

# Financial Aid Handbook

*Pomona College*

Office of Financial Aid

This document explains Pomona College's need based financial aid program. It provides information regarding the cost of attendance, the application process, and eligibility requirements for federal, state and college aid. The handbook also explains the policies that support the Financial Aid program at Pomona College and serves as a useful reference for students and their families who are applying for or receiving need based aid at Pomona College.

*Policies and  
governance of  
financial aid at  
Pomona*

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*Investing in Your Future*

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A college education is a valuable investment and at Pomona, we believe that a family's finances should not be a barrier to accessing a Pomona education. Pomona brings together individuals of academic ability who are interested in doing something meaningful with their lives, from across the United States and the world. Together with staff and faculty, we create a community in which students can experience the full breadth of a liberal arts education. To do this, and do it well, Pomona is committed to providing a comprehensive, need-based financial aid program that seeks to bring the college's academic opportunities within reach of all students.

Pomona College has a longstanding commitment to the philosophy that financial aid be awarded on the basis of financial need to provide access to an education to the greatest number of students, believing that everyone at the college benefits from a diverse student population from a wide range of economic and social backgrounds. Offering financial aid based on need rather than merit distributes funding to the students who rely on aid to enroll in college. Pomona meets the full demonstrated institutional need of all students who complete their financial aid application and maintain satisfactory academic progress towards their degree program.

Thanks to generations of gifts from alumni, parents, and friends of the college, Pomona has one of the most generous financial aid programs in the country. This allows us to award more than \$50 million a year in financial aid to more than half of all Pomona College students. Financial aid is available to all students to assist with paying for direct costs – tuition, fees, housing and food. Aid can also be used to help pay education-related expenses such as books, supplies, student health insurance and transportation.

Pomona College remains committed and affirms:

- To meet the full demonstrated need of all students by offering institutional aid as determined by the Office of Financial Aid
- Maintain a modest self-help component of the Offer of Financial Aid. Self-help funding is a student's investment in their education which comes from summer earnings and student employment during the school year.
- Determining a student's financial aid eligibility for institutional funding on need, not academics, race, athletic ability or other type of "merit".
- Providing financial aid to support full-time enrollment in each of the eight semesters, or the pro-rated amount for transfer students who enroll with advanced class standing.

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*Admissions Policy and Financial Aid*

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**Domestic Students**

Financial need does not affect admissions decisions for U.S. citizens and permanent residents or for students graduating from a high school in the United States. Financial Aid information is not shared with Admissions for domestic students.

**International Students**

The admission evaluation is need-aware for international students. This means an international student's request for financial aid will be one factor among many in the admission process. International applicants must indicate their intent to apply for financial aid at the time of application and submit a complete application for financial aid by the published deadline. Students who indicate on their applications that they will not be applying for financial aid and subsequently are admitted to Pomona are not eligible to apply for financial aid in future years.

In rare circumstances, where there may be a significant set of circumstances beyond the control of the student and their family that has dramatically affected the financial circumstances of the family, a student may inquire with the Office of Financial Aid to discuss the nature of the changes and if an application for aid can be submitted. There are no guarantees that need based financial aid would be made available.

**Undocumented/DACAmented Students**

Pomona awards institutional financial aid to undocumented or DACA-mented students who graduate from a U.S. high school in the same way that aid is awarded to a domestic student applicant. Financial need is not a factor in admission decisions for these students.

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*Pomona College's Financial Aid Privacy Policy*

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The Office of Financial Aid at Pomona College requires sensitive information be provided to our office, from the student and their biological, adopted or legal parents, to determine financial aid eligibility. Both biological parents are expected to submit information, regardless of whether they are married, or not, and residing together or apart. Information that is provided to the Office of Financial Aid through the FAFSA, CSS Profile, IDOC and other mechanisms are safeguarded and used solely for the purpose of administering our financial aid program. The data provided to the college is protected under the Higher Education Act (as amended), the Family Educational Rights and Privacy Act (FERPA) and the Privacy Act.

