

# FINANCIAL AID HANDBOOK

2016 -17



COLLEGE OF  
**Saint Elizabeth**

MORRISTOWN, NJ

# College of Saint Elizabeth

## Personnel

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## Office Hours

Monday, Wednesday, Thursday, Friday, 8:30 a.m. to 4:30 p.m.  
Tuesday, 8:30 a.m. to 6:00 p.m.

## Location

The Office of Financial Aid is located on the second floor of Santa Rita Hall.

## Introduction

- The College of Saint Elizabeth will assist all students in their effort to meet their financial need in accordance with Federal, State and College regulations. A student's financial need is determined by subtracting the parents and student contribution from the total estimated cost of attendance. Any funds received from other sources such as civic organizations, foundations, or other benefits must be reported to the Financial Aid Office. Federal regulations require that these awards be treated as educational resources for determining the applicant's eligibility. The combination of all Institutional, Federal, State, and outside resources may not exceed the cost of attendance.
- Students demonstrating financial need are packaged first with federal grants, then with state grants, then with institutional need based grants, then with loans. Financial aid award letters are sent on a rolling basis as soon as the Financial Aid Office receives all of the required documentation.
- A student may become ineligible for financial aid if he/she fails to maintain good standing or satisfactory academic progress. (See Academic Progress Requirements for Financial Aid Eligibility, below.)
- Financial aid will be re-evaluated if and when inconsistent information is revealed on either the Free Application for Federal Student Aid (FAFSA) or the Student Aid Report (SAR).
- If a student is not permitted to return to the College of Saint Elizabeth, whether because of grades, disciplinary reasons, or an outstanding balance on his/her account, the student's financial aid award will be withdrawn.
- All first time students in the Traditional College are required to submit their final high school transcripts prior to the beginning of their first semester of classes. If the final high school transcript is not received in the Office of Admission, the student's financial aid award will be withdrawn.
- The student must notify the Financial Aid Office if a student is awarded additional gift aid from some other source. The amount awarded by the College will be reviewed and possibly modified. It is the policy of the College of Saint Elizabeth that combined scholarship awards shall not be in excess of the total charges for tuition, room and board, exclusive of fees, in the case of a resident student and shall not be in excess of tuition, exclusive of fees, in the case of a commuter student.

## Financial Aid Eligibility - Satisfactory Academic Progress (SAP)

### Policy:

Federal regulations require the Financial Aid office to monitor students' (undergraduate and graduate) academic progress. This is to ensure that students receiving funds are successfully progressing through their program of study. In order to receive federal, state or institutional financial aid, all matriculated students must demonstrate both qualitatively and quantitatively satisfactory academic progress toward their degree. This is in addition to any renewal criteria required for specific state, institutional, or other outside awards. At the College of Saint Elizabeth, Satisfactory Academic Progress ["SAP"] is monitored at the end of each semester (payment period), including the summer semester if applicable.

**All Undergraduate [full-time & part-time] and Graduate [full-time & part-time] students who receive financial aid are subject to the following SAP standards.**

The financial aid programs affected by SAP are:

### Federal Programs

- Federal Pell Grant

- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study Program
- Federal Perkins Loan
- Federal William D. Ford Direct Loans [Subsidized, Unsubsidized and PLUS loans]

### State Programs

- New Jersey State Programs
  - Tuition Aid Grant (TAG)
  - Governor's Scholarship Program
  - Educational Opportunity Fund (EOF)
  - NJ Stars
  - NJCLASS Loans

### Institutional Programs

- College Grants and Scholarships

SAP is comprised of three areas of quantitative and qualitative progress standards:

1. Completing the degree requirements within an established **timeframe**, [quantitative] and;
2. Maintaining the minimum required **grade point average ["GPA"]** and

**cumulative grade point average ["CGPA"]**, [qualitative] and;

3. Achieving a minimum **pace of completion** [quantitative]

### 1) Timeframe:

Federal regulations allow a student to receive funding for up to 150% of the normal timeframe required to complete their academic program, measured in credits. The formula is: The # of total credits required for graduation in a degree program x [times] 150%. Example, a degree that requires 120 credit hours for graduation cannot exceed 180 attempted credits. [120 credits x 150% = 180 credits]

### Satisfactory Academic Progress (SAP):

#### 2) GPA and CGPA required:

All full-time and part-time students in **Traditional College and Continuing Studies** must:

- achieve at least a 1.8 GPA in their first semester and achieve at least a 2.0 semester GPA and an overall 2.0 CGPA in all subsequent semesters;
- receive a grade of NC in no more than one [1] course in their first semester;

## Financial Aid Eligibility - Satisfactory Academic Progress (SAP) *(continued)*

- receive no more than one [1] D and/or F in any semester and;
- complete their academic skills requirements by the completion of their 63rd earned credit.

### Undergraduate Transfer Students must:

- maintain at least a 2.0 CGPA for all semesters and;
- receive no more than one [1] D and/or F in any semester

**Graduate Students** must maintain at least a 3.0 CGPA for all semesters.

### 3) Pace of Completion:

A student must complete at least sixty-seven percent [67%] of cumulative credits attempted to maintain satisfactory academic progress.

Example: 24 cumulative credits earned/36 cumulative credits attempted = 67%

### Treatment of Transfer Credit, W, NC, INC, AU, F, S and U Grades and Repeated Coursework

- Transfer credits and/or credits for prior learning will be counted in the total number of credits attempted and earned.
- Course withdrawals (W) after the drop/add period are not included in the CGPA calculation, but are counted as attempted and earned coursework.
- A non-calculated (NC) grade is considered attempted and earned coursework. It is not included in the CGPA calculation.
- Incomplete (INC) grades are not included in the CGPA calculation but are considered in the attempted and earned coursework until the incomplete grade is replaced with a permanent grade and academic progress can be reevaluated.
- An audit (AU) grade is not considered attempted and earned coursework. It is not included in the CGPA calculation.
- A failing grade (F) and/or (FI) are treated as attempted credits not earned; they will be included in the calculation of the CGPA.
- All grades earned for a repeated course [ ] will be included in the

calculation of the CGPA and every repeated attempt will be included in the pace of completion.

### Notification

Students not making Satisfactory Academic Progress toward their degree will receive notification from the Financial Aid Office mailed to their home.

### Financial Aid Warning

If a student fails to meet SAP at the end of a semester, the student will receive a Financial Aid Warning letter from the Director of Financial Aid. Students may receive financial aid for one [1] semester while on Financial Aid Warning and no appeal is necessary. The Financial Aid Warning period is the next semester the student is enrolled in classes.

### Financial Aid Suspension

If at the end of the Financial Aid Warning semester, a student fails to meet the SAP standards, their financial aid is suspended. Students will receive a Financial Aid Suspension letter from the Director of Financial Aid. Financial aid cannot be received while in this status. Students in this status have the right to an appeal process. See Appeal Process below.

### Financial Aid Probation

Financial Aid Probation is assigned to a student who successfully appeals a Financial Aid Suspension. See Appeals Process below. Eligibility for financial aid is reinstated while on Financial Aid Probation.

### Appeal Process

Students have the right to appeal their FA Suspension status by submitting an appeal to the Appeals Committee by the deadline stated in the Financial Aid Suspension letter. The Appeals Committee will consider appeals that involve **extenuating circumstances outside of the student's control** that had a negative impact upon the student's academic performance.

The appeal letter must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation. Extenuating

circumstances can include, but is not limited to, illness or injury; death of a family member, or other special circumstances.

