



EASTERN VIRGINIA
MEDICAL SCHOOL

Eastern Virginia Medical School Office of Financial Aid

Financial Information for the Joint EVMS/ODU Master of Public Health Program

Welcome to the joint EVMS/ODU MPH degree program! As you look into the next year, you may be thinking of strategies to finance your MPH degree. The primary responsibility for the funding of your education rests with you and your family. As a part-time or full-time student, most, if not all, of the costs of attending the MPH degree program may be defrayed by your income from employment. However, in some cases, the amount that you and your family can contribute is not sufficient to meet all the costs of attending the MPH degree program. If you find this describes your circumstances, this publication has been designed especially for you.

The first step in exploring financing your MPH degree is making sure that you have a good credit rating. Your ability to receive some types of financial assistance require that you are creditworthy. To obtain a copy of your credit report, contact one of the three major credit reporting agencies:

Equifax	(800) 997-2493	www.equifax.com
TransUnion	(800) 888-4213	www.transunion.com
Experian	(888) 397-3742	www.experian.com

You will be charged a nominal fee for your report. Look for inaccuracies and resolve them. Also, look for too many accounts and close any unused credit cards. Look for a credit score in the mid to upper 600s.

Draft a budget to determine what your family can realistically contribute to your MPH degree. After you have searched for other sources of funds, we will help you apply for Federal funding. This booklet is intended to assist you in that process. Please use this bulletin as a resource throughout the year.

The Office of Financial Aid at Eastern Virginia Medical School will be your point of contact for financial assistance. The staff at the Office of Financial Aid is well prepared and looking forward to helping you with your questions about financial planning. The office phone number is (757) 446-5813.

GENERAL INFORMATION AND POLICIES

Privacy of Information

All documents submitted on behalf of a financial aid application are strictly confidential. No copy or information is released to anyone, including faculty members or program directors, without written consent of the applicant. This institution has the right to disclose information in connection with financial aid for which a student has applied or which a student has received, as may be necessary for such purposes as determining eligibility of the student for financial aid, determining the amount of aid, determining the conditions that are imposed regarding aid, and enforcing the terms or conditions of the aid.

Student Rights and Responsibilities

The student has the right to know:

1. What financial aid programs are available.

2. The deadlines for submitting applications for each of the financial aid programs available.
3. How financial aid is distributed, how decisions on that distribution are made, and the basis for these decisions.
4. How the student's financial need is determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in the student's budget.
5. What resources (such as employer contribution, other financial aid, student and family assets, etc.) are considered in the calculation of financial need.
6. How much of the financial need as determined by the institution has been met.
7. An explanation of the various programs in the student aid package.
8. The school's refund policy.
9. What portion of the financial aid must be repaid and what portion is grant aid. If the aid is a loan, the student has the right to know the interest rate of the loan, the total amount that must be repaid, the repayment procedures, the length of time to repay the loan and the date repayment is to begin.
10. How the school determines satisfactory academic progress and what happens if progress is less than satisfactory.
11. That all documents submitted to the Office of Financial Aid are confidential.

Falsification of Records

Falsification of any part of the financial aid application may result in denial, withdrawal, and/or repayment of aid funds. Students are in violation of the EVMS honor code if such documents are proven to have been falsified.

It should be noted that financial information submitted on the Free Application for Federal Student Aid (FAFSA) and on the additional required forms is used in establishing eligibility for federal student financial aid funds and that misrepresentation may subject the filer to sanctions under provisions of the United States Criminal Code.

Payment of Tuition

Tuition is billed based on the amount of credit hours taken each trimester. Tuition is due at the beginning of each term. Federal Stafford loan funds for financial aid recipients are disbursed directly to the school at the beginning of each term. Funds are applied to any outstanding tuition and fees.

Deferments

Those students not using Stafford loans to finance the MPH degree also may request a deferment of payment of tuition and fees if a justifiable reason exists. Tuition deferments are given at the discretion of the Financial Services Office, located in Room 308 of Smith Rogers Hall. Tuition deferment request forms are available in the Financial Services Office and should be completed and submitted to that office for approval on or before the day that tuition is due. Questions concerning the payment of tuition may be directed to the Financial Services Office at (757) 446-6067.

Late fees

A late fee of \$50 will be assessed if tuition and fees are not paid on the due date. If tuition, fees and the late fee have not been paid within two weeks of the due date, all academic privileges will be withdrawn. The student will be charged an additional 1.5% of the amount due per month until payment in full has been received.

Refunds

If a student has received financial aid funds in excess of tuition and fees, the extra amount is refunded to the student within three working days after the funds are received in the Financial Services Office. Students may pick up refund checks from the Student Loan Office in Smith Rogers Hall, Room 307.