Pomona College's information, data, and records are managed in a manner consistent with Pomona College's risk strategy to protect the confidentiality, integrity, and availability of the assets. The summary of [Pomona College's data policy](#) can be reviewed online in the Information of Technology Services website.

Information has been submitted to our office cannot be released to any other individuals. Tax forms from parent(s) cannot be released to the student or parent(s). In the case of divorced or separated parents, tax information will not be

provided to the other parent. This policy extends to parents who may have initially submitted joint returns but are now divorced or separated.

### **PowerFAIDS and IDOC**

The Office of Financial Aid captures and transmits privacy data, including FAFSA and CSS Profile data, via our financial aid system known as PowerFAIDS. It is recommended that tax documents and supplemental financial aid materials be submitted to our office via the College Board IDOC system.

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### *Contact Information*

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Pomona College Office of Financial Aid  
 Sumner Hall  
 333 N. College Way  
 Claremont CA 91711

Phone: 1-909-621-8205  
 Fax: 1-909-607-9842

### [Pomona College Financial Aid](#)

Office Hours: Monday - Friday, 8:00 AM - 12: 00 PM, 1:00 PM – 5:00 pm

Summer Hours (Mid-May through Mid-August): Monday – Friday, 8:00 AM - 12: 00 PM, 1:00 PM – 4:30 PM

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### *Cost of Attending at Pomona College*

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The cost of attendance is what the college estimates it will cost to attend Pomona for one year. Included in the cost of attendance are direct costs of tuition, fees, housing (if the student is living on campus) and food, and indirect cost estimates for books, supplies, personal expenses, and transportation.

Students who enroll less than full time will have the tuition and books portion of their cost of attendance reduced. This reduction may reduce the amount of aid the student receives for the semesters where they are enrolled less than full time. Students must be enrolled at least half-time to receive financial aid.

Students that live off campus or with parents will have a housing and food budget based on an average expense for each housing arrangement. The average is determined from surveying students living off campus to determine the average amount that is spent on living expenses, along with data from housing surveys for students in California and across the U.S.

Students should expect to pay for books, supplies, living expenses, and transportation to and from college during school closure (winter and summer). These are out of pocket expenses that you will incur, which will vary according to your needs and spending habits. We include an estimated amount in your cost of attendance for the purposes of determining your financial aid. Should your costs be higher than estimated, you may provide the Office of Financial Aid with documentation to request loan funding. Some outside scholarship donors may allow their scholarship funds to offset these additional expenses.

The [Cost of Attendance](#) is provided on the Pomona College website.

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### *Financial Aid Deadlines*

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All students should submit the required forms by the established deadlines. Late applications are accepted; however, your financial aid award offer will be delayed. If the deadline falls on a weekend, the forms are still considered on time if received by the following Monday.

Learn more about [financial aid application deadlines](#).

Documents cannot not be emailed or faxed to the office without appropriate encryption out of protection of student and parent security related to personally identifiable information.

Applicants may view their requested documents on the Application Status Page starting on November 1.

Returning students may view the status of their Financial Aid documents in the student's Document Checklist in the FINAID47 student portal.

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### *Applying for Financial Aid*

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To apply for financial aid, or to renew your financial aid in the following years, the application requirements are outlined below. Please note: Financial Aid is not automatically renewed, students must re-apply each year.

- The Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA)
- CSS Profile
- Federal IRS income tax returns or translated annual tax forms from international filers
- Form W-2 statements or wage statements from an employer if outside of the U.S.
- Federal Tax Returns for a corporation or partnership (1065, 1120S, 1120) and K-1 Statements
- Verification worksheet for students who have been selected for the Federal Verification process
- Scholarship Selection Form

#### **The Free Application for Federal Student Aid (FAFSA)**



To apply for federal and state financial aid, students that are U.S. citizens, permanent residents or eligible non-citizens complete the [Free Application for Federal Student Aid](#) (FAFSA). The FAFSA uses a federally defined formula to determine the family financial strength and ability to pay.

The FAFSA can be completed beginning October 1. Pomona's school code is 001173. If you only wish to submit the FAFSA to receive the federal aid you may qualify for and not be considered for institutional aid, please notify us.

### **California Dream Act Application**

The California Dream Act Application allows students interested in attending eligible California Colleges to apply for state financial aid. This application is unrelated to the federal Deferred Action for Childhood Arrivals (DACA) program. Students need to meet the following California nonresident tuition exemption (commonly known as AB540):

Attendance for three or more years or the equivalent at any of the combination of the following:

- California high school, California adult school, California Community College or
- Three years of California high school credits and three years of total attendance in any combination of elementary school, secondary school or high school in California

AND

- Graduation from a California high school or the equivalent (GED, HiSET, TASC, CHSPE) or
- Attainment of an associates' degree from a California Community College; or
- Fulfillment of the minimum transfer requirements from a California Community College to a California State University or University of California campus

### **The CSS Profile**

To apply for institutional financial aid, students complete the [CSS Profile](#) application and the College Board distributes the information to Pomona and any other schools that are designated by the student to receive the application.

The College Board charges students a fee to complete the CSS Profile, however fee waivers may be available from the College Board. Please refer to the CSS Profile application page for more information about charges and fee waivers.

The Office of Financial Aid collects financial information for the secondary household through the CSS Profile. The secondary parent's information is kept secure, and is shared only with the college's financial aid administrators authorized by the parent to receive it. Neither the student, nor the parents can access the other parent's information.

International applicants to Pomona College are not eligible for a fee waiver through the College Board. However, if the fee presents a financial hardship, international students may submit a Pomona College International Financial Aid Application. This is a free application form created and maintained by Pomona College for international students.

## Required Tax Documents

### ***Federal IRS income tax returns or translated annual tax forms from international filers***

An important part of the financial aid review process includes verification of certain information provided to us on the FAFSA and CSS Profile by supporting tax documents. To satisfy this requirement, each student and their parents submit a copy of their Federal Income Tax Return (1040, 1040A, 1040 EZ) or the equivalent annual tax form for those that live outside of the US. International tax filers submit a copy of their tax form translated into English.

### ***Form W-2 statements or wage statements from an employer if outside of the U.S.***

If filers have supplemental tax schedules and wage statements (Form W-2), these should be submitted as part of the application process. Filers from outside of the U.S. submit an annual confirmation of earnings from their employer.

### ***Federal Tax Returns for a corporation or partnership (1065, 1120S, 1120) and K-1 Statements***

Parents or students that are partners in a corporation, or that operate a corporation, submit a copy of their business tax return, including any K-1 statements that were issued.

## Non-filing Statements

If you or your parents did not or will not file a return, we collect a signed statement, called the Non-Filing Tax Status form for the student and/or parent. This form collects all income from working or other sources. As part of the Non-filing form, all statements such as W-2 forms, Social Security Benefit Statements, are included when submitting the Non-Filing form.

## IDOC

Pomona uses an electronic documentation service called IDOC that is administered by the College Board. The student gains access to the IDOC dashboard after completing the CSS Profile application. The student receives an email with instructions to login to IDOC. Once logged in, the student can view and download common forms, such as the Non-filing Form or Verification Worksheet. Students will upload tax forms, W-2 statements, wage statements and all other supplemental documents to IDOC, which will be securely transmitted to the Office of Financial Aid.

International students who choose to use the Pomona College International Financial Aid Application instead of the CSS Profile will be asked to submit supplemental documents to the college through the admissions portal instead of IDOC.

Students and parents may not email these documents to the Office of Financial Aid as this puts individuals at risk of a data breach when personally identifiable information is included in a non-secure communication method, like email.

## Verification

Federal verification is a process which requires institutions to verify the accuracy of the information provided on a student's FAFSA in an effort to ensure that federal aid is distributed to those who are eligible. If your FAFSA is selected for verification by the U.S. Department of Education, you are required to provide documentation to Pomona verifying the information you entered on your FAFSA.

Federal student aid applications can be selected for Verification by the Department of Education or by Pomona College. The required documentation varies depending on the reason(s) your application was selected. Typically, if your FAFSA is selected you and your parent(s) must complete a Verification Worksheet, and submit IRS Tax Transcripts or signed Federal Income Tax Returns, including W-2 statements. The Document Checklist in FINAID47 will list all documents that

are required.

In some cases, after the Verification process has been completed, your federal aid eligibility may change, which may require Pomona College to adjust the amount and sources of your financial aid. The Office of Financial Aid will notify you of any changes to your award.

Students receiving federal financial aid such as the Federal Pell Grant, Federal SEOG Grant, or Federal Direct Loan funds cannot have these funds applied to their student account until verification is complete.

Students may need to provide documentation as part of verification that verifies the student's identity and high school completion. The student will be notified by the Office of Financial Aid if this is the case.

To satisfy this requirement, the applicant must appear in person, present acceptable government issued photo identification, sign the Statement of Educational Purpose, and present acceptable documentation of high school completion as indicated below:

FAFSA Information	Acceptable Documentation
<p><b>High School Completion Status</b></p>	<p>1) <i>High School Diploma</i></p> <ul style="list-style-type: none"> <li>a) A copy of the applicant’s high school diploma;</li> <li>b) A copy of the applicant’s final official high school transcript that shows the date when the diploma was awarded; or</li> <li>c) A copy of the “secondary school leaving certificate” (or other similar document) for students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript.</li> </ul> <p>Note: Institutions that have the expertise may evaluate foreign secondary school credentials to determine their equivalence to U.S. high school diplomas. Institutions may also use the services of a foreign diploma evaluation service.</p> <p>2) <i>Recognized Equivalent of a High School Diploma</i></p> <ul style="list-style-type: none"> <li>a) General Educational Development (GED) Certificate or GED transcript;</li> <li>b) A State certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma;</li> <li>c) An academic transcript that indicates the student successfully completed at least a two year program that is acceptable for full credit toward a bachelor’s degree at any participating institution; or</li> <li>d) For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and has not completed high school but has excelled academically in high school, documentation from the high school that the student excelled academically in high school and documentation from the postsecondary institution that the student has met the formalized, written policies of the postsecondary institution for admitting such students.</li> </ul>

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## *Eligibility Requirements for Financial Aid*

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Financial aid is a general term for the many different sources of financial aid available to help pay for your college expenses – scholarships (institutional or private), federal and state grants, loans, or employment. All applicants and currently enrolled students are eligible to apply for financial aid. If you are not sure if your family will qualify, but you feel that your family may need assistance to cover the cost of attending Pomona, we encourage you to apply for financial aid. International applicants should review the international financial aid section carefully, as some policies differ when applying for financial aid.

### **Federal Aid Eligibility**

Federal and state financial aid have statutory limits. For students who received a federal Pell grant, the equivalent of 12 full-time terms is the maximum length a student may receive federal financial aid. State aid programs are generally limited to 8 semesters of eligibility. Please see “Satisfactory Academic Progress Standards” of this handbook for additional restrictions.

To qualify for most types of Financial Aid, you must satisfy the following requirements:

- Be fully admitted to the college with a High School Diploma or its equivalent (i.e., GED)
- Have a complete application for financial aid — all documents turned in as requested
- For federal financial aid (Pell grant, SEOG, or federal loans), be a U.S. Citizen or eligible non-citizen
- Be enrolled at least half time
- Meet Satisfactory Academic Progress standards.

### **Other Eligibility Requirements**

#### *Non-Citizen Eligibility Criteria*

U.S. citizens are eligible for Federal Student Aid programs. Eligible non-citizens must meet certain requirements to be eligible for Federal Student Aid programs. Eligible non-citizens may be asked to provide proof of their eligibility if primary confirmation is not received through the Federal database match. Documentation will be requested via the Application Status portal for first-year applicants and on the FINAID47 student portal for returning students.

#### *California DREAM Applicants*

The California Dream Act is a combination of two laws that were passed in 2011 that allow AB 540 students to apply for and receive several types of financial aid, including the California State Grant and privately funded scholarships. Applications for the California State Grant must be submitted by March 2 and include completing the California Dream Act Application and working with your high school counselor to submit your GPA verification.

Students who enroll at Pomona and receive a Cal Grant are required to submit the Cal Grant Affidavit form to the Office of Financial Aid by June 1, to ensure the timely disbursement of state grant funds to assist with school charges.

### Academic Standards and Regulations

**Academic Year Definition:** An academic year is defined as minimum two 15 week terms for a total 30 weeks during which the average undergraduate student is expected to complete a minimum of 6 course credits. Enrollment in a minimum of 3 course credits per term is required in order to be considered a full-time student.

**Course Credit conversion to Semester Hours:** One Course Credit = 4 semester hours

### Course Load

#### *Normal/Full-Time/Part-Time Enrollment Definitions*

- All enrolled courses are included in the course load calculation.
- Normal full-time enrollment is four full courses in each of the eight semesters.
- The minimum full-time course load is three full course credits (or the equivalent). Students who fall below this minimum are classified as part-time students.
- Students are limited to pre-enrollment in four full courses and .75 course credits from partial credit courses. Additional courses may be added, subject to the student's eligibility, at the start of the semester.

### Enrollment Status Definitions

Enrollment Status	Credit Hours
Full time	3 course credits per semester
Three Quarter time	2.5-2.99 course credits per semester
Half time	1.5-2.49 credits per semester
Less than half time	0-1.49 credits per semester

- *Although 3 credits is considered full time for financial aid purposes, students are expected to enroll in 4 credits per semester to graduate within the standard expectation of 8 semesters.*
- *Students enrolled less than half time are not eligible for institutional grant assistance and Federal Direct Student Loans.*

### Grade Level Definitions

Grade Level	Freshman	Sophomore	Junior	Senior
Earned Credits	0-6.99	7-15.99	16-22.99	23-32

### Maximum Time Frame

Eligibility for Pomona need-based grant assistance for fulltime undergraduate students entering Pomona directly from high school is limited to a maximum of eight semesters. There may be instances when a student will drop below full-time status during a semester and is allowed to retain financial aid eligibility, or may take a mid-semester leave of absence, and use all or a portion of a semesters aid. When this situation occurs, that term will be counted toward the eight-term limit. Students who transfer to Pomona are granted a pro-rated number of semesters based on the number of credits they transfer into Pomona, as determined by the Registrar's Office.

Credits Accepted by Registrar	Class Standing	Eligible Number of Semester of Aid
4-7.99	Second Semester First Year	7
8-11.99	First Semester Sophomore	6
12-15.99	Second Semester Sophomore	5
16-19.99	First Semester Junior	4

### Enrollment beyond Eight Semesters

If exceptional circumstances prevent a student from earning a Bachelor's of Arts degree in eight semesters, the student must receive permission from the Academic Standards Committee to enroll full-time for additional semesters to complete requirements for graduation. If ASC approves additional time at Pomona, the student is considered eligible for need based financial aid, assuming the student has not exceeded Federal Maximum Timeframe limits as described in the Satisfactory Academic Progress Policy. Eligibility for need based financial aid will be determined based on the same financial aid data submitted by all returning students applying for financial aid and Pomona's standard needs-analysis methodology. Financial need is provided each approved semester beyond eight is the following way. There is no exception to this policy.

Student Contribution: \$5,000

Student Employment: \$1,400 per semester

Student Loans: \$5,000 per semester

Scholarship: Remaining financial need is met with Pomona grant/scholarship, Federal Pell or SEOG grants.

### Financial Aid Satisfactory Academic Progress Policy (SAP)

Students receiving need based financial aid are required by the U.S. Department of Education and college policy to make Satisfactory Academic Progress (SAP) towards their degree. Pomona has established an SAP policy to support

each student’s academic success and support their path towards graduation. Pomona’s SAP policy applies to all enrolled students who are recipients of federal, state and intuitional grant, work and loan funds. Federal, state, and college financial aid programs include:

Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (SEOG)
California State Cal Grant
Pomona College Grants and Scholarships
Federal Work-Study
Pomona College Loans
Federal Direct Subsidized/Unsubsidized Loans
Federal Direct Parent PLUS Loans

Pomona's SAP policies for undergraduate students are similar, but not identical, to the college’s [Academic Standards Policies](#). Students should review both sets of policies and seek clarification as needed. Questions about SAP policies can be directed to the [Office of Financial Aid](#); questions about the college’s Academic Standards policies can be directed to the Dean of Students’ Office.

**Defining Satisfactory Academic Progress**

To remain eligible for financial aid, you must maintain SAP by satisfying the following criteria:

- Meeting a minimum cumulative Grade Point Average of 2.0 on a 4.0 scale (GPA)
- Earning a minimum number of credits each semester to ensure timely progress towards your degree (Pace of Progression)
- Completing your degree requirements within a maximum length of time (Maximum Time Frame)

If you do not meet one or more of the criteria for SAP, you will lose eligibility for need based financial aid until you have met the SAP standards or have submitted an appeal that has been approved by the Office of Financial Aid, which is explained in detail below.

*Cumulative Grade Point Average (GPA):*

To maintain SAP, you must maintain a cumulative GPA of 6.0, on a 12.0 scale. Grade points are assigned on the following scale:

4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

*Pace of Progression (Pace):*

To maintain SAP, you must complete a minimum percentage of the courses that are attempted. The evaluation of SAP is



cumulative and considers all coursework while enrolled at Pomona and includes coursework that has been transferred in and been assigned credit on your transcript.

$$\text{Pace} = \text{Cumulative Courses Completed} \div \text{Cumulative Courses Attempted}$$

The minimum pace of completion for all student is 67%, which means that 67% of attempted courses are awarded credit towards your degree. The following section outlines what courses are attempted and earned.

#### *Defining Attempted and Earned Credits and GPA Calculation*

Graded Coursework, earning A, B, C, D (+/-): Courses with these grades assigned count towards both attempted and earned course credits. These courses are averaged into the cumulative GPA.

Courses taken Pass/No Credit (P/NC): Courses taken with the P/NC option count as an attempted course. Courses that are passed count as an earned credit. Courses that are “no credit” are not earned credit. These courses are not averaged into the cumulative GPA.

Courses with an F: Courses in which a student receives an F are included in attempted units. F grades do not earn credits. These courses are averaged into the cumulative GPA.

PE and Cumulative Courses Completed: Students may apply up to eight physical activity and/or other cumulative courses, totaling no more than two course credits from all cumulative courses completed to the 32 courses required for graduation. Up to 2 course credits are counted as attempted and earned credits. These courses are averaged into the cumulative GPA.

#### *Repeated Course Work:*

Courses that are identified in the catalog as repeatable will receive course credit as an attempted and earned credit. These courses are averaged into the cumulative GPA.

The majority of courses offered are **not repeatable**. However, students may re-take a course if they received a grade lower than the minimum grade necessary for a course in their major or to serve as a pre-requisite.

- If the course was passed (D- or better) the first time, students will not receive additional graduation credit (i.e. course credits) for taking the course again. However, the grades for both instances of taking the course are averaged into the GPA. The repeated course will not be counted as an earned or attempted credit (only the original instance of the course will count), but the grades from both courses will be averaged into the cumulative GPA.
- If a course was failed and repeated, then the repeated course will count as an attempted and earned credit and the grade will be averaged into the cumulative GPA.

Transfer credit hours: All transfer credits that have been accepted towards the academic record will be counted as attempted and earned credits. Transfer credits are not averaged into the cumulative GPA. The maximum number of transfer course credit is 16.

AP/IB/GCE: A maximum of two Advanced Standing credits will be applied towards the academic record. These course credits will count towards attempted and earned credits. These credits are not averaged into the cumulative GPA.

Incompletes: Incomplete grades are not routinely or automatically allowed at Pomona College. An incomplete will be treated as a graded course once a letter grade is posted to the academic record. They will then be treated as both an attempted and earned credit. The grade will be averaged into the cumulative GPA.

Audited Courses: These do not count as attempted or earned credits and are not averaged into the cumulative GPA.