Appeals will only be approved if the Appeals Committee determines that the student:

- will be able to meet the College's satisfactory academic progress after the next semester of enrollment [payment period]. The student is placed on Financial Aid Probation for the next semester of enrollment and is eligible to continue to receive financial aid; or
- will require more than one semester to meet the SAP standards, an academic plan will be developed for the student.

The student must follow and meet the conditions of the academic plan to ensure that the student can meet the College's satisfactory academic progress guidelines in the prescribed period of time outlined in the academic plan. SAP will be reviewed at the end of each semester while the academic plan is in effect to determine if the student is meeting the requirements of the academic plan. The student is placed on Financial Aid Probation and is eligible to continue to receive financial aid as long as the student continues to meet the requirements of the academic plan.

The Appeals Committee will review the appeal and notify the student in writing within 10 business days whether the appeal has been approved or denied. If the appeal has been approved, the student's financial aid will be reinstated and the student will be placed on Financial Aid Probation. The Financial Aid Probation will begin the next semester the student is enrolled.

All decisions made by the Appeals Committee are final and will not be subject to further review.

### Reinstatement of Aid after Financial Suspension

Reinstatement of financial aid after a student is placed on suspension is achieved as follows:

- The student submits a written letter of

## Financial Aid Eligibility - Satisfactory Academic Progress (SAP) *(continued)*

appeal in accordance with the appeals process and the Appeals Committee grants the appeal. The student's financial aid is reinstated and the student is placed on Financial Aid Probation consistent with the Appeals Process; or

- The student attends the College of Saint Elizabeth during the suspension semester, pays for tuition and fees

without financial aid and satisfies their deficiency in the SAP standards. The student must notify the Office of Financial Aid if they are planning to attend the College of Saint Elizabeth without financial aid; or

- The student may attend summer school at CSE in an effort to satisfy their deficiency in the SAP standards. The student must notify the Office of

Financial Aid if they are planning to take classes during the summer.

- Students may take classes at another institution in an attempt to satisfy the deficit in the attempted and earned coursework. Taking classes at another institution has no impact on a student's CGPA.

## Financial Aid Policies

### Approved Study Away Programs

Students need Consortium Agreements when they take classes at another institution, but would like to receive financial aid through the College of Saint Elizabeth. The only types of aid that may be available under these circumstances are Federal Direct Loans, Federal Pell Grants, and Private Educational Loans. The student should meet with the Financial Aid office to discuss financial aid eligibility and options. Students must be in good academic and financial standing. Applications can be obtained in the Financial Aid Office located in Santa Rita Hall, 2nd floor.

### Federal Compliances

The College of Saint Elizabeth does not discriminate on the basis of sex (except as permitted under Title IX, Education Amendment of 1972 for admission to single-sex colleges), physical handicap, race, age, color, and national or ethnic origin in the administration of its admissions, educational policies, scholarship and loan programs, or other college policies, including employment.

The College of Saint Elizabeth has filed compliance information with The Department of Education under Title VI - Civil Rights Act of 1964; Title IX, Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, as amended.

Student inquiries concerning the implementation of these policies should be made to the Vice President for Student Life, ext. 4203. Employees should address inquiries to the Vice President for Finance and Administration and Treasurer, ext. 4498. The address of appropriate federal agencies regarding

these compliances may be obtained upon request.

The College of Saint Elizabeth, in compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and amendments there to, makes information available concerning campus security procedures, and campus crime statistics on the College's website ([www.cse.edu/clery](http://www.cse.edu/clery)) and in the following offices: Admission; Business; Vice President for Student Life; Financial Aid; Registrar; Human Resources; Security; Center for Ministry & Spirituality; and Dean of Professional Studies.

In compliance with Title I of Public Law 101-542, the Student Right-To-Know and Campus Security Act, as amended by Higher Education Technical Amendments of 1991, Public Law 102-26, and the final regulations published in December 1999, the College reports the graduation rate of full-time, first-time first-year students who entered in Fall 1996 and subsequent years to all current students by personalized e-mail and to prospective students who request the information.

The report will be available in the Admission office, Financial Aid office, and in the Registrar's office for all who request it. The College informs students of the provisions in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of that record. The College also informs students of their right to prevent

disclosure of personally identifiable information. The College also adheres to the regulations of the Solomon-Pombo Amendment, which allows the United States Military access to college campuses for recruitment. This amendment also allows the military access to student directory information without the student's prior approval. Students may obtain a Request to Prevent Disclosure of Directory Information Form from the Registrar's Office. The College assumes that failure to request the withholding of directory information indicates approval for disclosure. Copies of the College's policies are available from the offices of the President, the Vice President for Academic Affairs, the Vice President for Student Life, or Registrar. Written complaints concerning allegations of failure to comply with the Act can be filed with: FERPA, the Department of Education, Room 4072, Switzer Building, Washington D.C.

### NCAA Division III

NCAA Division III rules do not allow financial aid to be awarded based on the student's athletic participation or accomplishments. No exceptions to this requirement are allowed. According to financial aid policy, an athlete's financial aid package must be consistent with the institution's general policy for all students and special consideration is never given to a student because she is an athlete. Like all students, athletes are awarded financial aid based on their calculated financial need or academic accomplishments.

## The Cost of Attending College

Tuition Rates 2016-2017,  
Effective August 2016

Traditional College	\$30,326
Continuing Studies	\$800 per credit hour
Nursing - BSN Program	\$925 per credit
Graduate Studies	\$1001 per credit
Graduate Health Administration and Nursing Programs	\$1001 per credit
Dietetic Internship Program	\$1001 per credit
M.A. Educational Leadership	\$650 per credit
Ed.D. Educational Leadership Program*	\$23,408 for years 1 and 2, \$6000 for year 3. Total for 3 years is \$52,816.
Psy.D. Program	\$19,236 per year

\* Guaranteed rates - all inclusive.  
Room & Board 2016-2017,  
Effective August 2013  
Traditional College - \$12,744

### Room Deposits

All resident students are required to pay a \$200 non-refundable deposit to secure a room for the next Fall semester. This payment will be required each year the student is in residence on the campus. Payments can be made with check or money order. No cash or credit cards will be accepted.

This \$200 payment will be credited to the student's account as a room deposit paid in advance when the Fall invoices are sent in July. The deposit will not be returned to the student should housing be terminated for any reason.

The only exemptions to this policy are the EOF recipients. These students will be required to sign a separate housing contract in lieu of the room deposit.

## Application for Aid

### Requirements for First Year and Transfer Students

As an incoming first year student, you are asked to complete the Free Application for Federal Student Aid form (FAFSA). This can be done on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must first complete an FSA ID & Password request and if dependent, so do their parents. The FSA ID & Password are used to sign the application electronically. This form is used to apply for federal, state and institutional financial aid, which includes grants, loans, and work-study. In addition, it is also used by New Jersey and the College to award non-federal student financial aid.

Completing the FAFSA is the first step in the financial aid process. Once the FAFSA is submitted to the federal government and processed, the College will receive an electronic copy of your information and you will be mailed a paper report, called a Student Aid Report, or SAR. It is important for you to review your SAR

when you receive it to make sure all of your information is correct. The SAR generates a Expected Family Contribution, or EFC, which represents the amount your family is expected to contribute towards the cost of your education (although this amount may not exactly match the amount you and your family end up contributing). We will then use the EFC along with the rest of your information to prepare a financial aid package. Please note that financial aid is for one year, and must be reapplied for annually via the FAFSA.

### Requirements for Returning Undergraduate Students

The Federal Government will notify all returning students, that it is time to renew your FAFSA. Please note that financial aid is for one year and must be reapplied for annually via the FAFSA.

