



**RAMAPO
COLLEGE**
OF NEW JERSEY

Financial Aid Handbook for Students

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I. Student Rights and Responsibilities

In accepting a financial aid award from Ramapo College of NJ, you acknowledge certain rights and responsibilities.

You have the right to:

- know what financial assistance is available. Including all federal, state and institutional aid programs and what policies or regulations govern these programs.
- know the deadlines for submission of applications for aid and the procedures to be followed.
- know the cost of attendance at Ramapo College of NJ and the refund policy.
- know how the Office determines your financial need, including the determination and amount of expected family contribution.
- know the source and amount of each type of financial aid offered to you.
- know the method by which aid is determined and disbursed or applied to your account.
- apply for additional assistance when the increased financial need can be demonstrated and funds are available.
- expect and receive complete confidentiality about financial aid awarded by the office.

You have the responsibility to:

- complete all application forms accurately and thoroughly. Comply with enrollment requirements related to financial aid eligibility. You must be enrolled at least half-time to receive aid consideration, but you should be aware that some programs require full-time enrollment (see specific program descriptions for more information).
- know and comply with priority dates for application for aid in order to receive consideration for all programs.
- know and comply with the College's refund procedures.
- read and understand all information sent to you and all forms you are asked to sign, keeping copies for your records.
- accept responsibility for all agreements you sign.
- use funds awarded to you solely for educational expenses incurred while attending Ramapo College of NJ.
- repay all educational loans according to the repayment provisions agreed upon at the time the loan was accepted and the promissory note signed.
- return in a timely manner all corrections, additional information, or documentation requested by our office or the agency to which you submitted your application.
- Report any change in your financial situation from that which you reported on the Free Application for Federal Student Aid (FAFSA).
- report any wages, loans, grants, or scholarships received from sources external to the college.
- know and comply with the policies for Satisfactory Academic Progress.

II. RAMAPO GMAIL FOR STUDENTS

Ramapo College is pleased to provide Ramapo Gmail to all students. As a result, students have access to tools including e-mail, shared calendars, instant messaging, personal web sites and online word processing. <https://g.ramapo.edu>. As a student, it is very important that you check your student email daily. All correspondence from College offices will be sent to this email address and professors often use this email to notify students of class cancellations. **Please note that future communications from the Financial Aid Office will be sent to your Ramapo College email account.** You may review changes to your awards by logging into the Ramapo College Self-Service.

Ramapo College Self-Service

By logging onto to [Ramapo College Self-Service](#) you can access your registration, student account information, view academic transcripts, financial aid requirements and award information, and other important RCNJ information. It is very important that a student check their Self-Service account regularly for changes in financial aid or requirements that need to be completed for their aid to disburse.

III. APPLICATION PROCEDURES

General Application Procedures:

A student interested in applying for financial aid at Ramapo College of NJ must submit a Free Application for Federal Student Aid (FAFSA) for each academic year. You can apply online at www.fafsa.ed.gov. Our Federal School Code Number is **009344**. No other application is required.

Deadlines:

	Deadline Date	Comments
FAFSA	March 1 every year (priority)	
NJ Tuition Aid Grant (TAG)	April 15	Continuing students for Fall and Spring term enrollment
	September 15	For first time student for Fall and Spring term enrollment
	February 15	All students for Spring only enrollment

- ❖ Ramapo College of NJ filing deadline to be considered for full financial aid funding is February 1st
- ❖ All NJ students may be required to complete additional questions from HESAA at <https://njfams.hesaa.org> to be considered for State Aid.
- ❖ Financial aid is based on a student's financial need and the funds available to the College.

It is advised that you prepare and file your federal income tax returns early with the Internal Revenue Service (IRS) so the family can accurately complete the FAFSA. We recommend that you use the IRS Data Retrieval Tool when you complete your FAFSA. This ensures accuracy of the federal data and can eliminate additional documentation later in the process.

Additional information such as federal income tax documents or citizenship documentation may be required. Please note that if you are selected for Federal Verification process, you may be required to request a tax return transcript from the IRS. All documentation is confidential and is used only to calculate eligibility for student aid programs.

Summer Term

Students applying for financial aid for the summer must be continuing students. Students must be accepted and matriculated in order to participate. Special admits or non-matriculated students are not eligible for funding. Since all campus-based funds are usually exhausted during the academic year, summer term awards consist primarily of student loans and remaining Federal Pell Grant eligibility not used during the academic year.

To apply for summer loans you must complete the following:

- FAFSA (if not already on file).
- Register for at least six (6) credits as an undergraduate or ___ as a graduate.
- Maintain minimum credits throughout the summer.
- Your file must be in completed status (ie. all documents are in and processed).
- Be accepted in a matriculated program at Ramapo College of NJ.

Summer aid will not be processed for files that are still incomplete as of JULY.

*** Please note, your summer loan will remain unprocessed until you formally register for summer classes.

Winter Session

Financial aid is not available for Winter Session.

Transfer Information

If you are an incoming transfer student to Ramapo College of NJ, you need to be aware that ***financial aid does not transfer from institution to institution.***

- You must complete/update an existing FAFSA at www.fafsa.ed.gov . List RCNJ as one of your college choices. RCNJ Federal School Code is **009344**.
 - If you have already completed a FAFSA but did not request that the data be sent to RCNJ, you can have the information forwarded to the College by calling 1-800-4FEDAID and request that RCNJ be added to the college code list or you can make the correction online. No other application is required.
- If you received a New Jersey Tuition Aid Grant (TAG) or State scholarship, you must notify the Higher Education for Student Assistance Authority (HESAA) of your plan to transfer. This will allow your State awards to be sent to RCNJ. You may notify them by calling 1-800-792-8670 Monday through Friday during normal business hours or by correcting your Student Eligibility Notice (SEN) as indicated.
- If you received a Direct Stafford Loan (formally Stafford) at your prior school you should contact them to complete Exit Counseling and/or complete an In-School Deferment form. This form should be completed by our Registrar's Office the first week of the semester. Additionally, if your previous school gave you a Perkins Loan, contact their loan collections office to complete an in-school deferment form.
- If you were chosen for federal verification at your previous college and completed the process, you will need to complete Ramapo College's Verification Procedures as well. Keep a copy of all forms you submitted to your previous college, we may ask for those as well.

IV. PROCESSING SCHEDULE & DEADLINES

You may continue to file a Free Application for Federal Student Aid (FAFSA) after our priority deadline and submit any required documentation; however, there are specific deadlines associated with each student aid program. In addition to the processed FAFSA, our office must **receive all requested documentation**. The deadlines allow processing and authorization of disbursements within timeframes defined by regulations pertaining to federal and state aid programs. Failure to apply for or submit required documentation by the indicated deadlines may result in a loss of financial aid eligibility for all student aid programs. Please contact our office specific deadline dates.

Processing Timeline:

October 1st – March 1st Complete the FAFSA; make certain all of your data is accurate. The required federal income tax returns are needed to complete the form accurately. For priority consideration, the form must be received by the federal processor by March 1.

October 1st – Ongoing You may be selected for verification, a signed copy of you and your parent's tax transcripts from the IRS along with our verification worksheets and other related documents (located in the Ramapo Self Service) must be submitted to the Financial Aid Office.

February – May Financial Aid financing plans will be emailed through the students Slate application system for incoming students indicating estimated eligibility for all federal, state and/or institutional aid including the Direct (Stafford) Subsidized and Unsubsidized Loans beginning no later than February. The student can accept/deny loans via Ramapo College Self Service account. If a student wishes to decline a grant they must put it in writing and either mail, email, or fax the notification to the Office of Financial Aid. First time Direct (Stafford) Loan borrowers are required to sign a Master Promissory Note and complete Entrance Counseling at www.studentloans.gov.

Late May-June Continuing students will receive email notifications that awards/financing plans are available through their [Ramapo College Self Service](#). *continuing student awards cannot be processed until the SAP review process is completed after spring grades are posted.

July You will receive an e-billing statement via your Ramapo email address in early July. The bill is due in August. E-billing statements will be generated weekly thereafter for students who complete the registration process from July through September. All financial obligations must be satisfied by the payment due date to secure your classes. The spring semester bills will be available in early December and due in early January. For questions regarding bills, please contact the Office of Student Accounts at studentaccts@ramapo.edu Students should continue to check their accounts regularly for updated information.

August Federal loan promissory notes must be signed and completed online. Be sure your bill is satisfied to avoid late fees, deregistration from courses, or holds on your account.

September Student enrollment, residence and housing status are verified prior to disbursement. Students are notified of any changes or adjustments to aid via a follow-up award notification via email and Ramapo College Self-Service. Students with a credit balance can request a [book advance](#) to purchase books in the Ramapo book store. Students planning to use credit balance for off-campus expenses should plan accordingly; refund checks for the credit balances are not issued until after disbursement (first week of October).

October Fall term financial aid refund checks are mailed or direct deposited into the assigned account. (for more information on direct deposit please visit <https://www.ramapo.edu/student-accounts/direct-deposit/>) Questions regarding refund checks should be sent to the Office of Student Accounts at studentaccts@ramapo.edu

November – December Registration for spring classes begins.

V. UNDERSTANDING FIANCIAL AID PACKAGING

Awarding Aid on Basis of Hours Enrolled:

Your financial aid award will be finalized based on the number of credits for which you are registered. Initially, when determining your need for financial assistance, we assume that you will be enrolled full-time (12-18 credits) per semester. This is reflected in the original award notification, which outlines the types and amounts of aid to be received for the period of enrollment.

Financial aid based on enrollment (i.e., Federal Pell Grants, NJ State Aid (TAG), Federal Loans) will be adjusted during the official drop/add period. If you enrolled for less than 12 credits at the conclusion of the add/drop period, your awards will be reduced accordingly, possibly resulting in the cancellation/adjustment of financial aid funds previously awarded and/or disbursed. It is recommended that you consult with a financial aid administrator before making enrollment changes. Federal Loan programs require at least half-time (6 credits) enrollment and certain Federal and State programs require full-time enrollment.

	Full-time	Three quarters-time	Half-time
Undergraduate	12 credits or more	9-11 credits	6 credits
Graduate	9 credits	6-8 credits	4.5 credits

Award Notification:

Incoming freshmen who apply for aid on or before March 1 should receive an initial College Financing Plan in via email in April or May estimating the amount and types of aid to be received. All continuing students and transfer students who submit their FAFSA on or before March 1 should receive an initial award notification/financing plan via their Ramapo email account in June.

Please review the financial aid financing plan carefully. It indicates the types and amounts of aid for which you are eligible at RCNJ and any additional action required on your part. It provides important guidance for receiving and maintaining your financial aid.

The awards and loans are based on the maximum allowable for each program that can be made to you based upon the information provided and funds available to the college. The awards are subject to verification requirements and may be adjusted as tax return transcripts and other documentation are received. Students will receive an email notification if and when they are selected for verification.

The availability of funds from federal and state programs is subject to Congressional and NJ State Legislative appropriations and subject to changes in federal and state legislation and regulations.

Understanding Your Award Notification/College Financing Plan Definitions:

The Award Notification letter/email/financing plan displays the financial aid you are eligible to receive for the academic year as well as your anticipated direct and indirect costs. Awards and

estimated costs are based on **Full-Time** attendance. Federal Direct Loans require 6 or more credits for Undergraduate students and 4.5 or more credits for Graduate students All NJ State Awards require 12 or more credits. Financial aid awards are divided into two equal semester amounts and will be applied as estimated aid to your estimated aid to your semester bill.

If you are eligible for a Federal Direct Loan, your award notification will indicate the maximum amount you can borrow based upon credit hours earned. All first time borrowers must sign a Master Promissory Note and complete Entrance Counseling at www.studentloans.gov

Any remaining financial aid due to you after your billable charges have been satisfied will be sent to you by the office of Student Accounts after the disbursement period (Fall semester – October; Spring semester – February).

Student Employment:

The award notification will state the amount you are able to earn for the academic year. It is the student's responsibility to find employment on campus so they can use these funds. If a student does not find employment by the end of October, this award will be removed from their Award Notification. Earnings from Federal Work Study will be issued to the student in a biweekly check from the Payroll office.

Adjustments to Financial Aid Awards/Overawards:

Receipt of outside awards will result in a review of your financial aid package to ensure that no over-awarding of federal or state funds has been made. In accordance with Federal, State and College policy, any student who received a combination of outside, government and institutional funds reduced or canceled so that the total award does not exceed cost of attendance.

Students must Accept or Decline Stafford Loans through the Ramapo College Self-Service. Your loan will not appear on your bill until you do so. Please follow these instructions:

Log into Ramapo College Self-Service my.ramapo.edu with your Ramapo Email username and password, click on Web Self-Service (log in with your Ramapo username and password)

1. Select "**Student Services & Financial Aid**" and "**Financial Aid**"
2. Select "**My Award Information**" and "**Award by Aid Year**"
3. Choose Award Year 2017 -2018
4. Select "**Accept Award Offer**" tab

The Award Overview tab is a summary of your financial aid package. The Terms and Conditions tab provides you with important information about your awards. The "**Accept Award Offer**" tab is where you must choose to accept or decline your loans.

The Billing Statement:

You will receive an e-billing statement via your Ramapo College Self-Service account from the office of Student Accounts in early July which is due early August. Billing statements will be generated weekly thereafter for students who complete the registration process between July and September. All financial arrangements must be satisfied by the payment due date to secure your classes. The spring semester bill is sent in December and due first week of January.

The e-billing statement lists the amount of tuition and fees for the semester, room and board charges for students living on campus, and other miscellaneous charges you owe to the College. As long as you have met all program requirements, financial aid to be received for that semester will be posted as estimated aid on the bill.

If you are a continuing student and decide not to return Ramapo College, you must cancel your registration and complete any paperwork with Registrar's Office.

If you decide not to attend Ramapo College as an incoming student, you must notify the Office of Admissions of your decision.

If your charges exceed the amount of estimated financial aid, you may take advantage of one of the College's payment options listed in the next section.

If aid is not credited to your account, check to be sure that:

1. You have completed a FAFSA at www.fafsa.ed.gov and it is fully processed.
2. You are registered for the necessary number of credit hours to receive funds awarded. Most funds require at least 6 credits a semester; however, some scholarships and state grants require 12 credits a semester.
3. You have completed all of the verification requirements.
 - a. Loan recipients must complete the correct Entrance Counseling and a Direct Loan Master Promissory Note at www.studentloans.gov

The above steps must be completed before disbursement of these awards to your account. Should your enrollment change before disbursement, you may lose eligibility for certain programs and, consequently, lose funding. If your account is not correct by the time of your arrival on campus for classes, you need to resolve the problem with the Office of Financial Aid. When the problem is resolved, aid will be issued to you, provided you meet all eligibility requirements.

After Financial Aid: Payment Options:

Payments for tuition and fees and room and board are due each semester by dates determined by the Office of Student Accounts. You can pay the portion of your bill that is not covered by financial aid for the semester in one payment via credit card, check or cash, or you can use one of the College's payment plans. For more information regarding the payment plan and other payment options please go to <https://www.ramapo.edu/student-accounts/options-policies/>

VI. REQUEST SPECIAL CIRCUMSTANCE/DEPENDENCY OVERRIDE

Change in Family Status/Circumstance:

If your status or your family's circumstances change because of separation, divorce, unemployment or death of a wage earner, the Office of Financial Aid may be able to help. Please email our office explaining your circumstance and we will send you the Income Reduction/ Special Circumstance Request Form. The form must be submitted with all required supporting documentation as listed on the form. Any adjustment in aid resulting from this request is contingent upon your eligibility according to program regulations at the time of review. Please note that students are responsible to pay their balances while this review is pending. Failure to pay the balance may result in a late fees, deregistration, loss of housing etc.

Determining Independent Status:

To determine Independent Status, the Office of Financial Aid is required to adhere to the standard definition of independent status as mandated by Congress and outlined by the United States Department of Education.

According to this definition, you will be considered an automatic independent student if you meet one of the following criteria:

- ❖ You have reached 24 years of age
- ❖ You are an orphan or legal ward of the court (or was prior to your 18th birthday) *requires documentation
- ❖ You are a veteran of the Armed Forces *may require documentation
- ❖ You are married at the time of filing
- ❖ You are enrolled in a graduate or professional program (beyond bachelor's degree)
- ❖ You have legal dependents other than a spouse for whom YOU provide at least 50% support *requires documentation

Students who qualify as automatically independent are not required to provide parents' information on the Free Application for Federal Student Aid (FAFSA). The Office of Financial Aid does reserve the right, however, to request additional documentation to verify your dependency status.

If you believe you have special circumstances that warrant being considered independent beyond the above reasons, please contact our office so we can set up an appointment. Students must meet with a financial aid counselor and provide required documentation to proceed with this request. Please note that meeting with a counselor does not guarantee independent status.

VII. ELIGIBILITY CONFIRMATION & VERIFICATION

Who is Eligible for Financial Aid?

Your status at the College will determine the extent to which you are eligible for the financial aid programs. Your enrollment as a full- or part-time student, undergraduate or graduate, is particularly critical in determining your eligibility for government programs, and the extent to which you can be funded.

Additionally you must:

- ❖ Have a valid Social Security number
- ❖ Be a US citizen, national, or permanent resident
- ❖ Have a High school diploma or GED
- ❖ Be enrolled as a regular student in an eligible program
- ❖ Make satisfactory academic progress
- ❖ Not be in default in any loan program or owe any federal refund
- ❖ Does not exceed the allowable limits (ie. completion of credits in a timely manner) for your program
- ❖ Register with Selective Service System for all males between 18-26

Undergraduate Students:

Undergraduate students pursuing their first four-year undergraduate degree (Bachelors) may be eligible for the full array of financial aid programs from the federal and state governments. Those students wishing to obtain a second four year degree or a program certificate may only qualify for federal loans.

Federal Verification:

A process where the Office of Financial Aid checks the accuracy of the information the student and family provided on the FAFSA. In this process, Ramapo College will compare the information on your application with copies of your (and your parents/and or spouse's if you are married) Federal tax return transcript, W2 forms or other financial documents. You must submit this information before your Federal aid is disbursed. If there are differences between your application information and your financial documents, Ramapo College must submit corrections and adjust your aid based on your eligibility.

State Verification:

If you are a New Jersey resident receiving state aid (NJ Tuition Aid Grant (TAG) or other state programs), you may be selected for State Verification. If you receive a request for additional information from the New Jersey Higher Education Student Assistance Authority (HESAA), you must forward all requested information and financial documents directly to HESAA. To view the status of any outstanding requirements with HESAA students should log in to their account with HESAA at <https://njfams.hesaa.org>.

In some cases, HESAA may request the same information that was requested by the Office of Financial Aid. You must forward the same information and determination to HESAA to avoid a delay in awarding, disbursement, or loss of your state aid altogether. To ensure that your financial aid funds disburse as scheduled please submit all required documentation before state deadlines.

VIII. ENROLLMENT AT OTHER INSTITUTIONS/STUDY ABROAD

Occasionally, students want to spend a semester or academic year at another domestic institution and transfer the hours earned back to Ramapo College of NJ. Students often enroll simultaneously at RCNJ and a community college and want to combine the hours at both institutions for financial aid purposes. It is possible to receive financial aid under these circumstances as long as certain requirements are met.

You cannot receive financial aid at both institutions for the same courses. You must declare which institution is to be considered the "home institution" for financial aid eligibility purposes. If you have been approved to attend another institution during a semester for part or all of your educational requirements, you can receive financial aid for that semester if approved in advance and if a consortium agreement is executed between RCNJ and the other institution. (For more information regarding this topic, contact the Office of Financial Aid.)

You may download the AD HOC Consortium Form
<https://ssba.ramapo.edu:8443/studocs/ADHOCProcedure2021.pdf>

IX. SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) for continued financial aid eligibility is reviewed every year after the conclusion of the spring semester. Students not making financial aid SAP are no longer eligible for financial aid (this includes federal and state grants and scholarships, federal work-study and federal student loans) but, may request and receive certain alternative loans to attend Ramapo College. Students not making SAP may discuss alternative loan options that are available with their Loan Counselor in the Financial Aid Office. Students not meeting any of the standards outlined below will receive a letter and/or email to their Ramapo College email address advising them of their status and the appeals process in late May/early June.

Maximum Time Frame for Completion

The maximum time frame during which you can continue financial aid eligibility cannot exceed 150% of the published length of your academic program,

For example, the number of credits required for Bachelor's Degree programs at Ramapo College is 128. Therefore, when an undergraduate student has attempted greater than 192 credits (128 x 1.5) any additional credits they attempt would exceed the 150% maximum.

The number of credits that define the maximum time frame for graduate students will vary based on the number of credits required by the program, but will always be defined as 150% of the published length of the program.

When a students' enrollment exceeds the 150% point, they are no longer eligible for federal and state financial aid. Students may still have the option of applying for alternative/private loans.

Credits transferred to Ramapo College affect the quantitative measure and the maximum time frame for completion. For example, credits completed at another institution that are being counted towards a students' degree/program will be used to determine academic progress. This includes credits from other colleges as well as other college credit programs such as AP and CLEP. All attempted credits count toward the 150% time-frame requirement, even if a student changes major.

Qualitative Standard

At the time of the annual SAP review, undergraduate students are expected to have a cumulative grade point average (GPA) at Ramapo College of at least 2.0 in order to continue to be eligible for Financial Aid. Graduate students are expected to have a cumulative grade point average (GPA) of 3.0.

Please note, these Satisfactory Academic Progress requirements are independent of the GPA requirements established by the Office of Academic Affairs. For details on the College's policies regarding academic standing view the online college catalog [here](#).

Quantitative Measure

At the time of the SAP review, students' academic records must show they are completing a minimum of 67% of credits attempted toward graduation requirements. This standard is the same for both graduate and undergraduate students.

Procedures for Appealing

Students not meeting the minimum SAP standards are ineligible for Federal, State, and institutional financial aid and will receive notice from the Financial Aid Office via email and/or letter. Students may request reinstatement of their financial aid eligibility for the following semester on probation by submitting an appeal to the Committee on Academic Progress in the Financial Aid Office prior to the deadline communicated in the students' notification of ineligibility.

Appeal requests must be submitted in writing and must include:

1. A completed [SAP Appeal for Reinstatement of Financial Aid Eligibility Form](#).
2. A written appeal detailing
 - a. What were the documentable mitigating circumstances that caused you to fail to make satisfactory academic progress? ****Proof of mitigating circumstances must be provided**
 - b. What changes have (or will occur) to ensure you will make progress during the next academic year.
 - c. Your realistic academic plan for improvement. Students should meet with an academic advisor to develop a academic plan of action and review their academic history prior to submitting an appeal. The academic plan should at least be to earn all attempted credits registered for at the end of the following semesters add/drop period with at least a 2.0 GPA for undergraduate students (3.0 for graduate students).

If approved, a student may be permitted to receive financial aid on probation for ONE semester. After that semester, the student will be expected to meet the SAP standards detailed above OR at least be following their academic plan as outlined in their appeal in order to receive aid on continued probation for the following term. After 2 semesters on probation students must be meeting the SAP standards listed above.

If, after being on probation, a student is still not making SAP AND IS NOT meeting their academic plan, they may submit a subsequent appeal. However, additional appeals cannot be granted based on the same circumstances outlined in the original appeal.

X. TYPES OF FINANCIAL AID

Financial aid is funding for your college education that comes from sources outside of your family. The Office of Financial Aid coordinates several different types of financial aid for students attending Ramapo College, including grants, loans, and work study. Gift aid and self-help aid are two categories of financial aid. Gift aid comes in the form of grants and scholarships and does not have to be repaid. Self-help aid comes in the form of student or alternative loans and work-study. Loans must be repaid. Financial aid at Ramapo College is awarded based on financial need. You may receive a combination of grants, scholarships, loans and work study in your financial aid package.

Additionally, certain financial aid programs are available to students participating in a study abroad program that has been approved for credit by Ramapo College. In some cases, you may also receive assistance from certain student aid programs while studying at an institution of higher education other than Ramapo if a consortium or contractual agreement has been approved.

Note: The following information on the student aid programs is current as of the publication date of this guide. RCNJ reserves the right to change or cancel awards because of regulatory changes, revised allocations, or additional information concerning a student's financial aid eligibility. Awarding is dependent upon program requirements and the availability of funds.

Federal Title IV Programs:

You must have a valid FAFSA on file, be enrolled at least half-time in a degree granting program and maintain satisfactory academic progress to receive Federal Financial Aid.

Federal Pell Grant Program

Eligibility for a Pell Grant is based on the Expected Family Contribution (EFC) that is calculated from the information provided on the FAFSA. The Central Processor sends the student a Student Aid Report in response to the submission of a FAFSA. The Expected Family Contribution is listed on the Student Aid Report if the FAFSA was properly completed. A Federal Pell Grant does not have to be repaid. Pell Grants are limited to students pursuing their first undergraduate degree and are prorated if a student is enrolled for fewer than 12 credits semester. A student may not receive a Pell Grant from more than one college for the same period of time. Funding for the Pell grant program is subject to congressional appropriations. Therefore, the range of specific award amounts may change each academic year.

Federal Supplemental Educational Grant (FSEOG)

Institutions are given a limited amount of SEOG funds each academic year by the U.S. Department of Education. Ramapo College awards undergraduate students SEOG based upon exceptional financial need as demonstrated through the results of filing the FAFSA. Priority is given to students who receive Federal Pell Grants, have 0 EFC and are on-campus residents.

Federal Work Study Program (FWS)

Federal Work Study provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. Students must work on campus to receive these funds.

Federal Direct Loan Program

Federal Direct Loans are the Department's major form of self-help aid and are available through the Federal Direct Loan Program.

Federal Direct PLUS Loan Program

Federal PLUS loans are available to parents of dependent undergraduate students. The parent who is borrowing through this program must be a U.S. Citizen or an eligible non-citizen and must not have adverse credit history. The interest rate is fixed at 7.9% and borrowers are responsible for all interest on the loan. Please be advised that there is a 4% origination fee which may include an up-front rebate on these loans. Repayment begins 60 days after the second disbursement on this loan.

Note: For Parent PLUS loans, forbearance and deferments are available if you qualify; contact DL Servicing at 1-800-848-0979 for more information.

Annual Loan Limits - Direct Loans Undergraduate			
Dependent Students	Annual Loan Limit - Subsidized	Annual Loan Limit - Unsubsidized	Combined Amount
First Year (0-31 credits)	3,500	2,000	5,500
Second Year (32-63 credits)	4,500	2,000	6,500
Third Year and Beyond (64+ credits)	5,500	2,000	7,500
Annual Loan Limits - Direct Loans Undergraduate			
Independent Students (and dependent students whose parent(s) were denied PLUS loan)	Annual Loan Limit - Subsidized	Annual Loan Limit - Unsubsidized	Combined Amount
First Year (0-31 credits)	3,500	6,000	9,500
Second Year (32-63 credits)	4,500	6,000	10,500
Third Year and Beyond (64+ credits)	5,500	7,000	12,500
Aggregate Loan Limits - Direct Loans Undergraduate			
	Limit for Subsidized Loans	Limit for Unsubsidized Loans	Combined Amount
Dependent Students	23,000	8,000	31,000
Independent Students (and dependent students whose parent(s) were denied PLUS loan)	23,000	34,500	57,500
Annual Loan Limits - Direct Loans Graduate and Professional Students			
Graduate and Professional Students	--	20,500	20,500
Aggregate Loan Limits - Direct Loans Graduate and Professional Students			
	Limit for Subsidized Loans	Limit for Unsubsidized Loans	Combined Amount
Graduate and Professional Students	65,500 (including undergraduate loans)	73,000	138,500

Federal Disbursement Policy:

A school must notify the student or parent in writing (paper or electronic) when Federal Direct, PLUS or GradPLUS loan funds are being credited to a student's account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. The notification must include the:

- Date and amount of disbursement
- Student's (or parent's) right to cancel all or part of the loan or disbursement
- Procedures and the time by which the student (or parent) must notify the school that he/she wishes to cancel the loan or disbursement.

Under the U.S. Department of Education regulations, you have the right to cancel all or part of the loan(s) within 14 days of the date of this notice. If you wish to cancel all or part of the loan(s) **prior** to a refund being generated (if eligible), please do so via your Ramapo Self-Service account by selecting Change/Decline Award. If you decide to cancel all or part of the loan(s) **after** you received a refund check or direct deposit (if eligible), you must contact the Office of Student Accounts for more information.

State Programs:

Higher Education Student Assistance Authority (HESAA) is the State Agency that runs the Tuition Aid Grants program (TAG), Education Opportunity Fund Grants (EOF), and various scholarship programs. They also have online services, tools and other resources at www.hesaa.org

You must have a valid FAFSA on file, be enrolled full-time at a state institution of higher learning pursuing your first undergraduate degree, maintain satisfactory academic progress, be a NJ resident of at least twelve (12) consecutive months prior to the first disbursement and must demonstrate financial need to receive State financial assistance.

In addition, all state grant recipients must meet the New Jersey State deadlines for the submission of the additional information requests, such as:

- Applicant Information Requests (AIRs)
- Verification documents
- College choice changes
- Corrections to ineligible conditions
- State Deadlines for Submitting Additional Information:
 - November 1 – Fall
 - March 1 – Spring

The Tuition Aid Grant (TAG)

The parent(s) of a dependent student must also be New Jersey Residents for the prescribed period of time. TAG awards are renewable annually and range from \$2500 to \$8,700. Students are notified of their award by NJ HESAA. You may receive the award for nine (9) semesters if financial need is demonstrated. You must reapply for funds each year by submitting a FAFSA by April 15 for renewal students and September 15 for new students; February 15 for spring only applicants.

Educational Opportunity Fund Grants (EOF)

Established by the New Jersey Legislature in 1968, Educational Opportunity Fund Grants (EOF) are awarded to undergraduates from educationally disadvantaged backgrounds who also demonstrate financial need. Applicants must apply to the program when they are applying to the College to be admitted into the program. Undergraduate students in this program must be NJ TAG eligible to receive EOF. The application deadline is October 1 for the academic year and March 1 for Spring only. Grants range from \$1,400 to \$1,600 per year.

Graduate students may also be eligible if they were EOF participants as undergraduates, please contact the EOF office for more information regarding Graduate EOF.

NJ STARS II

The NJ STARS II program is a continuation of the NJ STARS program that provides successful NJ STARS students at New Jersey county colleges with funding to transfer to a New Jersey Four-year public college or university to earn a bachelor's degree. The amount of the NJ STARS II award for the first two semesters of the student at New Jersey four-year public college or university will be based on the student's cumulative grade point average (GPA) upon graduation from a community college. Funding for this program is contingent upon the availability of funds from New Jersey Higher Education Students Assistance Authority (NJ HESAA).

NJ STARS II Requirements:

- Must meet all admission or application requirements established by the New Jersey four-year public institution.
- Must meet all institutional deadlines for admission and financial aid.
- Once admitted, students must submit to the New Jersey four-year public institution a final county college transcript that reflects a cumulative GPA of 3.25 or higher
- Must file the Free Application for Federal Student Aid (FAFSA) annually within established State deadlines: (www.fafsa.ed.gov)

For detailed information regarding this program please go to:
https://www.hesaa.org/Documents/NJSTARSII_program.pdf

Other Types of Financial Assistance:

Alternative Loans

Students have the option to seek an Alternative Loan to supplement their student aid. The student applies directly to the lender. Once the application is approved, the lender request certification of eligibility from the school. This process takes several weeks. Applicant or co-signer must be credit-worthy. For a listing of alternative private loans please go to <http://elmselect.com/#/>

Student Employment Programs

One way of assisting with the cost of higher education is through student employment. This employment through a job on campus. Students can work up to 12 hours a week during the academic year. Students determine their work schedule based on their academic commitments and availability of funds. A variety of jobs are available, including positions in academic offices, administrative offices, the Bradley Center, etc. Students should contact the Cahill Center or the offices in which they wish to work to see if there are openings.

- **Federal Work Study**

This program is funded by both the federal government and Ramapo College and provides jobs on campus for students who demonstrate financial need. Need is determined from the information reported on the FAFSA.

The advantages of qualifying for Federal Work Study is work-study earnings are deducted from income when applying for financial aid for the next academic year. Consequently, your eligibility next year will not be harmed. If you are unable to find employment by October, your work study award will be cancelled.

Employment Limits: Your award is posted on your financial aid section of Ramapo Self-Service. That award specifies the total amount that you can earn from the Federal Work-Study program. Your employer will be notified of the limit and consequently, requires that you monitor your earnings so that you do not exceed this amount. Once your Federal Work-Study limit has been reached, your department/employer should not allow you to continue working. Under certain circumstances, your work-study limit may be increased by contacting our office for a possible award adjustment if funds are available.

- **Student Assistant Program**

This program is similar to the Federal Work Study program except that it is funded completely by Ramapo College. Some students who do not qualify for work study may want to look for a job through this program.

Scholarships

Ramapo College scholarships are merit-based opportunities, meaning they are offered to students based on their academic and personal achievements, not financial need. There are two Merit based Scholarship awards a Presidential scholarship and a Dean's scholarship. These awards are offered for 4 years or 8 semesters provided you maintain the required GPA.

Ramapo College automatically considers all first year (freshmen) applicants for a merit-based scholarship. First year applicants are considered for merit-based scholarships based on academic performance and their potential to become active members of our community.

Typically students within the top 10% of their graduating class with at least a 1250 SAT (old SAT Critical Reading + Math only) or 27 ACT score are considered for one of our merit-based scholarships. Our merit scholarships are now test optional so you are not required to provide your SAT or ACT scores in order to be considered eligible. All aspects of a student's application are considered including extra-curricular activities, but limited funding and a large number of applications makes our scholarship awards highly competitive. For more information on merit scholarships, please visit the [scholarship](#) homepage.

