OFFICE OF FINANCIAL AID

Mission Statement
The Notre Dame de Namur University Office of Financial Aid is committed to the ideal, rooted in the institution’s Catholic tradition, that financing a college education is a right rather than a privilege. To this end, we communicate with and counsel our students on college financing matters in a clear, ethical, and timely manner. Employing new technologies, well-defined processes, and attention to detail, the Office of Financial Aid staff promotes academic and career success through the financial well-being, both immediate and long-term, of all our students.

Financial Aid for Graduate and Credential Students
Some forms of need-based gift aid are available to graduate and credential students. For financial aid purposes, master’s students are considered to be graduate students, while credential students are considered to be undergraduate students.

Credential Students
Students intending to earn a post baccalaureate teaching credential are eligible for Federal Pell grants, TEACH Grants, and Federal Direct Loans at the undergraduate borrowing level.

Graduate Students
Federal TEACH Grants are available for those master’s students pursuing a teaching degree who are willing to complete the specific requirements for this grant. Federal Unsubsidized Direct Loans at the graduate borrowing level are available for all qualifying students who submit the FAFSA. Federal Graduate PLUS loans are also available to graduate students.

Endowed Scholarships
Some NDNU scholarships, funded by endowments, are available to master’s and credential students. To learn more and to apply see the Financial Aid pages on the NDNU website.

NDNU Financial Aid Policies
Students and their families are expected to bear the primary responsibility for meeting educational costs. All students seeking admission to the University are encouraged to apply for aid.

Financial Aid packages combine scholarships, grants, loans, and part-time work, depending upon each student’s eligibility. The total amount of financial aid offered by the University, together with all other financial aid sources, may not exceed the student’s calculated financial need or, with non-need based aid such as Parent PLUS loans, the total cost of attendance.

To maintain eligibility for NDNU financial aid, a student must meet Satisfactory Academic Progress (SAP) requirements. Please see NDNU’s SAP policy.

Deadlines
All applicants are encouraged to file the FAFSA as early in the admission/enrollment cycle as possible. This allows the NDNU Office of Financial Aid the time to create a financial aid package for the student in a timely fashion.

Applying for Financial Aid
To apply for federal and/or state financial aid, students are required to submit the Free Application for Federal Student Aid (FAFSA). Supporting documents such as tax information may be requested by the Office of Financial Aid after the processed FAFSA is received. Financial assistance is awarded only after admission to the University.

Return of Title IV Funds
In accordance with federal regulations, students who receive federal financial aid and withdraw from all of their classes before completing 60% of the semester/payment period are required to return any unearned federal funds. The amount of the return is calculated based on the percentage of the semester completed by the student.

NDNU is not required to take attendance. The withdrawal date for the return of Title IV calculation will be:

- The date the student provides official notification to the Office of the Registrar; or
- The student’s last documented date of attendance at an academically related activity; or
- The date NDNU determines is related to the circumstance beyond the student’s control; or
The midpoint of the payment period for students who do not officially withdraw;

Funds to be returned are determined by the federally defined order for this purpose:
1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. FSEOG
7. TEACH Grant

These funds to be returned are divided between the school and the withdrawing student. The Office of Financial Aid informs the student of the portion of the student’s financial aid to be returned. This Return of Funds process is to be completed within 30 days of the NDNU Office of Financial Aid becoming aware of the student’s complete withdrawal from classes.

Satisfactory Academic Progress SAP Policy

Overview

In order to maintain eligibility for federal, state, and institutional financial aid, a student must maintain Satisfactory Academic Progress towards the completion of a degree or its equivalent. This satisfactory academic progress is measured both qualitatively and quantitatively.

Qualitative Measures

Undergraduate

All undergraduate students are required to maintain a cumulative GPA of 2.0. This GPA is calculated only using those classes taken at NDNU – it does not include transfer GPA if the student enrolls at NDNU subsequent to studies at another institution.

Graduate

Graduate students are expected to maintain a minimum cumulative GPA of 3.0.

Quantitative Measures

Course Completion Standard

Students are expected to successfully complete the courses in which they enroll within a satisfactory quantity/percentage as defined below.

Undergraduate

Part Time: less than 12 credit hours enrolled

Successful completion of a cumulative percentage of at least 67% of credits attempted.

Graduate

Successful completion of a cumulative percentage of at least 75% of credits attempted

Maximum Time Frame Standard

Students are expected to complete their academic program within a maximum time frame which encompasses all credits attempted within the duration of the students’ studies at NDNU. The standard set for this maximum time frame is 150% of the credit hours required to complete the degree or its equivalent.

Definitions of Successful Course Completion

Only graded units of A, B, C, and D, and P are considered as completed units.

1. F, NP, W, IP, AW, and I grades are not considered as units completed. Students who receive I or IP grades must notify the Office of Financial Aid with verification when courses have been completed.

2. A student may repeat a course for which a grade of C, D, or F is received but repeats are limited to the number of times specified in the University Catalog. Students may repeat only courses designated as repeatable in the Catalog. Independent Study may not be used to repeat a course. These classes will be included in enrollment status and must be taken for a letter grade.

3. Incomplete courses will not be considered as being successfully completed. An incomplete grade will count as credit/s attempted and credit/s not earned until the grades have been changed to a passing grade.

Consequences of Failure to Maintain Satisfactory Academic Progress

NDNU evaluates students following Spring Semester in regards to satisfactory academic progress.

Once this evaluation is completed, the process for students failing to maintain satisfactory academic progress is as follows:

1. The student is immediately disqualified from consideration for all forms of federal, state, and institutional student aid for any future semester(s) of enrollment at NDNU.
2. This disqualification status is communicated to the student in writing by the NDNU Office of Financial Aid.

3. The disqualified student considers whether to appeal the SAP disqualification if the student has not previously appealed.

If the student decides to appeal, the appeal process consists of these steps:

1. Student submits a letter of appeal to the Financial Aid SAP Appeal Committee explaining the circumstances which led to the failure to achieve SAP and how the student’s academic performance will improve in the future.

2. Student submits to the Committee any supporting documentation as to why SAP standards were not met.

3. The Committee reviews the student’s appeal and renders one of the following decisions:
   - Approve unconditional – the student is reinstated on probation without a specific remediation plan.
   - Approve conditional – the student is reinstated on probation with a specific remediation plan.
   - Deny – the student’s disqualification status remains with no further opportunity for appeal.

NDNU students are allowed one appeal per degree level during their enrollment at NDNU.

Probation Status Review

Students placed on probation status will be reviewed at the end of the student’s next semester of enrollment at NDNU. It is expected that at the end of this next semester of enrollment the student will have met all standards required for SAP. At the end of this next semester of enrollment, the NDNU Office of Financial Aid will place the student in one of the following statuses:

- SAP Cleared – probation status is removed.
- SAP Final Disqualified – student is no longer eligible for federal aid and does not have the right to further appeal.

The results of this probationary evaluation will be communicated to the student in writing by the NDNU Office of Financial Aid.