### Requirements for New Graduate and Certificate Programs Students

*(Dietetic Internship, Accelerated Certification for Teaching)*

All students must complete the Free Application for Federal Student Aid (FAFSA).

Financial aid transcripts from a student's past post-secondary institution will be electronically generated through the Federal government's website. This will give the Financial Aid Office access to a student's past history of loan debt, as well as any federal grants.

### Requirements for Returning Graduate Students

Prior to the end of the fall semester, any returning student receiving any form of financial assistance (including loans) must complete a Renewal Application on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must complete the form using your and your spouse's Federal and State tax returns. An electronic Student Aid Report will then be sent to the College and your packaging process will begin.

## Financial Aid Packages

Financial aid packages are determined based on the Expected Family Contribution (EFC) that is noted on the SAR. The types of aid awarded will vary with the individual student's needs. In developing a financial aid package, a basic calculation is used: Cost of attendance includes not only tuition, room and board, and fees, but also an average cost of books and supplies, transportation, and personal expenses. The EFC is

generated by the Federal government after processing your Free Application for Federal Student Aid (FAFSA). The contribution takes into account parents' and student's, and in the case of a married student, the spouse's taxable and nontaxable income, assets, family size, and the number of family members enrolled in college. The EFC is used to determine the student's financial need. It is not the amount that needs to be paid

to the College. Students with extenuating family circumstances such as: death of a parent, loss of income, disability, etc., should schedule an appointment with the Financial Aid office.

### Cost of Attendance (COA)

$$\begin{aligned} & - \text{(Less)} \\ & \text{Expected Family Contribution (EFC)} \\ & = \text{Student's Total Financial Need} \end{aligned}$$

## Federal Financial Aid Programs

Students must meet the following requirements to be considered for any Federal Financial Aid programs:

- Have a high school diploma or a General Educational Development (GED) certificate
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Card without restrictions
- Maintain satisfactory academic progress, as described in this handbook
- Must be enrolled as a matriculated student (degree seeking) in an eligible degree or certificate program

### Federal Pell Grants

Federal Pell grants are available to undergraduate students who have not earned a bachelor's or professional degree. Pell grants are awarded to students who demonstrate financial need according to the Federal guidelines. The amount of the grant is determined by the student's estimated family contribution (EFC), which is indicated on the Student Aid Report (SAR).

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal SEOG is a grant awarded to undergraduates with exceptional financial need. Priority is given to students who qualify for the Federal Pell grant.

### Federal Direct Loan Program

Federal Direct loans (subsidized and unsubsidized) are available to undergraduate students, post baccalaureate certificate students, and graduate students enrolled at least half time. Eligibility for the subsidized loan is based on financial need as determined by the FAFSA application.

Students who do not qualify for a subsidized loan will still be able to borrow under the Unsubsidized Loan Program where the interest is either added to the loan principal or repaid during in-school periods. The amount of the approved loan will not exceed the cost of attendance less any other aid.

The following table provides the interest rates for new Direct Loans made on or after July 1, 2016, and before July 1, 2017. These rates will apply to all new Direct Loans made during this time.

Loan	Interest Rate
Direct Subsidized Loans ..... (Undergraduates)	3.76%
Direct Unsubsidized Loans ..... (Undergraduates)	3.76%
Direct Unsubsidized Loans ..... (Graduate or Professional Students)	5.31%
Direct PLUS Loans ..... (Parents and Graduate or Professional Students)	6.31%

Repayment of the principal begins six months after graduation, withdrawal, or change to less than half-time status. Interest repayment begins the same time as the principal for the Subsidized Loan Program. Interest on the unsubsidized loan is paid during enrollment unless capitalized by the lender at the student's request.

The Higher Education Amendments of 1999 require that colleges must conduct entrance and exit interviews for all students borrowing from the Federal DL loan programs. Entrance counseling is conducted online at [www.studentloans.gov](http://www.studentloans.gov). prior to the crediting of the first student loan. Prior to graduation or withdrawal from the College, all Federal Direct borrowers must complete exit counseling online at [www.studentloans.gov](http://www.studentloans.gov). If you withdraw, take a leave of absence or stop attending, and borrowed from the Federal Direct

Loan program while attending CSE, you must complete exit counseling before we can release your academic transcript or diploma.

### Federal Direct Parent Loan (PLUS)

PLUS loans are available to parents of dependent undergraduate students and to graduate students to meet educational expenses. The amount of the PLUS loan cannot exceed the cost of attendance minus any other financial aid. Eligibility for the PLUS loan program is based on the credit-worthiness of the borrower. The interest rate is fixed for the academic year. PLUS loans proceeds are sent in two disbursements directly to the school.

### Additional Unsubsidized Direct Loan

This unsubsidized loan provides assistance beyond the regular Federal Stafford loan limits. These funds are available to independent undergraduate students, dependent undergraduate students whose parents have been denied a PLUS loan, and graduate students. The current maximum loan for these additional unsubsidized funds is \$4,000 for first year freshmen and sophomores and \$5,000 for juniors and seniors.

Repayment of the principal begins six months after graduation, withdrawal, or change to less than half-time status. Interest repayment begins the same time as the principal for the Subsidized Loan Program. Interest on the unsubsidized loan is paid during enrollment unless capitalized by the lender at the student's request.

### Federal Work Study (FWS)

The Federal Work Study Program is available to undergraduate students who demonstrate financial need. Due to limited funding, the Financial Aid Office cannot guarantee work-study for all eligible students.

## State Financial Aid Programs

### New Jersey Tuition Aid Grants (TAG)

Tuition Aid Grants are available to full-time undergraduate students who demonstrate financial need. The student must be a legal New Jersey resident and have not previously earned a bachelor's degree.

### Educational Opportunity Grant (EOF)

EOF grants are available to New Jersey residents who come from educationally disadvantaged backgrounds with demonstrated financial need. EOF grants are available to full-time undergraduate and graduate students. Students must be admitted to the program at the College to receive this grant. Once accepted into the program the College will determine the amount of the award.

### Governor's Urban Scholarship

Merit award for students who rank in the top 5% of their high school class and a GPA of 3. at the end of their junior year in high school and a NJEI below 10500.

### New Jersey Stars II Scholarship Program

Funding provided to students attending a private college or university in NJ and received an associates degree and was a NJ Stars recipient

### Edward J. Bloustein Urban and Distinguished Scholars Program (DS)

The Edward J. Bloustein Urban and Distinguished Scholarship is awarded to New Jersey students who have demonstrated the highest level of academic achievement based upon secondary school records and junior year Scholastic Assessment Test (SAT) scores. The students are selected by their secondary schools for consideration by the State of New Jersey. Students accepting the award will receive \$1,000 per year throughout their undergraduate degree program.

### New Jersey College Loans to Assist State Students (NJCLASS)

The NJCLASS loan program is available for the families of undergraduate or

graduate students enrolled at least halftime and are legal New Jersey residents. Under the NJCLASS program, a student, parent, legal guardian, spouse, or relative may borrow for each student per academic year up to the cost of attendance minus any other financial aid. New Jersey residents attending an approved school outside of New Jersey and out-of-state students attending an approved New Jersey school are also eligible. NJCLASS Loan funds can be used to pay for school-related expenses (tuition, fees, books, supplies, room and board, etc). The loan is available to those who are credit worthy. A credit worthy co-signer may be required if the student or other borrower is unable to pass the credit test.

There are three repayment options under the NJCLASS program. You may actively pay the principal and the interest, defer the principal but pay the interest, or defer both interest and principal until after the student graduates. Maximum repayment time is 15 years.

