FINANCIAL AID AWARD SUPPLEMENT
2012-2013

Otterbein University financial aid information

OTTERBEIN FINANCIAL AID PRINCIPLES
Otterbein coordinates balanced and effective financial programs. Financial assistance from Otterbein is supplemental to all other resources such as: contributions from the family, a percentage of savings, earnings, state and federal grants, loans and scholarships. In addition to awarding merit-based scholarships, the University assists admitted students who demonstrate financial eligibility.

• Otterbein is committed to making your education financially attainable through scholarships, awards, grants, loans and work programs.
• Otterbein scholarships are awarded for a four-year period (unless otherwise stated) provided the student meets the criteria of the award.
• Need-based financial aid awards will have loan and work expectations.

NOTIFICATION OF FINANCIAL ASSISTANCE
Your financial aid award is based upon your eligibility for various programs. Need-based eligibility is determined through the yearly completion of the Free Application for Federal Student Aid (FAFSA). Otterbein’s filing deadline is April 1st prior to the academic year for which you are applying. The award may consist of one type of aid or any combination of scholarship, grant, loan or work eligibility. This supplement contains information about resources used in your financial aid award. Additional instructions regarding your offer of assistance will be listed on your Financial Aid Award and on the Self Service Banner through the Student Portal, “my O-Zone.” Since your assistance is determined using many variables, please inform our office about any changes to the information you have provided for the preparation of your aid, in particular, if your enrollment level or housing status changes.

The Financial Aid Office is located in Barlow Hall, 88 Cochran Alley. Office hours are Monday through Friday, 8:30 a.m.-5:00 p.m. during the academic year and 8:30 a.m.-4:00 p.m. during the summer.

Financial Aid Office (888) OTTERBEIN (888-688-3723) (614)823-1502 FAX (614)823-1588 financialaid@otterbein.edu
Business Office/Student Accounts (614) 823-1150 FAX (614) 823-1512 business_office@otterbein.edu.

A full directory is available through the Otterbein website: www.otterbein.edu:8080/lookup/searchDeptOffCampus

SPECIAL CIRCUMSTANCES
Families who have had significant changes in their financial status after the student’s FAFSA has been submitted are advised to contact the Otterbein University Financial Aid Office. Depending upon the allowable circumstances, adjustments to the financial aid award may be possible through the Financial Aid Special Circumstance Committee. Examples of changes that could affect the family contribution are: separation/divorce, unemployment, excessive medical and dental expenses not covered by insurance in 2011, and other unusual circumstances that might affect your ability to contribute to educational costs. Each family that requests this review must also complete the verification process before any changes in aid can be applied. Verification and special circumstance information will need to be submitted at the same time to avoid any delays.

Otterbein University
Financial Aid Office
1 South Grove Street
Westerville, OH 43081
(888) OTTERBEIN
(614) 823-1502
Fax (614)823-1588
www.otterbein.edu
financialaid@otterbein.edu
Otterbein scholarships and academic awards are based upon superior academic achievement as well as other criteria. Individual descriptions of these awards, including eligibility requirements, may be found in the online Otterbein University Course Catalog or by contacting the Otterbein admission office.

- **OTTERBEIN SCHOLARSHIPS AND AWARDS** are awarded to students who have demonstrated exemplary academics and leadership in high school. The awards are available for four years as long as the student maintains the criteria set up by the award and is enrolled full-time. (President, Trustee, Deans, Alumni and other scholarships and awards).

- **NATIONAL MERIT FINALIST AWARDS** are awarded to students who have been recognized through the National Merit Scholars selection process.

- **AMMONS-THOMAS AWARDS** are offered to qualified students of color after acceptance to the university and an evaluation of a written essay.

- **TALENT AWARDS** are offered to full-time students majoring in art, music, communication, theatre or dance minor. These awards are given on the basis of demonstrated talent as determined by audition, portfolio review, a written essay or interview.

- **COMMUNITY SERVICE AWARDS** recognize students with a commitment to community service and academics during high school. The recipient agrees to participate in a community service program while at Otterbein.

- **LEGACY AWARDS** are awarded to each accepted dependent student whose parent(s) or grandparent(s) attended Otterbein for at least two consecutive quarters.

- **BRIDGE SCHOLAR AWARDS** are offered to students with an associate’s degree from any accredited community college, who will transfer to Otterbein as full-time students. Selection is based on cumulative GPA.

- **TRANSFER SCHOLAR AWARDS** are awarded to traditional-age transfer students who have attempted at least 12 quarter or 18 semester hours of coursework and who have a transferable GPA of 2.8 or higher. The award is renewable and cannot be added to the Otterbein Scholar or Bridge Award.

- **BATTLELLE SCHOLAR AWARD** is awarded to incoming first-time freshmen who show unusual leadership potential and intellectual promise. The scholarship is worth, up to, one-half the cost of tuition. Total Otterbein and State assistance can not exceed tuition. The award is maintained with full-time enrollment and accumulated Grade Point Average of 3.0. Applicant must live in or graduated from a high school in Delaware, Fairfield, Franklin, Licking, Madison, Pickaway and/or Union counties of Ohio.

- **INTERNATIONAL BACCALAUREATE SCHOLARSHIPS** are awarded to recognize participation in the International Baccalaureate Programme. The amount is determined by level of achievement and on an individual basis.