Refund Policy

If a student withdraws from school, tuition is refunded according to the number of weeks attended during the trimester. The amount of the refund is calculated using a formula regulated by the Department of Education. If a student withdraws from one or more classes for the trimester, after classes begin, the student does not receive a refund and will have to pay to retake the classes or substituted classes from which he/she withdrew.

Repayment Policy

If a student withdraws during the academic year and has received financial aid for living expenses, he/she is expected to repay a portion of the aid received. The amount of the repayment is calculated according to a formula regulated by the Department of Education. In most cases, the amount to be repaid will be a portion of aid awarded for living, transportation, and miscellaneous expenses for that portion of the year that the student is not enrolled.

Tuition Costs for Repeating a Course

If a student requires an extra trimester to complete the curriculum, he or she is charged full tuition and fees for that trimester. Tuition and fees charged for individual courses will be determined by the Financial Services Office and the MPH Program Director.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

Who is Eligible for Financial Aid?

Any student who has satisfactory credit rating is eligible for some form of financial assistance. Income and assets determine the type of financial aid that is received, but do not affect whether or not a student is eligible for financial aid. If income and assets exceed the limits set to prove eligibility for need-based loan programs, there are non-need based programs for which a student may apply. To qualify for financial aid programs and to maintain eligibility for these programs, an applicant must:

- be accepted for admission to the EVMS/ODU MPH degree program
- be enrolled in good standing at least half time
- be a U. S. citizen or permanent resident
- be registered with the Selective Services if a male, at least 18 years old, under 26 years old, and not currently a member of the Armed Forces
- not be in default on previous student loan or owe a refund on any Title IV funds received at another educational institution
- maintain satisfactory academic progress
- be creditworthy

Standards of Satisfactory Academic Progress

Candidates for the MPH degree must complete the course of study as prescribed by the faculty. Academic evaluations for each course are based upon the achievement of the course objectives. A student must successfully complete all of the educational objectives for each year, receiving a grade of B or better, before proceeding to the next year or graduating.

Determination of satisfactory academic progress is made by the Program Director, who reviews the progress of failing and marginal students at the end of each course and the progress of all students at the end of each academic year.

Continued matriculation, including enrollment for remedial work, completion and/or the repeat of one or more courses, implies that the Program Director believes that the student is making satisfactory

academic progress for financial aid eligibility. Those who are judged to be unsatisfactory are required to withdraw from matriculation. Therefore, continued enrollment in the MPH degree program is, in itself, an indication that the student is maintaining satisfactory academic progress.

Eligibility for federal aid will not extend more than one academic year beyond the minimum required to complete the full course of study. The years do not have to be continuous.

EVMS is ready to respond to mitigating circumstances that may arise in individual situations. A student may appeal loss of eligibility for financial aid to the Associate Dean for Academic Affairs. The Program Director decides where the situation offers justification for altering customary stands of academic progress. The Associate Dean for Academic Affairs then advises the Director of Financial Aid of the decision of whether or not the eligibility for financial assistance is to be continued.

The Director of Financial Aid has primary responsibility for the enforcement of this policy and shall provide a copy of it at the time of enrollment. The Director of Financial Aid also ascertains if a student is maintaining satisfactory academic progress prior to the certification of a financial aid application and each disbursement of funds.

What is Financial Need?

A student is determined to have financial need when the expected family contribution, as determined by a federally approved needs analysis system, is less than the sum recognized as the school-approved student budget for attendance at the school. Financial needs is calculated as follows:

Student Budget – Expected Family Contributed = Financial Need

The student budget includes tuition, fees, equipment, books, room and board, and living expenses.

The expected family contribution is calculated by a federally approved needs analysis system. EVMS uses the Free Application for Federal Student Aid (FAFSA) and additional required forms. These forms use financial information submitted by the student and spouse (if applicable) in a federal formula to determine the expected family contribution.

A student must prove financial need in order to be eligible for need-based aid (Federal Stafford Loan). A student may not receive need-based aid in excess of the calculated financial need.

A student may use non-need-based aid (Federal Unsubsidized Stafford or other alternative loans) to replace the expected family contribution. Overall, the student may not receive financial aid from all sources, need-based or non-need-based, in excess of the school approved student budget.

If a student demonstrates no financial need, he or she may borrow dollars from non-need-based loan programs for an amount not to exceed the total cost of education (i.e., the school approved student budget).

Standard Student Budget

As described above, the standard student budget is used to calculate each student's financial need, and awards are made based on that need. Each year, the Office of Financial Aid polls the EVMS student body to determine reasonable living expenses for students. This information is combined with information published by the Bureau of Labor and Statistics to calculate the standard student budget. As previously mentioned, this budget includes tuition, fees, books, room and board, and living expenses. For the sake of understanding the award process, a sample budget for the MPH Program is provided.