## Federal and State Veterans Programs

### Chapter 30

Eligible veterans may receive a monthly award of \$325 for 36 months for full-time training for two-years of enlistment. Veterans, who entered active duty after July 1, 1985 and who: a) completed their initial enlistment period, b) received a high school diploma (or its equivalent) before completion of the qualifying service and, c) were honorably discharged, are eligible unless they specifically elected not to participate in this program. Veterans, who were eligible under Chapter 34, also may qualify for Chapter 30 benefits under certain circumstance.

### Chapter 31

Veterans, with a ratable disability, which either began or worsened during active duty, may be eligible for vocational rehabilitation to overcome employment difficulties. Eligible veterans may receive monthly benefits during their course of study. Additional allowances may be paid for qualified dependents. The Veterans Administration also pays for tuition, fees, books and supplies.

### Chapter 32

Veterans who entered active duty after December 31, 1976 but before June 30, 1985 may be eligible for the Veterans Educational Assistance Program (VEAP). Veterans must have contributed to this program while on active duty and have been released under conditions other than dishonorable discharge to be eligible. For every dollar the veteran contributed to the program, up to a maximum of \$2,700, the government will match with two dollars for an \$8,100 maximum available for training. Eligible veterans may receive monthly benefits for the number of months they contributed, up to 36 months. The amount of benefits is determined by dividing the number of months benefits will be paid into the participant's training fund total.

### Chapter 35

Dependents of deceased veterans, who died while on active duty, or veterans who are 100% disabled due to service connected with disability, may be eligible for assistance. Eligibility for children ends on their 26th birthday, spouses

have 10 years from the date the veteran was found to have a disability, or from the date of death of the veteran.

### Chapter 106

Members of Selected Reserves and National Guard may be eligible if they have enlisted, reenlisted or extended their enlistment period for a six-year period after June 30, 1985. Eligible Reservists and Guardsmen may receive awards of \$190 for full-time enrollment, up to 36 months.

### Post 9/11 GI Bill

Eligibility based on active duty after 9/11 - to be eligible must relinquish benefits under the Montgomery GI Bill, Selected Reserve, or Reap.

See Veterans Website [www.gibill.va.gov](http://www.gibill.va.gov).

### Yellow Ribbon Program

The College of Saint Elizabeth participates in this program. Veterans who are eligible for the Post 9/11 GI Bill may be eligible for additional funds from the College.



## Federal and State Veterans Programs *(continued)*

### Veterans Tuition Credit Program

U.S. Veterans, who were, or are, eligible for federal veteran's assistance, and served in the Armed Forces of the U.S. between December 31, 1960 and August 1, 1974, may apply. Applicants must have been a New Jersey resident at the time of induction or discharge, or for at least two years prior to the time of application, excluding the time of active duty. Eligible

veterans may receive a maximum award of \$400 a year for full-time attendance or \$200 a year for half-time attendance. For application information, contact the New Jersey Department of Military and Veterans Affairs.

### POW/MIA Program

Child dependents of military personnel, who were officially declared Prisoners

of War Missing in Action after January 1, 1960, and who are residents of New Jersey and are enrolled at least half-time, may be eligible. Grants pay the actual cost of tuition. For application information, contact the New Jersey Department of Military and Veterans Affairs.

## Institutional Aid

College of Saint Elizabeth scholarships and grants are awarded to students who have financial need and/or above average academic records. The majority of scholarship funds are restricted to full-time undergraduate students.

Students who apply for financial aid will be considered for all scholarships for which they are eligible.

Scholarships are awarded based on the student's GPA upon entering the College and will not change if the student's GPA increases.

Scholarships and financial awards are only for four years of study. If extenuating circumstances occur preventing the student from completing the program within the time permitted, she/he should contact the Director of Financial Aid regarding the appropriate appeal process.

It is the policy of the College of Saint Elizabeth that all scholarship and grant recipients complete the Free Application for Federal Student Aid (FAFSA) every academic year. A student's institutional aid is subject to change if at any time, a combination of a student's federal, state and institutional awards is greater than the student's direct billable costs. The student's institutional aid will be reduced to prevent an over award.

### Presidential Scholarships

Presidential Scholarships are the most prestigious scholarships offered by the College. A limited number of full tuition undergraduate scholarships are awarded to entering residential students who demonstrate the highest level of academic achievement.

Renewable for three additional years with continued academic achievement (minimum GPA of 3.25).

### Elizabethan Scholarships

Scholarships of \$16,000-\$20,000 are awarded to students who have outstanding academic performance in a challenging high school program and who have outstanding SAT scores.

Renewable for three additional years with continued academic achievement (minimum GPA of 3.0).

### Seton Scholarships

Scholarships of \$14,000 are awarded to students who have done well in a strong academic high school program and who have competitive SAT scores.

The awards are granted in recognition of Saint Elizabeth Ann Seton, Foundress of the Sisters of Charity, for her genuine and compassionate dedication to helping others.

Renewable for three additional years with continued academic achievement (minimum GPA of 2.5).

### Founders Scholarship

Scholarship of \$10,000 - \$12,000 are awarded to students who have done well in a strong academic high school program and who have competitive SAT scores.

### Xavier Scholarship

Awards of \$7,000 are granted to students who have demonstrated the values of leadership in a spirit of service and social responsibility as exemplified by Mother Mary Xavier Mehegan.

Renewable for three additional years with continued satisfactory academic progress and good academic standing as defined in this handbook.

### CSE Grant in Aid

Institutional grants that may be awarded to residential and commuter students based on their financial need.

### Alumnae Scholarship

\$5,000 award for freshmen or transfer students who are daughters and/or granddaughters of CSE Alumnae

### Graduate of a Catholic High School Scholarship

\$2,500 awarded to freshmen or transfer students who are graduates of Catholic high schools. Renewable with satisfactory academic achievement. May be awarded in combinations with other scholarships or need-based financial aid.

### Niece/Nephew of a Sister of Charity Scholarship

\$2,500 awarded to freshman or transfer students who are nieces/nephews or grandnieces/grandnephews of a Sister of Charity.

### Sister of Charity High School Scholarship

\$2,500 award to students in each of the Sisters of Charity High Schools. Selection for the scholarship will be based upon the Principal's recommendation addressing how the student lives out the mission of the Sisters of Charity and the student's academic records.

Renewal criteria: minimum 3.0 GPA and standard academic progress.

### Housing Awards

Housing awards of \$4,000 are awarded to residential freshmen and transfer students from outside of New Jersey based on need.

## Institutional Aid *(continued)*

### Vincentian Scholarship

Vincentian Scholarships are available to matriculated bachelor's and master's degree, ACT, and Dietetic Internship students. Students applying must have a solid academic record; a minimum cumulative GPA of 2.50 is required for undergraduate, transfer, and graduate students for both initial application and renewal. Applicants must also complete an application stating the reasons they are deserving of the scholarship, personal and professional goals, the direct relationship between their goals and those of the College, Continuing Studies, or Graduate Program Missions; financial constraints on their ability to achieve their academic goals.

Applicants cannot be eligible to receive financial assistance in the form of tuition reimbursement by an employer or a College of Saint Elizabeth tuition discount.

### Renewing Institutional Aid for Academic Scholarships

All students receiving College of Saint Elizabeth Academic Scholarships will have their GPA reviewed at the

conclusion of each semester in order to determine renewal eligibility of their scholarships. A letter from the Financial Aid Office will be sent to any student whose GPA falls below the required minimum for his/her relevant scholarship.

Students are given one semester to bring their GPA up to the requirement for their specific scholarship. If the student does not attain the required GPA in the following semester, then their scholarship will be reduced according to the chart below for any subsequent semesters.

For the Presidential Scholarship, the minimum GPA needed to maintain the scholarship is 3.25.