- **CARDINAL SCIENCE SCHOLAR AWARDS** are awards given to freshmen pursuing studies in Chemistry, Biochemistry & Molecular Biology, Physics or Engineering. Students are reviewed through the admission application, High School record, and application essay.

- **ROTC SCHOLARSHIP** ROTC Scholarship applications may be obtained by contacting Capital University at 614-236-6649

- **UNITED METHODIST SCHOLARSHIPS** are available each year to a select number of Otterbein students. Applications may be obtained at www.GBHEM.org, or www.UMHEF.org, or the Financial Aid Office.

- **OTTERBEIN GRANTS** are awarded to full-time undergraduate students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). Students who already hold a bachelor’s degree are not eligible. A portion of these grants may be supplemented by federal, state or other institutional resources.

- **OTTERBEIN SIBLING GRANTS** are offered annually for concurrently enrolled full-time dependent undergraduate siblings.

- **UNITED METHODIST MINISTERIAL GRANTS** are awarded to dependent children of United Methodist clergy who are probationary members, Elders or Deacons in full connection with the United Methodist Church. Children of retired or deceased clergy may also be eligible.

**FEDERAL GRANT AID**

Federal grant assistance may be available to students who file the Free Application for Federal Student Aid (FAFSA). Federal Pell Grant eligibility is determined by the results of the FAFSA. Federal Supplemental Educational Opportunity Grants (FSEOG) and Federal Perkins Loans may be awarded to those determined to have the greatest calculated need with Pell Grant eligibility. Funding availability varies.

- **FEDERAL PELL GRANT** program provides funds to eligible full and part-time students who have completed a FAFSA. Pell Grants listed on the award letter as “Estimated” will not be confirmed until a valid Institutional Student Information Record (ISIR)/ Student Aid Report (SAR) is received by the Financial Aid Office and/or verification is completed.

- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** is awarded to a limited number of students who demonstrate exceptional financial need. Eligibility is dependent upon available federal funding. Priority is given to students with Federal Pell Grant eligibility.

- **TEACH GRANTS**: Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant program, which provides up to $4,000 a year in grant assistance to students who plan on being a teacher and meet certain requirements. If student does not complete the required teaching, the grant must be repaid as a Federal Direct Unsubsidized Stafford Loan.

**STATE FINANCIAL ASSISTANCE**

The amount of information provided on the state web sites varies. Some states provide comprehensive information about residency requirements, loan, grant, scholarship and prepaid tuition programs and other state aid programs. A directory may be found at: http://wdercolpal01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE

- **STATE GRANTS**. Many states, such as Ohio, Pennsylvania, Michigan and Vermont, offer grants which may be used to help meet direct educational costs at Otterbein. Application for State grants is made by completing the FAFSA. Funding levels and eligibility is determined by the individual states.
• **FEDERAL PERKINS LOAN PROGRAM:**
A limited number of students who demonstrate exceptional financial need are awarded the Federal Perkins Loan. The Perkins Loan Program is funded by both Otterbein University and the Federal government. Interest is not charged while the student is enrolled at least half-time (6 credit hours per semester for undergraduates; 3 credit hours per quarter for graduate students). Repayment at 5% interest begins nine months after graduation or enrolled less than half-time. Students are required to complete an entrance interview and sign a promissory note using the online process at: [https://www.ecsi.net/promP1/](https://www.ecsi.net/promP1/)

• **FEDERAL STAFFORD STUDENT LOAN:**
Students attending at least half-time (6 semester hours for undergraduates; 3 semester hours for graduate students per semester) may be eligible to borrow from the subsidized and/or the unsubsidized Federal Student Stafford Loan Program. Effective July 1, 2012 through June 30, 2013 the interest rates are fixed at 6.8% for subsidized undergraduate Stafford borrowers, 6.8% for unsubsidized undergraduate Stafford borrowers and all graduate Stafford loans are at 6.8%. The interest on a Federal subsidized Stafford Loan will be paid by the federal government while the student is enrolled at least half-time. Unsubsidized Stafford Loan Program interest is paid by the student while attending school, or can be deferred (interest is then capitalized).

The notification of financial aid award will list the estimated amount the student is eligible to borrow based on enrollment status and academic level. Eligibility levels are listed below.

New borrowers will complete the application process online through the financial aid section, under loans, on the Otterbein website.

**First-time borrowers at Otterbein** need to:
1. Accept their loan(s) through the ‘My O-Zone’ portal.
2. Go to: [www.StudentLoans.gov](http://www.StudentLoans.gov)
3. Complete an Entrance Interview
4. Sign a multi-year Master Promissory Note (MPN) with his or her Federal PIN.

Borrower Rights and Responsibilities are part of your MPN. Every year you will need to accept or decline your Stafford loans through the Otterbein Banner Self Service Financial Aid site.

Repeat borrowers will have their maximum loan amount estimated. You may reduce or refuse your Stafford Loan amount through Banner Self Service. Federal regulations may require prorating of loan eligibility for certain programs or remaining periods of enrollment which are less than an academic year in length. Contact the Financial Aid Office if you intend on completing your program of study during mid-academic year.

