FINANCIAL AID HANDBOOK

2016-17

PROGRAMS IN OCCUPATIONAL THERAPY

# Programs in Occupational Therapy

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THE OFFICE OF STUDENT FINANCIAL PLANNING administers financial aid for the College of Physicians and Surgeons, the College of Dental Medicine, the Institute of Human Nutrition, and the Programs in Occupational and Physical Therapy. We serve as a resource and as a link to your funding sources. Keep in mind that financial aid programs are subject to change due to legislative and regulatory changes.

All of our staff are prepared to answer routine questions. In addition, all Occupational Therapy students are assigned to one of our Financial Aid Officers who will determine need and award financial aid packages, and work closely with you throughout Occupational Therapy Program.

Check our website periodically for up-to-date information and helpful links.

We are located in Room 139 of the Black Building. We are open from 9am to 5pm, on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays we are open from 12pm to 5pm.

WHAT IS FINANCIAL AID? Financial aid is any grant, scholarship, loan, or work-study award offered to help you meet educationally related expenses. Such aid is usually provided by or through the school, federal and state agencies, foundations or corporations, etc.

Grants/Scholarships are generally regarded as “gift” assistance and need not be repaid. Loans are borrowed money, offered at various interest rates, which are repaid over an extended period after you graduate or leave the institution. Federal Work Study is also available if you wish to cover some of your expenses through part-time earnings.

WHAT KIND OF FINANCIAL AID IS AVAILABLE? Students in the Occupational Therapy program are eligible for “external loans”: Federal Direct Unsubsidized Stafford, Federal Direct Graduate PLUS, private alternative loans, Federal Perkins Loans (pending funding), and Federal Work Study. In addition, you can be considered for need-based institutional funding (grants and non-federal loans) by providing parental information on the FAFSA and on the Need Access Form.

HOW DO I APPLY? If you wish to be considered for need-based aid you must complete certain application materials. The Need Access application along with the FAFSA application is used to determine eligibility for institutional aid. If you wish to only be considered for Federal Work-Study, Federal Perkins Loans (pending funding for this program), and
Federal Direct Stafford and Graduate PLUS Loans only the FAFSA is needed. Once we have your information, we can determine your eligibility. It is your responsibility to file the appropriate application forms and to follow up if the aid you expected to receive is not awarded or has not been disbursed.

Remember to keep copies of all of your application materials.

You must promptly notify our office throughout the academic year should any change occur in your family's financial circumstances from those you originally reported, and which are used as the basis for the determination of your eligibility for various types of financial aid. This includes a change in your marital status prior to or during the award period.

In addition, you must notify us about any new funds (scholarships, personal loans, etc.) that become available to you after you file your applications, or if siblings or spouse reported as expected to enroll as full-time students do not do so. This obligation extends throughout the entire academic year.

Your Financial Aid Officer will review changes in your financial circumstances throughout the year to determine if there is a change in your eligibility for funds.

GUIDELINES TO DETERMINE WHOSE FINANCIAL INFORMATION MUST BE REPORTED

- IF YOU ARE SEEKING ONLY external loans such as the Federal Direct Unsubsidized Stafford, Federal Direct Graduate PLUS (GradPLUS), private/alternative loans, and/or Federal Work Study, or Federal Perkins Loan (pending funding for this program), complete the FAFSA student sections only. No parental information is required. If you are married, your spouse’s financial information is required.

- IF YOU ARE SEEKING INSTITUTIONAL GRANT/SCHOLARSHIP AND LOAN ASSISTANCE, you must complete the FAFSA (providing parental financial information as well as your own and your spouse’s), and the student/spouse and parent sections of the Need Access application.
  - Parent information is required unless you will be 30 years old by September 30th of the academic year.
  - IF YOUR PARENTS ARE DIVORCED OR SEPARATED, information is required from both of your parents and their current spouse(s).
  - IF YOU ARE MARRIED or INTEND TO MARRY DURING THE ACADEMIC YEAR, your spouse’s (or prospective spouse’s) financial information is required.