For the Elizabethan and International Scholarships, the minimum GPA needed is 3.0.

For the Seton and Sisters of Charity Scholarships, the minimum GPA needed is 2.5. For the Alumnae/i Daughter and Granddaughter, Transfer, Phi Theta Kappa and Xavier the minimum GPA needed is 2.0.

- Resultant GPA is between 3.24 and 3.00, the Presidential Scholarship will be reduced by 25%.
- Resultant GPA is between 2.99 and 2.75, the Presidential will be reduced by 50% and the other Merit Scholarships named above, will be reduced by 25%. Vincentian will be withdrawn.
- Resultant GPA is between 2.74 and 2.50, the Presidential will be reduced by 100% and the Elizabethan and International full scholarships will be reduced by 50%.
- Resultant GPA is between 2.49 and below, the Seton, Sisters of Charity High School, and International partial scholarships will be reduced by 100% and be totally withdrawn.
- Resultant GPA is below 2.0, the Alumnae/i Daughter and Granddaughter, Transfer, Phi Theta Kappa, and Xavier scholarships will be withdrawn.

## Endowed Scholarships

Scholarships play an important role in providing deserving students with the opportunity to attend the College of Saint Elizabeth.

**Endowed Scholarships**, established by large gifts from generous benefactors who may wish to honor loved ones or admired faculty, require that the principle be invested. The interest from that investment is used as the scholarship award.

**Annual Scholarships**, funded by substantial annual contributions from individual alumnae/i and friends as well as from Alumnae/i Association Chapters, are not endowed, but are awarded as they are received.

### Annual Alumnae/i Chapter Scholarships (Morris County, Monmouth-Ocean County,

North Jersey), established by each of the above Alumnae/i Association Chapters and awarded at the discretion of the College President.

*The following are endowed scholarships:*

### The Mother Xavier Scholarship

Established in 1958 by Mrs. Erasmus Lindley in memory of her aunt, Mother Mary Xavier Mehegan, for the maintenance of two scholarships to be known as the Mother Xavier Scholarships.

### The Shannon-Sheridan Memorial Scholarship

Established in 1905 by Mrs. Theresa A. Shannon- Sheridan in memory of her parents and husband.

### The Curtin Scholarship

Established in 1906 by Rev. James Andrew Curtin in memory of Sister Agnes Adena Byrne, S.S.J. for a student appointed by the Mother Superior of Saint Joseph Convent, Troy, New York.

### The Alumnae/i Scholarship

Established in 1912 by the Alumnae/i Association of the College in honor of Sister Mary Agnes.

### The Theresa A. Sheridan Memorial Scholarship

Established in 1913 by a bequest from Theresa A. Sheridan for a qualified graduate of the Academy of Saint Elizabeth.

### The Sister Regina Clare Memorial Scholarship

Established in 1935 by the Alumnae/i Association of the College for a Catholic student.

### The Sister Mercedita Thomas Memorial Scholarship

Established in 1937 by the Alumnae/i Association of the College.

### The Campbell Memorial Scholarship

Established in 1943 by Mrs. Charlotte R. Campbell in memory of her daughter Mollie for a resident of the Archdiocese of Newark.

### The Sister Marie Jose Byrne Scholarship

Established in 1945 by the Alumnae/i Association of the College.

**Endowed Scholarships** *(continued)*

**The John Hyland Memorial Scholarship**  
Established in 1948 by the estate of John Hyland.

**The William T. And Marie J. Henderson Scholarship**  
Established in 1949 by William T. and Marie J. '20 Henderson.

**The Hugh and Carmelita Hurley Scholarship**  
Established in 1952 by Hugh and Carmelita '33 Hurley.

**The Marie McDonnell Scholarship Fund**  
Established in 1960 by Cyril F. O'Neil in memory of his wife, Marie McDonnell O'Neil '20.

**The Margaret M. McPadden Scholarship Fund**  
Established in 1961 by Anabel McPadden Davey in memory of her sister, Margaret M. McPadden '26.

**The Ann T. and Elizabeth L. McGovern Scholarships**  
Established in 1965 by Joseph T. McGovern in memory of his sister, Sister Marie Angele McGovern.

**The Walter A. and Margherita E. Grebenstein Memorial Scholarship**  
Established in 1973 by Barbara Grebenstein in memory of her parents, Walter A. and Margherita E. Grebenstein, for a junior or senior art major at the College of Saint Elizabeth.

**The Virginia Margaret Milling Scholarship Fund**  
Established in 1976 by Frank A. Sprenger in memory of his wife, Virginia Margaret Milling '26, for a student planning to become an English teacher.

**The Delia C. and James J. Egan, Sr. Memorial Scholarship**  
Established in 1976 by Sister Lucille Anne Egan and Monsignor Robert P. Egan in memory of their parents, Delia C. Egan and James J. Egan, Sr.

**The Genevieve Walsh Scholarship Fund**  
Established in 1978 by Genevieve Walsh for physically handicapped students.

**The Sister Dorothea Henderson Scholarship Fund**  
Established in 1978 by the Henderson Family in memory of Sister Dorothea Henderson.

**The Commander Vincent DePaul and Dorothy Grey Farrell Memorial Scholarship**  
Established in 1978 by Dorothy Grey Farrell '35.

**The Adelaide Brown Hill Scholarship Fund**  
Established in 1979 by John Hill and Anita Brown Bay '47 in memory of Adelaide Brown Hill '39.

**The Frank and Esther Hevey Walsh Scholarship Fund**  
Established in 1979 by Esther Hevey Walsh '20 in memory of her parents.

**The Elroy Scholarship Fund**  
Established in 1980 by Edwina Elroy Cavanagh in memory of her parents, Edwin and Mary Elroy.

**The Richard D. and Anna M. Purcell Scholarship Fund**  
Established in 1981.

**The Cathleen M. Harney Scholarship**  
Established in 1982 by James H. Harney in memory of his wife, Cathleen M. Harney.

**The Rose F. Pollio Calascione Scholarship Fund**  
Established in 1982 by G. William Calascione, Esq. in memory of his wife, Rose Pollio Calascione '39.

**The Ann Strattner Vandenburg Scholarship Fund**  
Established in 1983 by Mary Jane Strattner Gregory and Donald Vandenburg in memory of Ann Strattner Vandenburg '46.

**The Julia Sterns Carleton Memorial Fund**  
Established in 1983 by Dorothy F. Carleton '33 in memory of her mother, Julia Sterns Carleton.

**The Kathryn Wilhelmina Hayes Scholarship Fund**  
Established in 1983 by Kathryn Wilhelmina Hayes.

**The Colonel Edward W. Markey and Marguerite I. Markey Scholarship Fund**  
Established in 1985 by Kathleen M. Markey '69 in memory of her grandmother, Marguerite I. Markey, and her father, Col. Edward W. Markey.

**The Sister Anna Catherine Lawlor Memorial Scholarship Fund**  
Established in 1985 by alumnae/i of the biology department of the College of Saint Elizabeth in memory of Sister Anna Catherine Lawlor, for biology majors.

**The Monsignor Robert P. Egan Memorial Scholarship**  
Established in 1983 by Sister Lucille Anne Egan in honor of her brother, Monsignor Robert P. Egan, to commemorate the fortieth anniversary of his priestly ordination.

**The Swenson Art Scholarship Fund**  
Established in 1986 by Gertrude F. Swenson for students majoring in art. (Priority is to be given to graduates of the Academy of Saint Elizabeth).

**The Schering-Plough Scholarship In The Sciences Fund**  
Established in 1986 by Schering-Plough Foundation, Inc. for sophomore science majors.