The standard student budget establishes a limit on the financial aid that each student is allowed to receive. The Office of Financial Aid encourages each student to economize in any way possible to minimize the amount of dollars that must be borrowed.

Adjustments to the Standard Student Budget

During the course of an academic year, circumstances may arise that cause a student to need financial assistance in excess of the standard student budget. In certain situations, the student budget may be expanded to include additional items.

Allowable Items for Budget Increases

The following items can be used to increase the student budget. Each expense must be documented with receipts reported on a budget increase form (available in the Office of Financial Aid) and submitted to the Director of Financial Aid for approval.

- medical and dental expenses not covered by insurance
- car repairs that exceed amount allowed for transportation in the student budget
- dependent care
- processing fees deducted from student loans in the same academic year
- purchase of personal computer

APPLICATION PROCESS

How to Apply for Financial Aid

When a student determines that family and outside resources are insufficient to meet the costs of education, he or she should then apply for federal assistance. Students must reapply each year for financial assistance. It is the student's responsibility to complete all forms accurately and to submit those forms before the appropriate deadlines.

Returning students must submit the FAFSA and additional need analysis forms by March 15. All other appropriate forms must be submitted by May 1 of the first year of the award (e.g., May 1, 2004 for the 2004/2005 award period.)

The following documents are required of each financial aid recipient:

Free Application for Federal Student Aid (FAFSA). All applicants for financial aid are required to complete the Free Application for Federal Student Aid. The FAFSA is a need analysis questionnaire that measures the applicant's financial resources; it does not make financial aid awards nor is it a loan application. By listing EVMS as a recipient of the form, EVMS receives an analysis of the student's resources (income and assets). This information is then used to determine eligibility for the need-based Federal Stafford Loan (both Subsidized and Unsubsidized).

EVMS Financial Aid Form.

Copy of federal tax return. All students must submit a signed copy of their own prior year's (e.g. 2003 for the 2004/2005 award year) federal income tax return. In the event that a student did not file taxes, a "Non-Filer" Form should be submitted to the Office of Financial Aid. This form is available in the Office of Financial Aid.

Student Independence

According to current federal guidelines, graduate and professional students are considered independent. A student is considered independent by federal guidelines if he/she:

- is 24 years of age by December 31 of the award year (e.g. Dec. 31, 2004 for the 2004/2005 award year)
- is a veteran of the United States Armed Forces
- is an orphan or a ward of the court
- has legal dependents other than a spouse
- is married
- is a graduate/professional student

Applications

Financial aid applications will be made available by request from the EVMS Office of Financial Aid. The FAFSA must be submitted by April 15 and all forms must be received in the Office of Financial Aid by May 1.

Returning Students

All returning students are required to submit a Free Application for Federal Student Aid (FAFSA) and other required need analysis forms in order to be considered for EVMS administered funds by March 15th of the first year of the relevant award year (e.g., 2004 for the 2004/2005 award year).

All other required forms must be received in the Office of Financial Aid by May 1 of the first year of the relevant award period (e.g. 2004 for the 2004/2005 award period.)

Married Students

The primary responsibility for financing an education lies with the student and the family of the student. The spouse of a married student is expected to contribute a portion of earnings, after tax deductions and a standard allowance for reasonable living expenses, toward the married student's educational expenses. Non-need-based aid may be used to replace the expected spousal contribution.

Eligible Non-Citizen Students

A copy (both sides) of the U. S. citizens or permanent residents visa is required of all foreign students before any state or federal funds can be dispersed.

International Students

Federal regulations do not allow for federal financial assistance to be awarded to anyone that is not a U. S. citizen or permanent resident. As a result, assistance for international students is provided by private lenders using private funding.

Student Personal Savings and Assets

A student requesting financial aid is expected to apply to the cost of education a certain portion of all savings and assets before eligibility for institutional funds is considered.

IMPORTANT DEADLINES TO REMEMBER

March 15:	For returning students, deadline to submit FAFSA and other financial aid forms.
May 1:	Absolute deadline to submit FAFSA and other financial aid forms for all students.
July 1:	Deadline to submit Federal Stafford Loan request form.
April 1 (following year):	Deadline to submit budget increase form.
April 15 (following year):	Deadline to submit Federal Stafford loan request form.

AWARD PROCESS

Need Eligibility

After the EVMS Office of Financial Aid has received the results from the FAFSA need analysis, a notice is sent to the student advising him or her of eligibility for need and non-need based funds.

Offer of Financial Aid

An award letter is sent to each student after the student's file is reviewed and evaluated. The award letter includes the standard student budget, the expected family contribution, and, if the student is eligible, an offer of need-based funds.

The following is a typical financial aid package for a student who shows a \$1,200 expected family contribution.