WHEN SHOULD I APPLY? – New and Returning students should submit the FAFSA and the Need Access application by March 21st (or within 2 weeks after acceptance, if you are entering student). If all your application materials are complete, you should expect to hear from us at the beginning of June. See the chart on our website for a complete list of deadlines.
APPLICATION MATERIALS – Please keep copies of all your application materials!

All forms, with the exception of the FAFSA and the Need Access application, should be submitted to our office. Do not email tax returns. Tax returns that are 20 pages or less can be faxed to us at 212-305-0221. Those greater than 20 pages must be mailed.

Forms with a (*) next to them are available on our website in “fill-in” PDF format.

Once you receive your CU ID, you will be able to log into NetPartner to check the status of your application materials and to see if any additional documents have been requested.

1. The Free Application for Federal Student Assistance (FAFSA) - This is the federal application required for all applicants that are U.S. citizens or permanent residents who wish to establish eligibility for financial aid offered by the United States Department of Education (Title IV), the United States Department of Health and Human Services (Title VII), and for any school funds.

FAFSA on the Web is the U.S. Department of Education website where you can complete and submit your FAFSA online. The application is free.

At this same website, you can complete a Renewal FAFSA if you applied for federal student aid last year. Most of the information you entered last year will appear on the screen, and you will only have to add some new information and update information that has changed since last year (for example, family size or income). Be sure to print out a copy of your FAFSA on the Web application before you submit it.

If you do not already have an FSA ID, you can create an FSA ID online. This is your electronic signature for FAFSA and Renewal FAFSA on the Web. It can also be used to access your Title IV federal student aid history online (select “Financial Aid Review”).

Please select the option to use the IRS Data Retrieval Tool when asked.

Read the instructions carefully when you complete your FAFSA or Renewal FAFSA. Most mistakes are made because students fail to follow instructions. Pay special attention to any questions on income as most errors occur in this area. Remember, you will have to include parental information if you are applying for school funds. When completing your FAFSA, you will notice that the website will tell you that parental information is not required - but for health professions students, it is necessary for consideration of certain funds and you should include your parents’ information.

If you want consideration for school funds and your parents are divorced or separated, information is required from both of your parents and their current spouses. Information from you and one parent must be entered on the FAFSA and officially processed by the federal processor.

If you have already sent in your FAFSA, and Columbia University Title IV Code 002707, was not one of the schools you originally listed; go online and add us.
Note: There is a private company whose website is fafsa.com. They charge a fee if you complete the FAFSA on line with them. **There is no charge for filing a FAFSA,** so be sure to go to the correct website.

2.* Complete the Aid Type Request form if you have never applied for aid with us before. This form asks you to indicate the type of financial aid for which you would like to be considered. The type of financial aid you indicate on this form will determine which documents you need to complete for the financial aid application process.

3. The Need Access application is a fee-based online financial aid application which collects supplemental information for us (the fee for first time applicants is $28). Since some of the information that you provide on the FAFSA is also required on the Need Access application, you may want to complete both applications at the same time. You can apply online at www.needaccess.org.

If your parents have separate households (separated/divorced) then you must provide complete financial information for each parental household before submitting the information, using passwords for each section if desired. If you have questions about completing or submitting the application, contact Access Group at 800-282-1550 or at NeedAccess@accessgroup.org.

4. IRS Tax Forms - We require signed and dated copies of the 2015 IRS tax forms, the 1040, 1040A, or 1040EZ form, W-2 forms, and all supporting schedules and statements for all persons supplying information on the FAFSA and the Need Access application (student, spouse, and parents, if necessary) by April 15th. If you have a Partnership or S-Corporation listed on Schedule E, we need copies of the 1065, 1120S or K1 as well.

5.* If you do not have to file a tax return for 2015, please go to our website and download the “Why I Did Not File a Tax Return”, complete it and return it to our office.

6. Permanent Resident Card - If you do not hold US citizenship but have been accorded "permanent resident" status, you must submit a copy of both sides of your Permanent Resident Card (I-151, I-551, or I-551C) to our office. If you have an Arrival-Departure Record (I-94), you may be eligible for Stafford loans. Please check with us. If you have a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), you are not eligible for federal student aid.

7.* The Request To Be Classified “Disadvantaged” helps us identify eligible students who may find this designation helps them in the future for possible HHS funding. Please review the eligibility criteria on the Form and submit it to us if you think you may qualify.

8. If you are interested in a Federal Work-Study award, you should contact our office for further information.

9. Federal Direct Unsubsidized Stafford Student Loan and Federal Direct Graduate PLUS (Grad PLUS) Applications - All new students should complete a Master Promissory Note (MPN) for Stafford Loans. If you will also be applying for the Grad PLUS loan you will need to do a separate MPN. Go to the Direct Lending website at www.StudentLoans.gov to complete the MPNs online. If you are a continuing student who borrowed from these programs last year you will not have to complete another MPN. You will also need to complete the Entrance Counseling online at the same website. You do this once for both loans.
Please note the following: there is no place on the MPN to request loan amounts:

a) Your financial aid award letter will include recommended amounts to borrow from the Federal Direct Unsubsidized Stafford Loan, and may also include recommended amounts from the Federal Direct Grad PLUS program.

You should review your financial aid award letter and download the Financial Aid Acceptance Form from our website, complete and return it to our office within two weeks after receipt of the letter.

We will transmit Stafford originations to the Department of Education if all required documents have been received by our office in mid-August for students. If you haven’t submitted the Financial Aid Acceptance Form by the time we are ready to transmit originations, your information will be electronically submitted for the Stafford loan amounts shown in your award letter. We cannot, however, originate Grad PLUS loans until you tell us how much you want to borrow. You have the right to cancel these loan amounts or to subsequently change them. However, changes may cause a delay with disbursement.

b)* If you decide to replace what we calculate to be the “family contribution” or need funds to cover additional expenses, or if you will not need all of the loans in your package then you must indicate the loan amounts you wish to take on the Financial Aid Acceptance form. You can work with your Financial Aid Officer to make the necessary adjustments if you need help determining the proper amounts.

10.* Sibling/Spouse Enrollment Verification is required if you have indicated on the FAFSA or Need Access that you will have one or more siblings or a spouse who will be enrolled full-time in college or graduate school during the academic year. This form should be completed by each sibling’s/spouse’s school and returned to our office no later than September 30th of the academic year.

11. * Married Students should complete the Married Student Budget and contact their financial aid officer to discuss any budgeting concerns.

12.* Single students with expenses greater than the published budget should submit itemized budgets to our office for review. Rents that exceed our average budgets may be approved for extra borrowing BUT only to a maximum of $1,400 a month. “The Rent Adjustment Form” (found on our website) and a copy of your lease will be required before any adjustment to your budget is made. Check with your Financial Aid Officer before committing to additional housing expenses that you cannot cover with personal funds.

13. Commuting students should submit information separately about both their commuting and living expenses.

14. Verification Worksheet - To confirm the accuracy of data reported by financial aid applicants and their families, the federal government has a regulatory process called Verification. Verification applies to applicants for the Federal Perkins Loan and Federal Work-Study programs.

If you are selected for Verification, our office will contact you with the appropriate Verification Worksheet. It must be returned to our office no later than three weeks from
the date you are notified that you must complete the form (see below for late penalties). The completed Worksheet plus all required documentation must be reviewed by your Financial Aid Officer before Federal Work-Study and Federal Perkins funds can be awarded.

Please note also that if you or your spouse receives untaxed benefits, the Verification process requires documentation from the appropriate agency.

If you submit subsequent applications for additional federally-regulated aid after you have filled out a Verification Worksheet, federal regulations require that you "update" your household size, and number of household members in a postsecondary school.