**The Claire Waldron Booth Scholarship**  
Established in 1987 by Murray J. Booth in memory of his wife, Claire Waldron Booth '35, for students majoring in foods and nutrition or science.

**The Sisters of Charity Scholarship**  
Established in 1987 by the Sisters of Charity.

**The William E. Simon Scholarship**  
Established in 1988 by William E. Simon for the education of minority students.

**The William and Caroline Holmes Memorial Scholarship**  
Established in 1988 by Carolyn Holmes Neumann '45 in memory of her parents, William and Caroline Holmes.

**The Sister Anne D'Auray Leher Memorial Scholarship**  
Established in 1989 by Kathryn M. Healey '22 and Helen R. Healey '24 in memory of Sister Anne D'Auray Leher.

## Endowed Scholarships *(continued)*

### The Marie Baiocchi Byrne Memorial Scholarship

Established in 1989 by John and Carol-Marie Kiernan '69 in memory of Carol-Marie's mother, Marie Baiocchi Byrne.

### The Jane and Michael Demshock Memorial Scholarship

Established in 1990 by Michael and Jane Karpinski Demshock '38 for students of Polish ancestry.

### The Elizabeth and Joseph Ward Memorial Scholarship

Established in 1990 by Elizabeth Murphy Ward '27.

### The Rudolph Pinter Memorial Scholarship

Established in 1990 by Rudolph Pinter, husband of the late Anne Vorholz Pinter '48.

### The Rita Lenihan Memorial Scholarship

Established in 1990 by the College of Saint Elizabeth from the estate of Capt. Rita Lenihan '35.

### The Ursula M. Uttley Scholarship

Established in 1991 by Ursula M. Uttley '33 in memory of her parents, Thomas Harker and Mayme Hackett Uttley and her beloved uncle, William Hackett for students majoring in English.

### The Eleanor and Mary McElroy Memorial Scholarship

Established in 1991 by the estates of Eleanor and Mary McElroy.

### The Mary Teresa Rocco Fitzsimons Award

Established in 1992 by Robert and Christine Gero Rocco '53, in memory of their daughter, Mary Teresa Rocco Fitzsimons '84, for a full-time, non-traditional student who is the mother of a small child.

### The Sister Blanche Marie McEniry Scholarship

Established in 1992 by Sister Mary Louis Moran and supported by alumnae/i gifts to honor History Professor Emerita Sister Blanche Marie McEniry. Preference given to history majors.

### The Mary Alice Bennett Scholarship

Established in 1993 by Margaret Bennett Rucki '38 in memory of her mother.

### The Sister Mary Carita Pendergast Scholarship

Established in 1993 by a group of present and former Sisters of Charity to honor Sister Mary Carita Pendergast.

### The Marilyn Miller Memorial Scholarship

Established in 1994 by Anthony H. and Jane O'Donnell in memory of Marilyn Miller '66 for a student considering a career in non-public education/administration.

### The Sister Rose Anita Cerna and Elizabeth O'Neill Bennett Scholarship

Established in 1994 by Robert W. Bennett in honor of Sister Rose Anita Cerna and in memory of his wife, Elizabeth O'Neill Bennett '63, to be awarded to a qualified Spanish language major.

### The Michael and Mary Jackson Scholarship

Established in 1994 by Anna M. Jackson '36 and augmented by Anna Jackson and her sister, Mary J. Fitzsimmons, in memory of their parents, Michael and Mary Jackson.

### The Burns Family Nursing Scholarship

Established in 1995 in honor of the Burns Family, to be given to a qualified nursing student.

### The Sister Marian José Smith Scholarship

Established by alumnae/i in 1992 to honor Sister Marian José Smith, this award grew to an endowed scholarship in 1996. It is awarded to an incoming senior chemistry major who has demonstrated academic excellence and the spirit of the College of Saint Elizabeth through involvement in the campus community.

### The Ruth Collins Devlin Scholarship

Established in 1996 by the Devlin Family in memory of Ruth Collins Devlin '32 for students majoring in science.

### The Margaret Mary McBride Scholarship

Established in 1996 by Margaret Mary McBride '33 to be awarded at the discretion of the College President.

### The John J. Riordan Scholarship

Established in 1997 in memory of his sister, Julia Riordan Harmon. Priority given to students of Irish descent who demonstrate potential leadership and academic excellence.

### The Rosse Family Scholarship

Established in 1997 by Thomas and Florence Meehan Rosse '70 for minority students demonstrating financial need, academic stability and soundness of character.

### The Sophie Zavada Memorial Scholarship

Established in 1998 by Mary Zavada '57 in memory of her mother Sophie Majowicz Zavada, with priority to be given to students of Polish ancestry.

### William L. DeSenti Memorial Scholarship

Established March 18, 1999 by Joyce DeSenti Polio '73 and Dennis Polio to honor Joyce's father, William L. DeSenti. Priority is given to students with an Education major but is not restricted to a student seeking a B.A. in Elementary Education.

### Evangeline F. and Zita M. Deckert Memorial Scholarship

Established October 7, 1999 by Joan Fissell Hall, Class of '65, as a memorial to her aunts, Evangeline F. and Zita M. Deckert. Preference will be provided to students majoring in chemistry or foods and nutrition and is provided on the basis of financial need.

### Sister Kathleen Ann Marinan Memorial Scholarship

Established March 28, 2000 by J. Barry Marinan and Barbara Marinan as a memorial to Mr. Marinan's sister, Sister Kathleen Ann Marinan. Preference will be given to students from Hudson County and Essex County, New Jersey.

**Endowed Scholarships** *(continued)***The Frances Mary Yang Conti Nursing Scholarship**

Established in 2000 by the bequest of Frances Mary Yang Conti, '35, for a nursing student, preferably in the mental health field.

**The Cecelia Claire Lucey Memorial Scholarship**

Established in 2000 by Mary Lucey Rowan, '54 in memory of her mother, for a female student over age 23 with financial need who completed her freshman or sophomore year and who interrupted her studies to raise a family.

**The Alice Lopes Memorial Scholarship Fund**

Established in 2001 by the bequest of John Jentz, in memory of Alice Lopes, Class of '53.

**The Hilda and Henry Hartenstein Scholarship Fund**

Established in 2001 by the family of Hilda M. Hartenstein and Henry G. Hartenstein, in their parents' memory, for elementary education students with an emphasis on science.

**The Marie Dolores Henderson Griffin Scholarship**

Established in 2001 by the bequest of Marie Dolores Henderson Griffin, '34.

**The Elizabeth and Robert J. Farrell Scholarship**

Established in 2003 by bequest of Sybilla Farrell, '32, in memory of her parents.

**The Dr. Sydney W. Tompkins Memorial Scholarship**

Established in 2003 by bequest of Dr. Sydney W. Tompkins, '41, for math majors.

**The William and Elena Lasko Scholarship**

Established in 2004 by bequest of Elena Pietroniro Lasko, '39, in honor of her mother.

**The Beatrice Pietroniro Nielsen Memorial Scholarship**

Established in 2004 by bequest of Beatrice Pietroniro Nielsen, '34.

**Saint Elizabeth Music Performance Scholarship**

Established in 2003 by Anita Falla, M.D., '43, for training in classical music performance for an exceptional music student.

**Margaret Maichle Schlegel Scholarship Fund**

Established in 2006 by Donna Marie Schlegel, William Maichle Schlegel, Richard Paul Schlegel, and Barbara Jean

Schlegel, in memory of their mother, Margaret Maichle Schlegel, '43, for Traditional College liberal arts students.