### Federal Stafford Loan Table

<table>
<thead>
<tr>
<th>Class</th>
<th>Hours Earned</th>
<th>Dependent</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 - 31</td>
<td>$5,500</td>
<td>$9,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>32 - 63</td>
<td>$6,500</td>
<td>$10,500</td>
</tr>
<tr>
<td>Junior</td>
<td>64 - 95</td>
<td>$7,500</td>
<td>$12,500</td>
</tr>
<tr>
<td>Senior</td>
<td>96 +</td>
<td>$7,500</td>
<td>$12,500</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td></td>
<td>$20,500</td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)** is available to parents with a good credit history and may be borrowed for each dependent student who is enrolled at least half-time. The annual loan limit is the student’s cost of attendance minus any estimated financial aid received. Repayment begins 60 days after the last disbursement. PLUS loan interest rates are fixed at 7.9%. Apply online at: [www.Studentloans.gov](http://www.Studentloans.gov)

• **LOAN DEFERMENT TERMS AND CONDITIONS:**
Under certain circumstances, borrowers have the right to defer (postpone) repayment of loans or request a temporary delay or reduction of scheduled loan repayments. The most common deferment occurs while you are enrolled at least half-time at an eligible school. Additional information regarding special repayment arrangements is described in your MPN and will be included as part of your required loan exit interview.

• **PRIVATE EDUCATION LOANS:**
The Financial Aid Office maintains information regarding other sources of education loans to undergraduate and graduate students. These loans are consumer based and credit history is a factor in determining eligibility. More information is available in the financial aid loan section of the Otterbein.edu website. Otterbein does not endorse any specific private loan program.

• **UNITED METHODIST STUDENT LOAN PROGRAM** is a church-wide educational service providing loans to help supplement the financial needs of today’s students. An applicant must be an active, full member of a United Methodist Church for at least one year prior to applying, a citizen or permanent resident of the U.S., admitted to a degree program, and maintain at least a C average. Applications are available in the financial aid office or at [http://www.gbhem.org](http://www.gbhem.org).

• **LOAN COUNSELING:**
In addition to entrance and exit interview sessions, the financial aid staff is available to provide information regarding borrowing and repaying of loans at [www.studentloans.gov](http://www.studentloans.gov).

• **FINANCIAL BASICS:**
Comprehensive, non-commercial information to help with informed financial decisions: [http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/ConsumerInformation.aspx](http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/ConsumerInformation.aspx)
STUDENT EMPLOYMENT

- **WORK STUDY** students will be paid on the 10th of each month for actual hours worked during the previous month. Compensation for student jobs is determined by the employer based on a pay range. Jobs are posted on the human resources website: www.Otterbein.edu/home/HRintranet/jobs.asp. While classes are in session, students may work up to 20 hours a week. In order to work you will have to complete an I-9 form which requires certain forms of identification.

- **FEDERAL WORK-STUDY** is a federally-funded program which provides on-campus or community service employment. Once enrolled and attending classes, students complete job application forms and arrange interviews with prospective employers. The amount listed on the award letter is the potential level that may be earned by the student. The eligibility for Federal Work Study is determined by information and data supplied by the FAFSA.

- **NON-FEDERAL WORK-STUDY** limited opportunities are available to students who do not qualify for the need-based Federal Work-Study program. Interested students must apply and be approved by the Financial Aid Office to be eligible to work.

- **COMMUNITY SERVICE** is an integral part of the Otterbein experience. A number of the off- and on-campus positions allow students to assist the greater Westerville community. Additional information is available through the Center for Community Engagement.

**AID ELIGIBILITY REQUIREMENTS**

- **VERIFICATION:** Students may be required to verify the accuracy of the information provided on the applications for financial assistance. Appropriate documents will be requested by the Financial Aid Office. Your Student Aid Report (SAR), sent by mail or e-mail, will inform you if you are selected for this process. Federal, state and institutional regulations require the verification process be completed before financial aid can be credited to the student’s account. Please be aware that your award is an estimate and aid cannot be credited to your account until the verification process is complete. Completing verification in a timely manner will allow your family to plan financially for the upcoming academic year with your actual financial aid award amounts. You will be notified if your award changes due to this process.

- **CONFLICTING INFORMATION:** The Financial Aid Office is required to resolve any conflicting information in the student's financial aid file or other related educational records prior to disbursing financial aid and to require repayment of any undeserved assistance previously disbursed. In most cases, additional documents will be requested from the student or family. Failure to resolve the conflicting information with documentation acceptable to the Financial Aid Office will eliminate financial aid eligibility.

- **ENROLLMENT AND AID ELIGIBILITY:** To be eligible for aid, you must meet the requirements of each source of assistance. For example, a student must enroll for at least 12 credit hours per semester (full-time for undergraduate) to be eligible for institutional, as well as some state, and federal financial assistance. A student must enroll and maintain at least half-time enrollment each semester in a degree or certificate program in order to receive the Federal Stafford Student Loan and PLUS. Federal Pell Grant eligibility will be determined for any enrollment category. Most federal and state grant programs are directed towards undergraduates without a bachelor’s degree. Any change in enrollment during the semester or academic year may cause changes in your award. The Financial Aid Office has the right to adjust or void an offer of aid at any time it is found necessary. Such adjustments may result in owing an overpayment. This action may be the result of a change in student status, determination that an award was made based on false or erroneous information, the availability of federal, state, or institutional funding, the late completion of application materials, conflicting information, or an unintentional processing error on the part of Financial Aid Office systems or staff.