**Important:** If the required information has not been submitted by the stated deadline then:
- Our office will consider your application for aid withdrawn. You may reactivate it by supplying the information.
- Our office will then give you consideration for Federal Work-Study and Perkins Loans, if they are still available. This will be done only following a review of all on-time applications.
- In any case, if you miss the deadline and your financial aid is delayed because of this, you will be responsible for all late charges assessed on your school account.

**HOW DO WE DETERMINE FINANCIAL NEED?** Our financial aid program is designed to help meet the demonstrated need of our students. “Need” is defined as the difference between anticipated expenses and financial resources. Every application is individually reviewed by a Financial Aid Officer. Students with special family circumstances are encouraged to discuss their situation with a Financial Aid Officer.

**DETERMINATION OF A FAMILY’S FINANCIAL RESOURCES FOR INSTITUTIONAL FUNDS** - We use the federally-approved needs-analysis system called Federal Methodology (FM), as well as Institutional Methodology (IM), to calculate your family’s ability to contribute towards educational expenses. We evaluate the information you provide on both the FAFSA and Need Access to get a comprehensive picture of your family’s relative financial strength. The result of this calculation is used as a rationing index to determine eligibility for school need-based funds.

**Assessing Parent Contribution for Institutional Aid**
Financial information from parents is required of all applicants for institutional aid regardless of marital status or length of time a student has been self-supporting. OT does not recognize "independence" when determining eligibility for school-based scholarships and grants and low-interest loans, unless you will be age 30 by September 30, 2016. This means that parents who are divorced must each provide the information requested on the Need Access. They can use separate passwords to complete these sections, if they so desire. Please be aware that stepparents must also provide their financial information.

**Waiver of Parental Information**
Parental information may be waived only in very rare cases should extreme circumstances warrant it. The family situation must be well documented. Such documentation should include
third-party verification, i.e. attorney, social worker, member of clergy or family physician who has personal knowledge of the family situation. There is a form on our website that you can complete and submit along with the required supplemental materials. Please contact your Financial Aid Officer if you wish to pursue this.

Parent Contribution Are Not Assessed for Certain Funds
Financial information from parents is not required if you are applying only for Federal Work-Study, or Federal Perkins Loans (pending funding), and external loans such as the Federal Direct Unsubsidized Stafford Loan, Graduate PLUS, or other “alternative” loans.

Assessing Your (and your Spouse’s) Contribution for Institutional Aid
We expect that you will pay for a portion or all of your educational expenses. Thus an evaluation is made of your (and your spouse’s) ability to contribute from income and assets. We expect all entering students who are applying for institutional funds to contribute a minimum of $1,200 from earnings. Most students will find summer before matriculation to be the best time to work. On an individual basis, a Financial Aid Officer may reconsider this required “contribution” where a student’s academic schedule or circumstances preclude working.

In determining your (and if applicable, your spouse’s) contribution (for institutional funds only) towards school costs, the “standard” needs analysis uses the “base year” data. This means if you worked before coming to medical school, the analysis will assume a continuation of that income during the academic year. Therefore, be sure to complete the Need Access applications questions about academic year income, if that assumption is wrong. Second-year students who previously worked during much of the “base year” should also be aware of this.

We expect spouses to work outside the home unless they are full-time students or caring for young children. We will also calculate a contribution from your spouse towards your budget. Since the “Income Protection Allowance (IPA),” which represents the cost of basic necessities for all family members other than the student, is a fixed amount, married students will need to itemize their family budget on a separate sheet of paper for individual review. Only student and “dependent/child care” costs can be included in the student’s budget on the award letter. Other dependent and spousal expenses are accounted for in the IPA.

A contribution is also expected from any assets you and/or your spouse hold, including assets where you and/or your spouse are the taxpayers of record.

DETERMINATION OF ACADEMIC YEAR EXPENSES – You can refer to the single student budgets on our website.

Adjustments to student budgets may be made for the following items, where applicable:

✓ If you opt in to the “Medical insurance Premium Plan” your budget will be increased by an equal amount and your financial aid package will be adjusted accordingly.

✓ Student Health Service and/or Medical Insurance Premium for married students/students with dependents.
✓ Medical/dental care costs - Medical care costs in excess of the benefits provided by the CUMC Student Health Service Program or non-elective dental costs that exceed $200 per year will be considered, if documentation is provided.

✓ Educational debt repayment - consideration is given if repayment of principal and/or interest is compulsory during enrollment. (No adjustments will be made for in-school interest on “unsubsidized” loans or for voluntary payments on loans from individuals).

✓ Life insurance premiums - for students with dependents.

✓ Child care for a single parent or when spouse is working outside the home.

✓ International Student Fee - $60 assessed each semester by the International Affairs Office.

✓ Married student expenses are reviewed on an individual basis. Factors given consideration in estimating costs are spouse’s educational status (is he or she a full-time or part-time student?), spouse’s employment status, and spouse’s expenses (including spouse’s educational debt repayment). Be sure to discuss your situation with your financial aid officer when applying for financial aid.

✓ Rent – if it exceeds the rent in our “Average Student Budget”, up to a maximum of $1,400 a month.

✓ Monthly metro card expense if living outside of Washington Heights.

Federal regulations require that the budget shown on an award letter reflect only the student’s expenses, with some adjustment for dependents. Thus, separate calculations made for expenses relating to a spouse, and/or dependent(s) will not be shown on the award letter. Married students and those with dependents should therefore meet with their Financial Aid Officer at the start of each year to confirm the total considered for their family’s living expenses.

**PLEASE NOTE!**
Other expenses will be considered if they are necessary and related to attendance in the Occupational Therapy Program, BUT you should not incur expenses that exceed the standard budget unless: a) you can cover them with assistance from family or friends, or b) if you will need financial aid to cover them, you have first cleared the expenditure(s) with your Financial Aid Officer. Be prepared with itemized documentation of any additional charges. If you do not get Columbia owned housing, we may be able to approve broker’s fees and higher rent, BUT only to a predetermined maximum. Potentially refundable deposits cannot be covered.

In most cases you will have to pay for additional expenses by accessing higher cost alternative loans, so it is to your advantage to “think frugally”.

**HOW YOU CAN FACILITATE THE FINANCIAL AID PROCESS**

- Apply in a timely manner. Meet all deadlines.

- Follow up quickly if what you expect to occur doesn’t occur as planned.
• Respond promptly to any communication from our office.
• Carefully review your Financial Aid Award Letter and promptly complete the “Financial Aid Acceptance Form”. Contact our office if there is anything you do not understand or if your financial situation has changed and this change is not reflected in your award.
• Promptly complete required application(s) or forms for any Federal Stafford, Federal Graduate PLUS, or alternative loan programs you intend to use.
• You should come to campus with enough money to cover expenses until financial aid funding is available to you for educational and living expenses. Even if your total cost of education is covered by loans and/or grants, you may not have immediate access to these funds upon arriving on campus. Loan disbursements must be processed through your student account before you can receive a refund.
• Learn enough about how the financial aid process works to know what to expect from all players.
• Follow up with our office, lenders, or outside agencies if there is something you don’t understand or if you experience an unusual delay or suspect a problem of any kind.

The Financial Aid Package and Awarding Policies - Once your demonstrated financial need is ascertained, a Financial Aid Officer will construct a “package” or list of funds you can use to supplement the family contribution in order to pay for school. The relative amount of each component of the package (grants/scholarships, and loans) is determined by the availability of funds and eligibility guidelines within each program. Packaging policies are modeled such that the most favorable program dollars are awarded to those with the greatest need.

The financial aid package developed uses institutional, federal, and private loans and grant or scholarships, prioritized in the following order, based on the type of information you supply and the results of our review of your degree of need.