**Mary Malone Foley Scholarship**

Established in 2006, in memory of his wife by Adrian M. Foley, Esq., and by the family and friends of Mary Malone Foley, '44.

**Marian K. Cooke Memorial Scholarship**

Established in 2007 by the bequest of Marian Spiegel Cooke, '41.

**The Sister Anna Concilio O'Neill Award**

Established by the Alumnae/i Association of St. Michael's High School in 1964, to be given to a Junior or Senior majoring in mathematics.

**Laura Ann Kroft Memorial Scholarship**

To be awarded to an English major, with special consideration given to the handicapped.

## Student Employment Introduction

The objective of the Student Employment Program of the College of Saint Elizabeth is to offer diverse employment opportunities which provide financial assistance to enrolled students. The Program is also devoted to cultivating each student's personal and career development especially in the areas of responsibility, leadership and professionalism.

Students must meet and maintain certain requirements in order to be considered for on campus employment. To be eligible to participate in the Student Employment Program, a student must be enrolled in an academic program and working towards degree completion.

Once a student is enrolled as a participant in the Student Employment Program, they are required to comply with all provisions and regulations of the Student Employment Program as defined by the Career Services Office. Many of these regulations are defined below; however, more information about the Program can be obtained in the Career Services Office.

### Federal and Non-Federal Work-Study Programs

The Student Employment Program for the College of Saint Elizabeth is divided into three employment categories: Federal Work Study (FWS), Community-Based Work Study (CBWS) and Institutional Work Study (IWS). Earnings can be applied to a student's account at the College to help pay for expenses. Provided next is a brief description of each program:

#### Federal Work Study (FWS)

This program is a federally sponsored program for financially qualified students, as defined by federal guidelines. Federal Work Study funds are paid, in part or totally, by the federal government.

As a result, students receiving these funds must demonstrate financial need according to government standards. Students who apply for financial aid using the Free Application for Federal Student Aid (FAFSA) are automatically evaluated to determine eligibility for the FWS Program if they check off they want FWS consideration.

If the student is eligible, FWS funds are included in the student's financial aid award letter. The Award Letter will state the maximum amount a student may earn under the FWS for the academic year. The Office of Career Services, in partnership with the Financial Aid Office, notifies eligible students of the availability of these funds, and of the process of applying for a job. No student may receive FWS funds without a valid FWS award from the Financial Aid Office.

Eligibility is determined on an annual basis. FWS students may work in any approved on-campus site and are subject to all provisions and regulations of the Student Employment Program. All FWS student earnings are monitored in accordance with federal regulations.

#### Community-Based Work Study (CBWS)

Through this federally sponsored program, students are able to work off-campus in precontracted organizations. Participating organizations provide service to the local community and are committed to improving the quality of life for residents. CBWS is limited to FWS eligible students only and all participants must meet the same criteria as on-campus federal work study employees as defined above. Eligible students are notified about CBWS opportunities by the Career Services Office in collaboration with the Financial Aid Office.

#### Institutional Work Study (IWS)

All students who do not qualify for FWS are considered institutional work study students. Students may work in any approved on-campus site, are subject to all provisions and regulations of the Student Employment Program, and are compensated by the College through institutional funds dedicated to that purpose.

#### Paperwork

Students are required to complete and submit hiring paperwork to the Career Services Office prior to the start of their employment. Student Employment hiring paperwork includes a contract, a confidentiality agreement, W4 form, and an I9 form with the proper identification.

#### Hours Worked

Students are encouraged to only work 20 hours a week during the semester while classes are in session. If a student has more than one job through the Student Employment Program, the combined hours of all jobs should not exceed 20 hours a week. During scheduled school breaks, such as winter, spring and summer recess, a student may work up to 37.5 hours per work week, exclusive of any lunch and dinner period. If a student has more than one job through the Student Employment Program during a recess period, the combined hours of all jobs must not exceed 37.5 hours a week.

A student employee may work in an approved on or off campus position during a winter, spring or summer recess however there are a limited number of positions available. If a student would like to work during a recess, they must be enrolled for courses in the subsequent term. If a student would like to work during the summer, they must be enrolled in summer courses and/or for the following fall semester. Campus housing is **NOT** provided for students working on campus when school is not in session.

#### Paychex Flex

Students must record their hours online at Paychex Flex. Students are responsible for updating their account online each day worked "Clocking In and Clocking Out" accordingly. Students are required to record their hours worked on a daily basis with the appropriate adjustments for meals and breaks. It is illegal to falsify any information on a timesheet. This includes falsifying a time document, estimating hours worked, forging a signature or claiming hours that were not worked. Timesheet information is monitored and audited by the College, independent auditors and the US Department of Education.

The College of Saint Elizabeth Financial Aid Office and the Career Services Office will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the US Department of Education and all other related parties for immediate action. This information may also be forwarded to federal authorities other than the US Department of Education for investigation.

## Student Employment Introduction *(continued)*

### Paychecks

Paychecks are generated by the Business Office and distributed to student employees through the Career Services Office. Paychecks are distributed twice a month. If the payday occurs on a Saturday, Sunday, or holiday, employees will be paid on the last workday before the payday. Issuance dates are established by the Business Office for the academic year at the beginning of the fall semester. Copies of these dates are available in the Career Services Office. Students who would like their paychecks directly deposited into their checking or savings account should complete the necessary paperwork in the Business Office.

Student employees are subject to the withholding of taxes from their earnings. A percentage of the student's gross earnings will be withheld for Federal Income Tax in accordance with the student's W4 form. If the student meets certain conditions, they may be

eligible to claim full exemption from federal withholding tax. If the student is enrolled less than full-time (12 credit hours) or if the student is working 20 hours per week or more, they might be subject to additional federal taxes that will be deducted from their paycheck. Since the College is a New Jersey employer, they are required to withhold New Jersey state income tax from wages paid to all New Jersey residents as well.

### Professional Development

Student Employment provides a valuable opportunity for students to develop professional skills. Through working closely with their supervisors, students develop skills in areas such as effective communication, organization, research and investigation techniques, teamwork, accountability, responsibility and time management. The Career Services Office provides individualized training/counseling for students who

request it, as well as group training for supervisors each year. Throughout the year, student employees are encouraged to attend campus workshops on various professional development topics.

At the end of each year, supervisors are asked to evaluate their student employee in their office. This process helps the student discover their strengths while identifying areas where development is still needed.

### Getting Started

If a student is interested in participating in the Student Employment Program, they should visit the Office of Career Services both for assistance with the process, and to receive appropriate paperwork BEFORE beginning to work. A representative from the Office will help the student identify possible job opportunities and guide the student through the paperwork process.

## Students' Rights

- To know the cost of attending the College
- To know how and when Financial Aid is awarded
- To know the College's refund policy
- To know how aid is distributed
- To know what the satisfactory academic progress standards are
- To know the interest rate, repayment schedule, total amount borrowed, and deferment and cancellation policy on any student loan
- To know what Federal, State and Institutional Financial Aid is available
- To know how to apply for financial aid

## Students' Responsibilities

- To comply with all financial aid procedures
- To complete all required applications by the published deadlines
- To complete all financial aid applications accurately
- To attend entrance and exit interviews, if borrowing a loan
- To notify the Financial Aid Office of any changes in the information originally reported
- To read, understand, and keep copies of all forms sent to you
- To understand and comply with all loan repayment obligations
- To provide all required documentation when requested
- To understand and meet academic progress requirements necessary to retain aid

## Tuition Payment Plans

Students can choose to make monthly installments, pay using a credit card or e-check through TuitionPay Plan by calling the company directly at 1-800-635-0120 or going to [www.TuitionPay.com](http://www.TuitionPay.com). The TuitionPay contractor charges a convenience fee per credit card and e-check transaction. Further information is available through the Bursar's Office.