- **DRUG CONVICTIONS:** A federal or state drug conviction can disqualify a student for federal student aid funds if the offense occurred during a period of enrollment for which the student was receiving Title IV aid.

- **Funds FROM OTHER SOURCES:** Otterbein University encourages students to explore the possibility of aid from foundations, companies, civic groups and professional organizations. Regulations require you to report additional funds received (such as scholarships or non-school certified private loans) from any other source promptly to the Financial Aid Office. Should any adjustment be necessary, the student's loan and work eligibility will be reduced first. Please be advised that Otterbein University reserves the right to decrease institutional aid awarded (scholarship and need-based grant) to students receiving military and veteran's benefits if the sum of the veteran's benefits paid directly to the school (with or without State grant funding) equals the amount charged for tuition and fees.

- **RENEWING YOUR ASSISTANCE:** All students receiving need-based financial aid or Otterbein Grant must submit the FAFSA or Renewal FAFSA each year for determination of continued eligibility. **Otterbein's priority filing date is April 1st prior to the academic year.** Financial aid is renewed annually on the basis of continued financial need and satisfactory academic progress as defined by the University’s catalog. Since a family’s financial strength is subject to change, financial need and the amount of aid awarded may increase or decrease each year. Other factors may change a student’s award. Examples would include a change in housing status, enrolling at less than a full-time status, failure to maintain Satisfactory Academic Progress, changes to the family size, and the number of students enrolled in college.
COSTS AND THE BILLING PROCESS

Tuition, on-campus room and board charges are listed below. Please note the room and board rates represent base amounts. Actual charges may vary depending on your room assignment. Additional charges may include private (applied) music lessons, equine science fees, nursing fees and science lab fees. Please refer to the fee schedule in the Otterbein University Course Catalog and master schedule of classes for details.

2012-2013 Estimated Costs of Attendance

<table>
<thead>
<tr>
<th></th>
<th>Full-time tuition</th>
<th>On-campus room*</th>
<th>On-campus board</th>
<th>Non-campus room &amp; board</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$30,584</td>
<td>$4,575</td>
<td>$4,107</td>
<td>$2,074-7,424</td>
</tr>
<tr>
<td>Books</td>
<td>$1,174-1,500</td>
<td>$812-1,337</td>
<td>$1,514-1,925</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[2012-2013 Costs will be established spring 2012]

(Part-time tuition $530 per credit hour up to 11 hours per quarter; Graduate tuition $557 per credit hour for MAE/MAT & MSN programs; $650 Nursing DNP; $597 per credit hour for MBA program)

* Traditional Residence Hall

1. When your financial aid file is complete, the Student Accounts Office will be notified of the type and amount of assistance that you will receive each semester. The FAFSA priority filing date is April 1st. Funding may be reduced or unavailable for students who complete the aid application process after this date.

2. When you receive your bill, your confirmed financial aid for the semester will appear as “Memoed” or “Authorized” assistance. You will pay the “Amount Due” for the semester. If financial aid is not listed on your bill or if the amount listed is not consistent with your most recent award notification, you may deduct the appropriate amount awarded for the semester from the total charges and pay the calculated amount due. You may also view your account via “My Ozone”.

3. Do not deduct amount listed under Work-Study categories. This amount represents potential eligibility and is paid for actual hours worked.

4. Otterbein grants may contain assistance from other sources. Adjustments to the composition of this resource may be made.

5. You may deduct amounts listed under Federal Stafford Student Loan if you have completed the Federal Stafford Master Promissory Note (MPN), Entrance Interview and/or Federal PLUS Loan to meet your costs. If you have been selected for verification, the verification process must be completed before the Stafford Loan can be originated or receive credit for any federal aid. Please submit all loan requests no earlier than June 1st and no later than July 15th for Fall Semester. Please allow 4-6 weeks processing time. Stafford Loan funds are received by Otterbein University the third week of classes and posted to the student account.

6. Your Notification of Financial Assistance has been completed using information available at the time of preparation; however, your Otterbein bill serves as the official determination of your balance due. Any changes to the data used to determine your aid eligibility could affect your award. Changes in enrollment status, such as full-time to part-time, on campus to off campus, or other items used to determine eligibility may change your financial assistance. Consult with the Financial Aid Office if you intend to change your enrollment level or have questions.

7. You are responsible for submitting the balance due to the Student Accounts Office by the first day of each semester.

8. Tuition payment plan arrangements and participation can be made by contacting the Student Accounts Office at 614-823-1150 or visit: www.otterbein.edu/resources/business_office/index.asp.

9. The Free Application for Federal Student Aid (FAFSA) is completed every academic year.

Cost of Attendance Budgets (COA)

Three basic budgets are developed for determining financial aid eligibility. Need-based financial aid eligibility varies depending on the housing option the student chooses.

On Campus housing budgets are used for students residing in traditional residence halls, suite style halls, the Commons apartments and Theme housing.

Off Campus housing budgets are used for students residing in off campus housing as well as Greek housing on the Otterbein campus.

Commuter housing budgets represent living at home with parents or (with permission) relatives.

WITHDRAWALS

You are required to officially withdraw through the office of the Registrar. A student who withdraws during a semester in which financial aid is provided must immediately inform the Registrar’s Office and complete a withdrawal form. Non-attendance does not constitute official withdrawal. Consult with the Financial Aid Office prior to withdrawing from class. The student will receive information regarding cancellation of the unearned financial aid according to the current Otterbein University refund schedule, federal and state regulations. Additional details and examples of refund calculations are provided in the Online University Catalog. Recipients of federal loans are required to complete an Exit Interview. Incomplete aid, such as unprocessed Federal Stafford and Parents’ Loans for Undergraduate Students (PLUS), cannot be obtained after withdrawal. See “Withdrawal Procedure” at http://www.otterbein.edu/public/Academics/Registrar/Policies/withdrawal.aspx

REFUND SCHEDULE

Refund schedules are posted on the Otterbein website via the address listed below. Adjustments to charges are made only during add/drop period if a student has a schedule adjustment. No adjustments to charges are made after add/drop period unless a student withdraws entirely from the University. Contact the Registrar’s Office as soon as it is anticipated that classes will not be attended. Withdrawal calculations are determined if the Registrar’s Office is notified by 7:00 PM on the Monday following the weeks of the semester listed in the Refund Policies for Tuition, Room and Board section of the Otterbein website: http://www.otterbein.edu/public/FutureStudents/BusinessOffice/Refund Policies and Schedule.aspx

Information presented in this supplement is believed to be accurate. Changes can occur throughout the academic year, however. Please review your on-line account and related resources.
Academic Standing and Satisfactory Academic Progress are ways of measuring a student’s successful completion of coursework toward a degree at Otterbein University.

Academic Standing is a benchmark used to assess appropriate academic achievement. An undergraduate student who maintains the minimum cumulative grade point average (GPA) as required in the chart below is in good standing.

<table>
<thead>
<tr>
<th>Earned Hours /Quality Hours /GPA Hours</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>(whichever is greater)</td>
<td>(4.0 Scale)</td>
</tr>
<tr>
<td>1 to 32 hours</td>
<td>1.50</td>
</tr>
<tr>
<td>33 hours and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Probation occurs when an undergraduate student’s cumulative grade point average is below the minimum levels established. Suspension transpires when a student does not meet the terms of probation (first-time suspension is one semester; second-time suspension is one year; and third time is permanent dismissal). Undergraduate Academic Standing is overseen by the Office for Academic Affairs (614-823-1556).

A graduate student must maintain a 3.00 (B) cumulative grade point average; a student is placed on academic probation when the overall GPA falls below 3.00. If a student’s GPA for a quarter/semester falls below 3.00, a review by the Graduate School office will be conducted and a decision regarding status will be made. The student may be on probation only once during the program of study (a probationary period consists of up to two registered academic terms). The GPA must be raised to 3.00 or above during the next two semesters of enrollment in required or elective courses. If the cumulative GPA falls below 3.00 a second time, the student will be dismissed from the program. Graduate Academic Standing is overseen by the Graduate School Office (614-823-3210).

Satisfactory Academic Progress (SAP) must be maintained in order to remain eligible for Federal Aid consideration. The Financial Aid Office evaluates SAP after the completion of each academic period (Summer, Fall, and Spring). All terms of enrollment, including Summer, must be considered in the determination of SAP (even periods in which the student did not receive federal student aid funds must be counted).

Satisfactory Academic Progress (SAP) towards a degree is determined by three tests:
1. Academic Standing, the appropriate GPA based upon credit hours as outlined above;
2. An undergraduate student’s successful completion of credit hours attempted; and
3. The completion of one’s degree within a reasonable time period.

Credit Hours Attempted versus Hours Earned: To maintain eligibility for federal student financial assistance, a student must successfully complete two-thirds (67%) of the credit hours attempted. Any course with a grade of “F” (failing), “W” (withdrawal), or “IP” (in progress) on the student’s academic transcript is considered an unsuccessful completion of hours attempted. Once the “IP” has been completed, the grade will stand as either successful or unsuccessful completion as mandated by the Federal Government.

Degree Completion: In addition to completing two-thirds of the credit hours attempted, a student must also complete his/her academic program within a reasonable timeframe, not to exceed 150% of the published length of the program—a student must meet all graduation requirements by the time the 180th credit has been attempted. All periods of attendance are counted towards the maximum timeframe.

Since Academic Standing and SAP are interrelated, a student may meet an adequate Academic Standing level (higher than a 2.0 cumulative GPA, for example), but not meet SAP standards. If the student has not successfully completed enough classes (those classes with a “D” or above on the academic transcript) to meet the two-thirds (67%) earned hour rate, he or she would not be making SAP for federal financial aid purposes.

Graduate students are considered to be making SAP for purposes of financial aid eligibility only if they are in good academic standing with Otterbein.

The first time a student fails SAP they will be placed on warning. A student on warning status may receive one term of financial aid. If a student on warning fails SAP they may appeal his/her SAP and possibly receive one term of federal aid on probation. Student failing SAP may be required to submit a written plan signed off by a member of the Center of Student Success. The SAP Appeal form may be used for this purpose and is available in the Financial Aid Office or through the website in the forms section. SAP is administered by the Office of Financial Aid (614-823-1502).

Grade Symbols
The following grades from letter-graded courses are included in the calculation of the grade point average (GPA). The numeric equivalents to the letter grades are in parentheses.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(100-93%)</td>
</tr>
<tr>
<td>A-</td>
<td>(92-90%)</td>
</tr>
<tr>
<td>B+</td>
<td>(89-87%)</td>
</tr>
<tr>
<td>B</td>
<td>(86-83%)</td>
</tr>
<tr>
<td>B-</td>
<td>(82-80%)</td>
</tr>
<tr>
<td>C+</td>
<td>(79-77%)</td>
</tr>
<tr>
<td>C</td>
<td>(76-73%)</td>
</tr>
<tr>
<td>C-</td>
<td>(72-70%)</td>
</tr>
<tr>
<td>D+</td>
<td>(69-67%)</td>
</tr>
<tr>
<td>D</td>
<td>(66-60%)</td>
</tr>
<tr>
<td>F</td>
<td>(59-0%)</td>
</tr>
</tbody>
</table>

The following grades are not included in the calculation of the grade point average:

F = failing from pass/fail graded course
IP = coursework is incomplete; temporary condition
NR = grade not reported by instructor; temporary condition
P = passing from pass/fail graded course
R = repeated course
S = satisfactory from satisfactory/unsatisfactory graded course
T = transfer credit from another institution
TC = technical credit
U = unsatisfactory from satisfactory/unsatisfactory graded course
W = withdrawal with permission
CONSUMER RESOURCES AND INFORMATION

• STUDENT FINANCIAL AID INFORMATION – Otterbein has staff members available during normal operating hours to assist with financial aid and consumer questions. Details regarding need-based and non-need-based financial assistance, costs of attending school, terms and conditions under which students receive federal loans, how eligibility and aid distribution is determined, and the rights and responsibilities of students receiving aid is available via the Otterbein website, the Financial Aid Award Supplement and the U.S. Department of Education’s publication, “Funding Education Beyond High School.” The “WEB SITES” section of this document lists additional addresses for detailed consumer and disclosure information.

• CAMPUS SECURITY AND FIRE SAFETY – Otterbein University’s annual Campus Security and Fire Safety Report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assault/violence, missing person notification, fire safety and other important campus policies. The report also provides statistics concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Otterbein University; and on public property within, immediately adjacent to, and accessible from the campus; as well as off-campus fire statistics. The report may be requested from the Otterbein Police Department or can be accessed via the website at:
  http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx

• EQUITY IN ATHLETICS DISCLOSURE ACT (EADA): Information regarding the commitment to provide equitable opportunities available for men and women students may be requested from the Department of Athletics. Program participation rates and financial support data is available upon request and at http://www.oped.gov/athletics/InstList.aspx. Otterbein is a member of Division III of the National Collegiate Athletic Association (NCAA) and the Ohio Athletic Conference (OAC) follows their policies and principles. A student athlete may receive financial aid through Otterbein’s established and continuing program to assist students. Otterbein does not consider athletic ability as a criterion in the formulation of the financial aid package.

• THE FAMILY RIGHTS AND PRIVACY ACT (FERPA) grants students certain rights, including the right to file a complaint with the US Department of Education, in connection with educational records maintained at Otterbein University. A printed copy is available upon request. Specific information can be directed to the Office of Student Affairs, is provided in the College’s Campus Life Handbook and at:

• SERVICES AND FACILITIES FOR THE DISABLED Otterbein adheres to Section 504 of the Rehabilitation Act to provide requested services for disabled students as specified by the requirements contained in the Americans with Disabilities (ADA) policy guidelines. We encourage disabled students or parents to contact the Financial Aid Office if special arrangements are needed in regard to financial aid advising. The Academic Support Center facilitates special academic accommodations for students with disabilities.
  http://www.otterbein.edu/public/Academics/AcademicAffairsDivision/AcademicSupportCenter/DisabilityServices.aspx

• NONDISCRIMINATION POLICY – Otterbein is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract or loan. Title IV of the Civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of sex, religion, color or national origin. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individuals with disabilities. Additional information can be found in the Campus Life Handbook

• STUDY ABROAD – Federal funds may be available for approved study abroad programs for which Otterbein accepts transfer credit. Contact the Center for International Education & Global Engagement or the Financial Aid Office for information. A consortium agreement, a part of the Study Abroad Financial Validation Form, must be completed prior to the receipt of financial assistance.

• VOTER REGISTRATION – Forms are available in the Financial Aid Office, the Westerville Public Library or online at:
  http://www.vote.franklincountyohio.gov/voter-services/

• SELECTIVE SERVICE REGISTRATION – Male students who are 18 years old must be registered with Selective Service to receive state and federal aid. Forms are available at any post office, the Financial Aid Office or you may register on-line at http://www.sss.gov regist.htm

• DRUG LAW VIOLATIONS AND FINANCIAL AID A federal or state drug conviction can disqualify a student for federal student aid (FSA) funds if it was for an offense that occurred during a period of enrollment for which the student was receiving federal Title IV aid. Specific information is available in the Financial Aid Office and by calling 1-800-433-3243.

• DRUG AND ALCOHOL ABUSE PREVENTION – A comprehensive substance abuse prevention program is offered to Otterbein students, faculty and staff. It includes information regarding standards of conduct, a description of the applicable legal sanctions under local, state, and federal laws for the unlawful possession, and the use or distribution of illicit drugs and alcohol. It is available from the Office of Student Affairs or online at:
  http://www.otterbein.edu/public/CampusLife/HealthAndSafety/WellnessProgramming.aspx

• CONSTITUTION AND CITIZENSHIP DAY – Otterbein celebrates the U.S. Constitution on September 17th each year.

• COMMUNICATION – The preferred, most efficient and environmentally sensitive means of contact with students is through Otterbein email address. A method of communication form will be requested from student to verify acceptance of this process. It only needs to be completed once and may be updated at anytime. Campus and postal mail will also be used depending on the time of the academic year. General information will also be posted on Otterbein’s website.
STUDENT RIGHT-TO-KNOW – In accordance with the Student Right-To-Know Act, section 668.44; of the Title IV Higher Education Act of 1965 as amended, Otterbein annually publishes graduation, persistence and transfer rates. Copies of the current statistics are available through the Office of Academic Affairs. Graduation rates and student body diversity information is also available through the U.S. Department of Education at: http://nces.ed.gov/collegenavigator/

CODE OF CONDUCT – Otterbein staff members follow a code of conduct which reflects its continuing commitment to conducting financial aid practices with integrity, free from conflicts of interest, and in the interest of students. Otterbein’s code of conduct for education loans prohibits revenue-sharing arrangements with any lender; receiving gifts from a lender, a guarantor, or a loan servicer; contracting arrangement providing financial benefit from any lender or affiliate of a lender; directing borrowers to particular lenders, or refusing or delaying loan certifications; offers of funds for private loans; financial aid office staffing assistance; advisory board compensation.

FINANCIAL AID RECIPIENT RIGHTS AND RESPONSIBILITIES
You have the right to know:

- The types of financial aid available from federal, state, and university funded financial aid programs.
- How to apply and the deadlines to apply for federal, state and university financial aid programs each year.
- The cost of attending Otterbein and the the refund policy.
- The criteria used by Otterbein to select financial aid recipients.
- How to submit an appeal of your financial aid award if your circumstances change.
- The portion of your financial aid that is a loan, and what portion is gift aid.
- If offered a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
- How Otterbein determines your Satisfactory Academic Progress and what happens if you are not passing.
- Certain types of financial aid are available for study abroad.
- It is your responsibility to:
  - Review and consider all information about Otterbein before deciding to enroll. Be sure you understand your ‘projected balance due’ as outlined on your financial aid award (new students). Please develop a plan to pay the balance due.
  - Review the Financial Aid Policies provided on the website.
  - Complete all application forms accurately and truthfully. Intentional misreporting of information for financial aid purposes is a violation of law and is considered a criminal offense, subject to penalties under the U.S. Criminal Code.
  - Correct any discrepancies in your application for assistance, such changes in reported housing.
  - Respond to all requests from the Financial Aid Office for additional information or documents.
  - Read all forms that you are asked to sign, and keep copies of them for your records.
  - Review the information provided in the online Financial Aid Supplement
  - Notify the Financial Aid Office in advance if you plan to enroll less than full-time as determined by your program of study, or withdraw from the university.
  - Notify the Financial Aid Office of any additional resources, e.g. scholarships or tuition benefits that have not been considered when determining your financial aid award.
  - Maintain Satisfactory Academic Progress. Withdrawing from Otterbein or never attending classes can result in termination of financial aid, and may also involve partial or full repayment of disbursed aid for that semester.
  - Complete required Federal Loan Entrance and Exit Counseling.
  - Repay any student loans you borrow.
  - Apply for financial assistance every year using the Free Application for Federal Student Aid (FAFSA) - www.FAFSA.gov. Otterbein’s priority filing deadline is April 1st of the academic year during which you wish to attend.

ADDITIONAL RESOURCES (WEBSITES)
Federal aid: www.studentaid.gov
Otterbein University Catalog:
http://www.otterbein.edu/public/catalogs
Campus Life Handbook:
http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx
Otterbein Consumer and Disclosure Information:
http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/ConsumerInformation.aspx
Otterbein Financial Aid Award Information:
www.otterbein.edu/financialaid/index.asp
Otterbein Financial Aid Forms:
http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/forms.aspx
Otterbein Self-Service Banner: my banner link in MyOzone
Graduation Rates: http://nces.ed.gov/ipeds
Federal Loans: https://Student Loans.gov/
Enterance Interview Federal Stafford Loans: www.Student Loans.gov
Exit Interview Federal Stafford Loans: www.nslds.ed.gov/nslds_SA/
Graduation Rates: http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE
Entrance/Exit Interview Federal Perkins Loan:
http://www.ecsi.net/promP1/
Funding Education Beyond High School:
State Higher Education Agencies:
http://wdrobolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE

Otterbein does not discriminate on the basis of race, creed, gender, sexual orientation, national origin, age, political affiliation, or disabling condition in admission of students, educational policies, financial aid, housing athletics, employment or other activities. Information in this brochure is believed to be as accurate and up-to-date as possible; however, changes may occur at any time during the year. This information is supplementary to the eligibility requirements for federal and state aid. Paper copies of identified policies may be obtained from the appropriate offices. Consolidated Otterbein consumer information and disclosures is available at: www.otterbein.edu/ConsumerInfo/
Drug Law Violations and Financial Aid

A federal or state drug conviction can disqualify a student for federal student aid funds (FSA) if it was for an offense that occurred during a period of enrollment for which the student was receiving federal Title IV aid.