For students applying only for external loans, Perkins and Federal Work Study (student/spouse information was provided):

1. Federal Perkins Loans (pending funding)
2. Federal Direct Unsubsidized Stafford
3. Supplemental Loan Sources (Grad PLUS or private/alternative loans)
4. Federal College Work-Study (optional)

For students who qualify for institutional aid (student/spouse/parents information was provided):

1. OT need based scholarship ($2,500 – $7,500)
2. Federal Perkins Loan/Institutional Loans
3. Federal Direct Unsubsidized Stafford
4. Federal Work-Study (optional)
LOANS - After reviewing your application, your Financial Aid Officer will notify you about your eligibility for specific loans. Upon request our office can provide information on loan terms and repayment options.

For more information about loan programs, visit our website.

FINANCIAL AID IN YOUR SECOND YEAR OF STUDY – Financial aid for continuing students is renewable providing you remain in good academic standing and continue to demonstrate financial need. Applications for renewals are available each February for the following academic year. Given the variance in an individual’s income and expenses, and the availability of funds, the financial aid package for a student’s second year of study may differ from the previous year.

INTERSCHOOL SCHOLARSHIPS - A number of scholarships are awarded directly by the University Provost’s Office and are available only to students who meet specific criteria. If you meet any of the following criteria, please write to our office explaining how you qualify, no later than June 1, 2016. If you are accepted after this date and feel you are eligible for these scholarships, please contact our office to see if we can still submit nominations.

Ellis Residents of the state of Vermont, or graduates from a college or university in the state of Vermont.

Hollingworth Graduates of the University of Nebraska, with preference given to women.

Nicholas Male students of Greek extraction or male students born in Greece and graduated from any Greek college or university.

Poder Candidates must speak Estonian.


EXTERNAL SCHOLARSHIPS – We encourage you to look at the outside scholarship opportunities on our web site to assist in your efforts to obtain support for your studies. Other good sources are the websites Foundation Grants to Individuals online and www.finaid.org.

We expect that all eligible students will apply for grants that are administered by their states of legal residence. You should investigate the availability of scholarship programs in their home state.

SERVICE SCHOLARSHIPS –

The New York City Board Of Education provides scholarships for both first and second year students. This service scholarship pays for one year of tuition in exchange for twenty-four months of service after graduation as an Occupational Therapist in a public school at the regular salary.
These service scholarships are renewable for the second year of study contingent upon funding. Further information may be obtained by calling the Board of Education at (718) 391-8391, or in writing:

NYC Department of Education
Office of School Health/Office of Related and Contractual Services
28-11 Queens Plaza North, Room 502
Long Island City, NY 11101

Federal Work-Study Program (FWS) – This program provides an opportunity for students who are US citizens or Permanent residents who are enrolled at least half time to earn money to cover a part of their educational expenses. Funds provided to the University by the Federal Government subsidize a portion of the wages paid to the students.

Students interested in FWS opportunities should complete the FAFSA form and check with us regarding eligibility.

Rules For Refund and Return of Financial Aid Funds

Refund Policy - If you withdraw, take a leave of absence, leave the University without formal notification, or if you are requested to leave, you may be eligible for a refund of all or a portion of your tuition, fees, and dorm charges based on the earlier of the date of formal withdrawal or the documented date of last attendance. The tuition adjustment schedule is published on the University Registrar’s website. All students are charged a withdrawal fee of $75.

Withdrawal is defined as dropping the entire academic program in a given term, not a portion of the program. The Director, Programs in Occupational Therapy, determines the formal withdrawal or date of last attendance to be one of the following:

- The date the student began the school’s withdrawal process or officially notified the institution of intent to withdraw.
- The date of last documented academic activity.
- The midpoint of the semester for those students who do not formally withdraw.

The Director, Programs in Occupational Therapy, also determines the formal start and end date for a leave of absence. Students who take a leave of absence greater than 45 days will be subject to the Refund and Return of Aid Calculation.

Return of Financial Aid Funds - If you have received financial aid, the Office of Student Financial Planning must recalculate eligibility for financial aid, and determine if any financial aid funds must be returned or cancelled.