## Tuition Reimbursement Programs

Many local companies and health facilities offer tuition reimbursement for their full-time employees enrolled in

the College. To find out if your company participates, contact your Human Resources Office.

## Outside Sources of Financial Aid

We encourage all of our students to actively pursue outside sources of aid. There are many civic, private and corporate groups anxious to distribute funds. It is up to the student to seek out these sources. Resource books are available at most libraries, High School Guidance Offices, and through the New Jersey Office of Student Aid. Two major scholarship searches are [www.finaid.org](http://www.finaid.org) and [www.fastweb.com](http://www.fastweb.com).

## Hope Credit and Lifetime Learning Credit

Certain tax credits are available to people who are paying for higher education. Students in the first two years of post-secondary education who are taking at least one-half of the normal full-time workload for at least one academic period may be able to claim a Hope Credit of up to \$1,500. The Lifetime Learning Credit of up to \$1,000 is not based on the course workload, is allowed for one or more courses and is not limited to the first two years of postsecondary education. More detailed information and instructions are available on IRS Notices 97-60 and 97-73, IRS Form 8863 (Education Credits) and Publication 970 (Tax Benefits for Higher Education). Additional information is available on the internet at [www.irs.gov](http://www.irs.gov) and [www.ed.gov/inits/hope](http://www.ed.gov/inits/hope) and other sites.

## Title IV - Withdrawal from the College

The Federal Government requires that the College of Saint Elizabeth determine a student's earned and unearned Federal Aid (Title IV Funds) based on the date that the student withdrew or ceased to attend. This must be based on the number of days that the student spent attending class. A pro-rata schedule is used to determine the amount of Federal Student Aid (Title IV) funds earned at the time of withdrawal.

The College of Saint Elizabeth refunds the actual percentage of unearned aid to the Federal Government which could result in a student's account having an outstanding balance. If this occurs, no official transcripts will be issued by the college. After completing the 60% point

in the period of enrollment, a student has earned 100% of the Federal Student Aid funds awarded for that period and all Federal Student Aid (Title IV Funds) will remain on the student's account.

## Withdrawal from Courses

When a student drops a course or withdraws from the College, a tuition adjustment is made based on the policies described in the current Undergraduate and Graduate Catalogs available online at [www.cse.edu](http://www.cse.edu). If a student is receiving financial aid under the college, federal, state and other programs, including private bank loans, the amount of the aid may be reduced in accordance with applicable college and state guidelines. Please contact the Financial Aid office to receive information on any possible reduction of aid in the event of a change in the number of courses taken or a withdrawal.

Refunds are distributed in the following order:

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Programs
- Awards Granted by State Agencies
- Student is Last to Receive Distributions

To determine the amount of aid the student has earned up to the time of withdrawal, the College will divide the portion of the semester completed by the total number of days in the semester. The portion of the semester completed is determined by the number of calendar days from the first day of the semester through the date of official withdrawal, usually the last day of attendance. The total number of days in the semester is determined by the number of calendar days from the first day of the semester through the last scheduled day of finals, including weekends and breaks of less than five days.

The resulting percentage is then multiplied by the total federal and/or state funds (excluding Federal Work Study and any College awards that were disbursed or could have been disbursed to the student's account. This calculation determines the amount of aid earned by the student which may be kept (for



example, if the student attended 25% of the term, the student will have earned 25% of the aid disbursed). The unearned amount (total aid that was disbursed or could have been disbursed less the earned amount) must be returned to the federal and/or state government by the College.

*The College reserves the right to adjust any institutional aid awarded.*

For further information regarding adjustments of financial aid, please see the current Undergraduate and Graduate Catalogs available at [www.cse.edu](http://www.cse.edu).

**Withdrawal from the College**

By registering for classes, a student has entered a legal and binding contract to pay all tuition, fees and housing charges with the College of Saint Elizabeth. Non-attendance of classes does not constitute an automatic withdrawal. A formal withdrawal application must be submitted and approved through the Registrar's Office immediately following the student's decision to cease attendance at the College.

## Financial Aid Glossary

**Award Package:** Notification from the Financial Aid Office detailing the type and amount of aid for which you are eligible.

**Capitalization:** A loan arrangement whereby you may add unpaid interest to the principal, rather than pay the interest when it is due.

**Citizen/Eligible Non-Citizen:** A student must fit one of the following categories to receive federal student aid: a U.S. citizen, a U.S. national (includes natives of American Samoa or Swain's Island), a permanent U.S. resident who has an I-151, I-551 or an I-551C, or has an I-94 from the INS.

**Consolidation:** A federally guaranteed program that allows you to combine qualifying student loans into one repayment plan.

**Consortium Agreements:** A consortium agreement is a contract between the student, the host institution, and the College of Saint Elizabeth. This agreement allows the College of Saint Elizabeth to process Federal, State, and possible CSE student aid for the student while taking courses at another university.

**Cost of Attendance:** The total amount it will cost a student to attend school. The cost includes tuition, room and board, fees and other educational expenses.

**Default:** Failure to repay a student loan according to the agreed upon terms. If you default, your school, lender or the government may take legal action to recover the money. You may also harm your future credit rating.

**Deferment:** A limited time during which those eligible do not have to make loan or interest payments. Deferments vary according to the loan program. Those who qualify include full-time graduate and undergraduate students and those who are suffering a period of financial hardship.

**Delinquent:** To be over due on one or more payments on a loan.

**Expected Family Contribution (EFC):** Federal calculation of the amount you are able to contribute toward your education.

**FAFSA:** Free Application for Federal Student Aid which can be obtained through any high school guidance office, any college or university financial aid office or by simply going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Financial Need:** The difference between the student's cost of attendance and the expected family contribution.

**Forbearance:** An arrangement whereby the lender may delay the repayment of a student loan because of financial hardship.

**Graduate Student:** A graduate or professional student is a student who for a period of enrollment is enrolled in a program above the baccalaureate level at an institution of higher education or is enrolled in a program leading to a first professional degree; has completed the equivalent of at least three academic years of full-time study at an institution of higher education, either before entrance into the program or as part of the program itself; and in **not** receiving aid under Title IV of the Act as an undergraduate student for the same period of enrollment.

**Guaranty Agency:** An organization that has an agreement with the U.S. Secretary of Education to administer the federally guaranteed student loan programs. The agency may be either part of your state government or a private nonprofit agency.

**Needs Analysis:** The process that determines your eligibility for student aid.

**Promissory Note:** A legal document that you sign promising to repay a student loan. It lists the conditions under which you are borrowing and the terms under which you agree to pay back the loan.

**Second Baccalaureate Degree:** A student who has already earned a baccalaureate or professional degree is eligible for additional loan assistance, provided all

applicable eligibility criteria is met. The loan level will depend upon the number of transferable credits that the academic department will allow from the student's first degree.

**Self Help Aid:** Financial aid such as loans that requires the student upon graduation to begin repayment on loans borrowed.

**Student Aid Report (SAR):** Received by the student after applying for federal student aid.

SARs contain your FAFSA information and indicate if you are eligible for the Federal Pell Grant.

**Subsidized Loan:** A subsidized loan is awarded on the basis of financial need. You won't be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

**Title IV code:** Code number assigned to every school by the United States Department of Education. The College of Saint Elizabeth's federal code is **002600**.

**Unsubsidized Loan:** An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it's paid in full. If you allow the interest to accrue (accumulate) while you're in school or during other periods of nonpayment, it will be **capitalized** – that is, the interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount.