2T4 by the school.

Please Note: Regardless of when a student drops or withdraws after the program has begun, the cost for required tools, books and supplies, program fees, tests and other required items already given to the student cannot be returned, they are deducted from any refund due to the student.

Refunds for Program Cancellation:

If the program is canceled by The Rapha School, all students will be refunded 100% of prepaid tuition and fees. This refund will occur automatically and shall be made within 30 days of the planned start date of the class.

Refund Policy for Registration and Administrative Fees

The Registration deposit fee is non-refundable.

The Rapha School Refund Policy

For a student canceling enrollment after prior to the beginning of classes, monies paid to the school shall be refunded with the exception of the non-refundable seating deposit.

If a student enrolls and withdraws or is terminated after a payment period has begun, all administrative fees, as well as costs for books, course materials, supplies, and equipment for that payment period become non-refundable. Students returning books or supplies in new or like-new condition may receive a refund of costs associated at the discretion of the school.

If a student enrolls and withdraws or is terminated after the program has begun but prior to completion of a payment period the following minimum refunds apply:

- For a student withdrawing from or who has been terminated from the program during the first 7 calendar days of the payment period, the tuition charges refunded by the school shall be 75% of the tuition for the payment period.
- For a student withdrawing from or who has been terminated from the program after the first 7 calendar days of a payment period, but within the first 25% of the payment period, tuition charges refunded by the school shall be 55% of the tuition for the payment period.
- For a student withdrawing or who has been terminated from the program after 25% but within 50% of the payment period, tuition charges refunded by the school shall be 30% of the tuition for the payment period.
- For a student withdrawing from or who has been terminated from the program after 50% of the payment period the student is entitled to no refund.

Students who receive Title IV aid will be subject to the Title IV Refund Policy (R2T4) below. Computation of all refunds will be from the date when the student last attended class. The Student will be notified in writing of their refund and a refund will be issued to the student within 45 days.

Title IV Refund Policy (R2T4)

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

The U.S. Department of Education (DOE) specifies that The Rapha School must determine the amount of financial aid program assistance that you earn if you withdraw from your program of study. The DOE requires that when you withdraw during a payment period, the amount of the financial aid program assistance that you have earned up to that point is determined by a specific Title IV formula known as the R2T4 calculation.

If you received, or The Rapha School received on your behalf, less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you earned is determined by using the Return To Title IV, R2T4, refund calculation. That is, if you completed 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all of your assistance for that payment period.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. Funds are returned in the order listed until all required amounts have been returned.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
4. Sponsoring Agency
5. Student

If The Rapha School is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay the funds in accordance with the terms of your loan agreement, or you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make payment arrangements with The Rapha School or the U.S. Department of Education to return the funds.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the R2T4 calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return. The school's refund policies are located later in this handbook.

Overpayment of Federal Student Aid

An overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Over awards are one cause of overpayments; overpayments can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments in excess of grant or loan maximums.

In the case where the school is liable for the over award, the school will immediately restore an amount equal to the overpayment to the appropriate Federal Student Aid (FSA) account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for the overpayment, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Credit Balance Refunds

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the United States Department of Education to reduce loan debt or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to return the money to the lender. Refunds to students will be processed through the school's office and will be processed within 14 days of the credit balance being created. When refund checks are ready, they are available for pick up by the students from the school office.

Payment Policy

All students who enroll in the Practical Nursing program at The Rapha School are expected to pay their tuition, fees, and related charges on their accounts, in full for the current payment period as of either the published due date, or before the last day of classes. In the case where a financial aid disbursements or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the school.

Payments can be made by cash, check, or money order. There is a service fee that is charged for returned checks and individuals who repeatedly submit returned checks will be required to remit payment via only a money order, or a certified check.

The school reserves the right to refuse to issue transcripts, and/or diplomas as well as deny registration or readmission to students who owe money to the school, or who have failed to return school books or equipment. Any and all debts owed to the School must be paid in full prior to graduation. Students who fail to make satisfactory payment arrangements will have their ability to sit for NCLEX delayed until an agreement can be made. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the school to collect any debt or obligation owed to the School.