You will receive a revised award letter based on the new period of attendance and must attend an exit interview with the Office of Student Financial Planning. We must process all award
changes to Title IV, and Columbia-administered funds, and determine if a return of financial aid funds is due, within 45 days of the withdrawal date.

**Title IV Funds Calculation** - Students who received Title IV aid are subject to a recalculation of their eligibility according to the federal “Return of Title IV Funds” formula.

- Title IV funds are the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Federal Direct Unsubsidized Stafford, Federal Perkins loans and Federal Direct Graduate PLUS loans.
- Allowable charges include tuition and all “billable” fees (excluding the withdrawal fee) paid directly to Registration & Student Financial Services, as well as rent paid for Columbia owned housing.
- The percentage of Title IV aid returned is determined by dividing the number of days of attendance in a semester by the total number of days in that semester. Scheduled breaks of five (5) consecutive days or more are excluded.
- The federal formula is applicable up to the 60% point of the semester. After the 60% point, the student is eligible for 100% of Title IV aid disbursed or scheduled to be disbursed for that semester.
- Students will be notified of any possible post withdrawal or post leave of absence disbursements. The Office of Student Financial Planning will contact a student one time by email. The student must confirm whether they wish to accept the post-withdrawal disbursement. If there is no response within 14 days, the disbursement will not be made to the student’s account.

**School Funds and Private Loans Calculation** - Eligibility for school funds (grants/scholarships and institutional loans) and private loan funds will be prorated based on actual costs incurred for the enrolled period.

**Columbia University’s Responsibility**
- Perform Return of Title IV Funds calculation. Funds will be returned in the following order:
  - Federal Direct Unsubsidized Stafford
  - Federal Perkins Loan
  - Federal Direct Graduate PLUS
  - Institutional Aid
- State aid funds will be returned according to state guidelines.
- External scholarships will be returned according to external granting institution guidelines.
- Private Loans

**Student’s Responsibility**
- Repay loans according to the terms of the loan program(s).
- Repay any grant funds required by the calculation.
- Repay any funds released to the student because of a credit balance that now have to be returned by the school as part of the Return of Title IV aid formula.
- You must notify our office in writing if you wish to have more loan money returned to the lender than is prescribed by the formula.
POLICY ON FRAUD AND ABUSE IN FINANCIAL AID - The Office of Student Financial Planning for the College of Physicians and Surgeons, the College of Dental Medicine, the Institute of Human Nutrition, and the Programs in Occupational and Physical Therapy is responsible for overseeing the disbursement of educational funds provided by a number of state and federal programs as well as loans and scholarships from Columbia University. These total over $74 million dollars.

This stewardship includes validating of submitted information, awarding aid, monitoring students' and their families' changing financial circumstances, and dealing effectively and fairly with instances of suspected fraud and abuse.

Information submitted by students and families must be accurate. Changes in personal and family financial circumstances which may change a student's eligibility must be reported, documented, and financial aid packages reexamined, to give the student all potential benefits and to fairly distribute funds.

Discrepancies in reported information and IRS 1040 forms or other income and asset verification materials must be clarified. The Office of Student Financial Planning must, under the law, award funds only to students who prove their eligibility.

We may declare students ineligible for financial aid if there are significant unexplained discrepancies, if students' applications are delayed beyond the filing deadlines published in the Office of Student Financial Planning Handbook, or if there is intentional misrepresentation on the part of the student and his or her family.

Acts of fraud and abuse will result in loss of financial aid eligibility, and may result in termination of matriculation and/or referral to the responsible agency of the federal or state governments for investigation and potential prosecution.

The information in this HANDBOOK is compiled to help students understand the financial aid process at Columbia University’s College of Physicians and Surgeons, College of Dental Medicine, Institute of Human Nutrition, and the Programs in Occupational and Physical Therapy. It is as accurate and complete as we can make it at the time of printing. We cannot be responsible for subsequent changes to information or programs over which our office has no control; or for inadvertent omission, misinformation, or typographical errors.