Merit Based Scholarships for Transfer Students can be viewed in the [scholarship](#) homepage. Qualified applicants must meet the following criteria:

- **New Jersey Community College Graduate by the time you enroll in Fall semester.**
- Transfer applicants with a cumulative GPA of a 3.5 or higher will be considered for a scholarship.
- Students must submit their application and all required credentials **no later than May 1st**. No separate application is necessary.

**Applications received by March 1st will receive priority consideration.*

Each application will be reviewed holistically as they are received. Unfortunately, due to an increase in applications and limited funding, the college may be unable to offer all students with the above criteria a merit-based scholarship.

Scholarships for Accepted/Current Students

Full-time and part-time students, international students, and students already receiving scholarship aid are eligible to apply for the awards listed below. Candidates must be in good academic standing. Students may apply for more than one award as long as they meet all eligibility requirements.

Application forms include more detailed information about each award, including minimum GPA requirements and specific criteria.

These awards are made possible thanks to the generosity of alumni, parents, faculty and staff, and friends of the College. They are administered by the Ramapo College Foundation.

XI. REFUND POLICIES

Notification of Loan Disbursement Policy:

Federal Regulations require that a school must notify the student or parent in writing (paper or electronic) when Direct or PLUS loan funds are being credited to a student's account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. The notification must include the:

- Date and amount of the disbursement.
- Student's (or parent's) right to cancel all or part of the loan or disbursement.
- Procedures and the time by which the student (or parent) must notify the school that he/she wishes to cancel the loan or disbursement.

Under the U.S. Department of Education regulations, you or your parent have the right to cancel all or part of the loan(s) within 14 days of the date of this notice.

If you wish to cancel all or part of the loan(s) prior to a refund being generated (if eligible), please do so via Ramapo Self-Service by selecting Change/Decline Award. If you decide to cancel all or part of the loan(s) after you received a refund check or direct deposit (if eligible), you must send an email to finaid@ramapo.edu You will be expected to return or reimburse the college for the amount of your refund and any other charges that were paid by the loan(s).

Student Refund from a Credit Balance:

If your total assistance for the semester exceeds the direct charges (tuition, fees, room & board) on your account, you are entitled to a refund of the difference for use toward other educational expenses. The Office of Student Accounts issues refunds to students after final enrollment status has been determined and the funds have disbursed. Refund checks are generally sent to the recipient in the mail or direct deposit. For more information, contact the Office of Student Accounts.

Refusing a Credit Balance Refund Check:

Sometimes a refund check represents more loan funds than a student wants to borrow. The student may reduce or cancel the loan anytime during the enrollment period. The student must request in writing that the Office of Financial Aid reduce the loan and provide the amount to be retained for the loan period (2 disbursements.) **In the event the student ends up with the balance due to the institution, he or she will pay the Office of Student Accounts back the portion of the refund he or she is refusing.**

Federal (Title IV) Financial Aid Recipients Refund Policy:

Consistent with federal regulations, the amount of the federal aid that must be returned to the federal government is based upon the percentage of time the student remained in attendance during an academic term. Students are entitled to retain only that portion of federal student aid they earned based on the time in attendance.

If a student is dismissed, withdraws or stops attending before the first day of classes, all Federal aid is returned to the appropriate program. Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV funds.

When a student has received Federal Title IV funds in excess of their eligibility, it is the student's responsibility to return the unearned funds to Ramapo College of NJ. The Federal Government requires Ramapo College to return unearned funds for the student to the appropriate programs. The Higher Education Act (484) (b)(2)(c), however, requires that only 50%, (one-half), of grant aid received be returned. The College will calculate this amount and notify the student.

Students who have earned zero credits for any semester will be assumed to have not completed the term and have Federal Title IV funds returned as per the Federal Requirements, unless they can prove they completed the semester.

Any Loan funds borrowed must be repaid according to the terms of the Promissory Note.

XII. WITHDRAWALS OR FAILURE TO ENROLL

Contact the Office of the Registrar to obtain a Withdrawal/Leave of Absence Form.

Withdrawing from Class – “Official Withdrawal” Procedures:

Official Withdrawals are students who complete a Withdrawal Form (instructions can be found on the Registrar's web page) and drop all courses. **Please check the Student Accounts and Registrar's websites for the last date for 100% refund from Student Accounts Office.**

- **Students Accounts 100% refund period for federal refund policy**
 - o Entire bill is cancelled by Student Accounts
 - o Entire financial aid award is cancelled by the Office of Financial Aid
 - o Federal refund calculation required to determine student's eligibility for post-withdrawal disbursement
 - o If student received a loan in a prior semester, loan exit interview is required. No action is necessary if a loan disbursement was never made.

- **Student Accounts 50% refund period & before 60% for federal refund policy**
 - o Bill reflects 50% tuition & fee adjustment
 - o Counseling is required (re: bill payment, loan exit interview & SAP).
 - o Federal refund calculation required

- Revised aid will be reflected on student account
- Office of Student Accounts will post a revised bill on account.
- **After Student Accounts refund period but before 60% for federal refund policy**
 - Bill does not change
 - Counseling is required (re: bill payment, loan exit interview & SAP)
 - Federal refund calculation required
 - State aid must be cancelled if not disbursed
 - Revised aid will be reflected on student account
 - Office of Student Accounts will post a revised bill on account.
- **Beyond 60% federal refund policy**
 - Bill does not change
 - Counseling is required (re: bill payment, loan exit interview & SAP)
 - Federal calculation required for aid that wasn't disbursed
 - Student may be eligible for 100% of Federal Aid as Post-Withdrawal Disbursement
 - State aid must be cancelled if not disbursed
 - Revised aid will be reflected on student account
 - Office of Student Accounts will post a revised bill on account.