NOTICE OF AWARD

Name Joe Student	June 1, 200X
Education Costs	\$ 24,736
Expected Family Contribution (-)	\$ 1,200
Federal Stafford Loan Eligibility	\$ 8,500
Remaining need to be met by other loan programs	\$ 15,036

Appeals

Every student has recourse through the Student Affairs Committee to decisions that cannot be resolved with the Office of Financial Aid. The appeal is to be submitted in writing to the Chairman or Secretary of the Student Affairs Committee.

Adjustments to Aid Awards

It is the student's responsibility to inform the Office of Financial Aid of any changes in financial status during the course of the academic year. If a student receives funds that were not anticipated at the time of application, the financial aid award is reduced accordingly.

Entrance Interview

In an effort to assure that every student is an informed borrower, EVMS and federal regulations require every student to participate in an entrance interview before receiving federal loans. The entrance interview is an integral part of the student's financial plan. During the interview, information is communicated about the student's responsibilities and about each loan the student plans to borrow: the grace periods, deferment options, interest rates, prepayments, consolidation options and general repayment obligations.

Applying for Loans

After the award letter offering information concerning eligibility for need and non-need based loans is received by the student, the student begins the application process for other loan sources.

Each student should carefully evaluate his or her projected financial needs for the academic year and borrow accordingly, without exceeding the limits established by the standard student budget and the student's own financial need. As previously mentioned, each student must borrow from the Federal Stafford Loan program to meet the first portion of his or her financial need. A list of preferred lenders is provided by the Office of Financial Aid.

After the loan applications have been completed, they should be turned in to the Office of Financial Aid for processing. Processing time varies depending upon the lender; in general it takes 4-6 weeks to process a loan. In order to have loan funds available in time for fall registration, the student should submit loan applications no later than July 1.

If a student determines later in the academic year that he or she needs additional loan funds, and is eligible for those dollars, loan applications are accepted until April 15th of the academic year (e.g. April 15, 2005 for the 2004/2005 award year). After that date, no loan applications are processed until the following academic year.

FUNDS AVAILABLE FOR MPH STUDENTS

Federal Subsidized Stafford Loan

The current annual loan maximum for graduate students is \$8,500 with an aggregate maximum of \$65,500.

The federal government subsidizes the interest while the borrower is enrolled (e.g. the borrower is not charged interest until repayment begins). Currently, interest rates are based upon the 91-Day Treasury Bill plus 1.7%, capped at 8.25 percent. Some loan programs charge borrowers an origination fee.

Repayment of the Federal Stafford Loan begins six months after graduation or when the student's status drops below half-time. During the ten-year repayment period, the borrower must pay interest on the total outstanding balance.

Federal Unsubsidized Stafford Loan

An applicant must apply for the full amount of his/her Subsidized Federal Stafford Loan eligibility before applying for a Federal Unsubsidized Stafford Loan. A graduate/professional student may borrow up to \$18,500 per year minus the amount of his/her federal Subsidized Stafford Loan. The aggregated maximum is \$138,500 minus the amount of the student's approved Subsidized Stafford Loans. Currently interest rates are based upon the 91-Day Treasury Bill plus 1.7%, capped at 8.25 percent. Some programs charge borrowers an origination fee.

Although students are responsible for paying their own interest, both interest and principal payments on the Federal Unsubsidized Stafford Loan may be deferred until completion of education or a student's status drops below half-time.

Other Alternative Loans

Please contact the Office of Financial Aid for more information.

Emergency Student Loan

The Emergency Student loan is available to students who need a short-term loan for emergency situations. Students may be permitted to borrow up to \$500 for 30 days. If additional funds are needed, a written request should be submitted to the Director of Financial Aid. A \$50 late fee is imposed if the loan is not paid by the due date.

Office of Financial Aid Services

We have many goals, the most important of which is to provide the information you need to make informed decisions concerning your finances in a caring and professional manner. We strive to provide you with many opportunities to increase your knowledge of money management, financial planning, budgeting, etc.

Newsletter

"It Just Makes Cents" is published quarterly and is designed to keep students informed of relevant financial aid issues, such as upcoming deadlines and other important financial aid information.

Exit Interview

Every student who borrows from federal and/or institutional loan funds must participate in an exit interview with the Director of Financial Aid before graduating or withdrawing from the MPH Program. During this interview, the borrower confirms the total amount borrowed, the source of each loan, repayment options (deferment, cancellation), the amount and date when repayment begins on each loan, and the length of repayment period. Exit interviews are conducted by the Student Loan Officer located in Smith-Rogers Hall. Appointments may be scheduled by calling (757) 446-5814.

Loan Deferment

While in attendance at EVMS, the student is responsible for obtaining deferments for student loans received prior to matriculation at EVMS. Loan deferment forms should be submitted to the Office of the Registration (Lewis Hall) for completion.