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

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

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program or, effective beginning with the 2010–2011 award year, passes two unannounced drug tests given by such a program. Further drug convictions will make one ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify the has successful completion of the rehabilitation program.

When a student regains eligibility during the award year, he or she may receive Pell, ACG, National SMART, TEACH, and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

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

[Drug Law Violations and Financial Aid_1008]
Applying for Education Loans

The process for completing the various loan programs is outlined below. Federal Direct Stafford and Federal Perkins Loans require Entrance Counseling and Master Promissory Note completion before the loans may be disbursed. Direct Stafford loan applications are completed online at [http://www.StudentLoans.gov](http://www.StudentLoans.gov) and are electronically signed using the Personal Identification Number (PIN) which was used for the completion of the Free Application for Federal Student Aid (FAFSA).

**Federal Direct Stafford Loan Process:**

1. You must confirm the loan amount offered in your Financial Aid Award that you wish to borrow (accept/decline/partial accept).
   - Log in through ‘My O-Zone’ – at the top (enter user name password)
   - Select ‘My Banner’ – upper right corner
   - From MAIN MENU click on the ‘Financial Aid’ tab
   - Click on Award
   - Click on Award for Aid Year
   - Find the ‘Accept Award Offer’ tab on the far right
   **Options for Accept Award Offers include:**
      1. Accept the full award amount by selecting Accept Full Amount of All Awards.
      2. Choose Decline or Accept for each fund.
      3. Accept a partial amount by selecting Accept and entering an amount in the Accept Partial Amount field.
   - Click Submit when finished.

2. **Complete Entrance Counseling** (First time Direct Stafford loan borrowers only). This can be completed online by going to: [http://www.StudentLoans.gov](http://www.StudentLoans.gov). Log in using your federal PIN number. Entrance Counseling helps you to understand your rights and responsibilities of your loan. This process must be completed before we can make the first disbursement of your loan.

3. **Complete and sign your Master Promissory Note (MPN) online** (First time Direct Stafford loan borrowers only). This can be completed online by going to: [http://www.StudentLoans.gov](http://www.StudentLoans.gov). The MPN is a legally binding agreement to repay your loan to the U.S. Department of Education.
   To accomplish this you will need:
   - Your PIN used to submit your FAFSA
   - Complete names, addresses, and phone number of at least two references

More information on the Direct Loan Program can be found online at [www.direct.ed.gov](http://www.direct.ed.gov)
Please see our loan frequently asked questions page at [http://www.otterbein.edu/FinancialAid/faqs.asp](http://www.otterbein.edu/FinancialAid/faqs.asp)
Federal Perkins Loan process:

1. The Federal Perkins Loan: is offered to eligible students as part of the financial aid package. The award is considered an “estimate” until the following steps have been completed.

2. You need to complete online Entrance Counseling and the Perkins Loan Master Promissory Note at: https://www.ecsi.net/promP1/ or this site can be reached through the ‘Loans’ page on the Otterbein Financial Aid website. Online MPNs will not be available until after June 15th.

Federal Parent Loan (PLUS) and Grad PLUS borrowers: Free Application for Federal Student Aid (FAFSA) must be submitted

1. A parent borrower applies for the Federal Parent Loan for Undergraduate Students (PLUS) online at http://www.StudentLoans.gov. Graduate students who need to borrow more than the maximum subsidized or unsubsidized Federal Direct Stafford loans may be eligible to receive a Federal Direct Graduate Plus loan.

2. To apply for a Direct PLUS loan you need to complete the Direct Plus Loan Application. This step allows the borrower to request a specific dollar amount. A credit decision is performed and the Financial Aid Office is notified by the U.S. Dept of Education. If the credit decision status is declined, the parent borrower is notified in writing by the U.S. Department of Education and the student then becomes eligible for additional unsubsidized Stafford funds depending on grade level status. If a Grad PLUS borrower has a credit decision declined, the borrower will need to pursue private loan options.

4. Upon credit approval, the borrower needs to complete the Master Promissory Note (First time Otterbein borrowers only). The U.S. Department of Education notifies the Financial Aid office electronically once this is completed.

Private Student Loans:


2. View the private loan lender list to choose a lender and view their loan details such as interest rates, fees, loan maximums, etc. to select a lender.

3. The student applies for a private loan online (a cosigner may be required as private loans are credit based).

4. Upon credit approval by the lender, the Financial Aid Office receives a request electronically to certify the loan.

5. Once the loan has been certified the loan funds are applied to the student account.

Additional Information

Request a new FAFSA PIN or a copy of your current PIN by logging onto: http://www.pin.ed.gov/. Follow the steps required. The PIN will be required before you may submit the Entrance Interview or MPN.

Your loan funds will be transmitted electronically to your Otterbein University billing account.

If your funds create a credit balance on your billing account, you may choose to request a refund from the Student Accounts Office. You can check you account balance at any time by logging into ‘My Banner’ thru ‘My O-Zone’. To contact the Student Accounts Office about your account or a refund, you may call 614-823-1150.

You may cancel your loan by notifying the Financial Aid Office in writing within fourteen days of receiving your financial aid award. Contact the Financial Aid Office directly by calling 614-823-1502 or toll-free at 1-888-OTTERBEIN (688-3724) or via e-mail at FinancialAid@otterbein.edu.