The formula for calculating the percentage of period completed:

Percentage of Semester completed = $\frac{\text{\#of calendar days completed in the semester}}{\text{Total number of calendar days in the semester}}$

Unofficial Withdrawals:

Ramapo College must establish whether federal financial aid recipients have unofficially withdrawn from the College if their term record shows zero (0) credits earned because of a grade of F or W. If the student has “walked away”. 50% of the student’s federal student aid is considered unearned and could result in a reduction of federal aid for the award period. Should it become necessary to cease attendance in all courses, it is in your best interest as an aid recipient to follow the official withdrawal procedure through the Registrar’s office.

XIII. Contact Information/Hours

Location, Hours and Contact Information

Ramapo College of New Jersey,
 Office of Financial Aid, Room E-207,
 505 Ramapo Valley Rd., Mahwah, NJ 07430
 Telephone: 201-684-7242 Fax: 201-684-7085 Email: finaid@ramapo.edu (Please include your student ID number in all emails)

Office Hours: Monday – Friday 8:30 – 4:30

Evening Hours: Open every 3rd Monday until 6:00 PM; except in May & December

Summer Hours: Monday – Thursday 8:00 – 5:15 (College closed on Fridays)

Winter Session: Monday – Friday 8:30 – 4:30

For more information please go to <https://www.ramapo.edu/finaid/>

GLOSSARY

Additional Information Request	The State of New Jersey Higher Education Assistance Authority may request additional information from students and their family to document the information provided on the FAFSA.
Award Notification	An award notification from a school states the type of and amount of financial aid the school is willing to provide the student who accepts admission and registers to take classes at the school.
Credit Balance	When the total assistance for the semester exceeds the direct charges (tuition, fees, room & board) on your account.
Dependent student	A student who does not meet any of the criteria for an independent student. An independent student one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse.
Direct Loan	William D. Ford Federal Direct Loan (Direct Loan) Program. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Loans, Direct PLUS Loans, and Direct Consolidation Loans. You repay these loans directly to the U.S. Department of Education.
Disbursement	Payment of loan proceeds by the lender. During consolidation, this term refers to sending payoffs to the loan holders of the underlying loans being consolidated.
Entrance and Exit Interviews	Students with educational loans are required to complete an Entrance or Exit Counseling before they receive their first loan disbursement and again before they graduate or otherwise leave school. During these counseling sessions, the student reviews the repayment terms and schedule of their loans.
Expected Family Contribution (EFC)	Your Expected Family Contribution (EFC) is the number that's used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your Student Aid Report (SAR). See also Need Analysis.
HESAA	Higher Education Student Assistance Authority (HESAA) is the State Agency that runs the Tuition Aid Grant (TAG), Educational Opportunity Fund Grants (EOF), and various scholarship programs. They also have online services, tools and other resources.
Independent Student	An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse.
Interest	A loan expense charged by the lender and paid by the borrower for the use of the borrowed money. The expense is calculated as a percentage of the unpaid principal amount (loan amount) borrowed.
Master Promissory Note	A promissory note is a binding legal document you sign when you get a student loan. It lists the conditions under which you're borrowing and the terms under which you agree to pay back the loan. It will include information on how interest is calculated and what deferment and cancellation provisions are available to the borrower. It's very important to read and save this document because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferments or forbearances.

Satisfactory Academic Progress	To be eligible to receive federal student financial aid, you must meet and maintain your school's standards of satisfactory academic progress toward a degree or certificate offered by that institution. Check with your school to find out its standards.
Scholarship	A form a financial aid given to undergraduate students to help pay for their education. Most scholarships are restricted to paying all or part of tuition expenses, though some scholarships cover room and board. Scholarships are a form of gift aid and do not have to be repaid. Many scholarships are restricted to students in specific courses of study or with academic, athletic or artistic talent.
Selective Service Registration	In order to be eligible for federal student aid you must register with the Selective Service if: <ul style="list-style-type: none"> ○ You are male born on or after Jan. 1, 1960 and ○ You are at least 18 years old, and ○ You are not currently on active duty in the U.S. Armed Forces. Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau are exempt from registering
Student Aid Report	Your Student Aid Report (SAR) summarizes the information you submit on your Free Application for Federal Student Aid (FAFSA) and provides you with your Expected Family Contribution (EFC). After you apply for federal student financial aid, you'll get your FAFSA results in an e-mail report by the next business day after your FAFSA has been processed or by mail within 7-10 days. This report is called a student Aid Report or SAR. Your SAR details all the information you provided on your FAFSA. If there are no corrections or additional information you must provide, the SAR will contain your Expected Family Contribution (EFC) , which is the number that's used to determine your eligibility for federal student aid. Whether you applied online or by paper, we will automatically send your data electronically to the schools you listed on your FAFSA.
Student Eligibility Notice	The notification to students about their state eligibility from NJ HESAA. This award notification lists the college on attendance and the amount of the TAG and (if applicable) EOF grant(s)
Subsidized	A loan for which a borrower is not responsible for the interest while in an in-school, grace, or deferment status. Subsidized loans include Direct Subsidized, Direct Subsidized Consolidation Loans, Federal Subsidized Stafford Loans, and Federal Subsidized Consolidation Loans.
Title IV aid	Title IV funds include Subsidized and Unsubsidized Stafford Loans, Federal PLUS Loans, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS).
Unsubsidized	A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan. Unsubsidized loans include: Direct Unsubsidized, Direct Unsubsidized Consolidation Loans, Federal Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Unsubsidized Consolidation Loans.
Verification	Verification is process where your school confirms the data reported on your FAFSA. Your school has the authority to contact you for documentation that supports income and other information that you reported.