Withdrawals: Courses that a student withdraws from before the last day to withdraw are not counted as attempted or earned credits. These courses are not averaged into the cumulative GPA. Courses that a student withdraws from after the last day to withdraw are counted as attempted units but are not earned credits. There is no grade awarded and are not averaged into the cumulative GPA

Academic Grade Forgiveness: All courses attempted that are applicable to your current degree are included in all SAP calculations, regardless of Academic Grade Forgiveness. If, as a result of Academic Grade Forgiveness, the classes are no longer applicable to your program of study, the attempts will be included in the Completion Ratio (Pace) and Maximum Time Frame calculations, but not the Financial Aid Program GPA calculation.

#### *Maximum Time Frame:*

To maintain SAP you must complete your program within a specified amount of time. Pomona College defines the program length as 32 courses or 8 semesters. To maintain SAP, you must complete your degree requirements within 150% of the published timeframe of their program. Therefore you have a maximum of 48 attempted courses or 12 semesters to complete the program requirements and remain in good standing with SAP standards. Note, Pomona's policy explains that students who require more than 8 semesters of enrollment must submit a request to the Academic Procedures Committee for approval to enroll for more than 8 semesters. If granted an additional semester of enrollment, and are eligible for need based financial aid, the first \$5,000 of financial need will be met with an educational student loan before providing student employment and scholarship assistance. Students who have been approved for additional semesters of enrollment are still monitored and must meet SAP Maximum Time Frame standards.

#### **When SAP is Reviewed:**

The Office of Financial Aid reviews SAP at the end of each semester for enrolled students receiving need-based financial aid after the Registrar's Office has completed their grade recording process. Students who have incompletes must have grades posted two weeks into the subsequent semester, at which point SAP will be rechecked with the new information.

#### **How SAP is Reviewed:**

In coordination with the Registrar's Office, the Office of Financial Aid collects academic information to evaluate GPA, pace of progression and maximum timeframe to evaluate SAP.

### **Delay of Disbursements due to Satisfactory Academic Progress Review:**

Financial aid may not be disbursed to a student's account until SAP has been evaluated. The Office of Financial Aid cannot complete the SAP evaluation until prior semester grades have been officially posted by the Registrar. An otherwise eligible student who is in a SAP Warning or SAP Probation Period may experience delayed financial aid if grades are not made official before the beginning of the subsequent semester due to incompletes or other delays in grading. No exceptions to this policy can be made.

### **Failing to Meet Satisfactory Academic Progress & Regaining Eligibility:**

Financial Aid Warning:

If you have failed to meet SAP due to one or more of the standards you will be notified and placed on a Financial Aid Warning for one semester. During the semester in which you are on a Financial Aid Warning, you continue to receive financial aid funding. At the end of the Financial Aid Warning semester, if you have regained SAP by raising your cumulative GPA to 2.0 or higher and achieving a cumulative 67% completion rate, you will resume good standing as it relates to Financial Aid SAP status.

If after a semester of Financial Aid Warning you have not regained SAP status you lose eligibility for financial aid. You will be notified by the Office of Financial Aid that you have lost eligibility for financial aid due to SAP. You can appeal to reinstate your financial aid.

Financial Aid SAP Appeal:

If you are not meeting SAP standards you can petition for reconsideration of your eligibility for financial aid by submitting a written appeal. An appeal must include the following:

- An explanation of the extenuating circumstances that occurred, beyond the students control, that resulted in the failure to meet SAP requirements
- An explanation of what has changed between then and now that will allow the student to regain their SAP eligibility
- An academic plan, developed in conjunction with their academic advisor, that outlines the students plan to regain SAP eligibility

Extenuating circumstances can vary for students, but some examples for appeal are:

- Documented medical condition, serious illness or accident
- Documented learning disability
- Death of a family member or friend
- Domestic violence
- Involuntary call to active military duty
- Documented change in conditions of employment
- Other extraordinary/emergency circumstances, such as natural disasters.

Your appeal and academic plan must be submitted to the Office of Financial Aid before the end of the semester for

which the aid is sought.

*Financial Aid Probation:*

If your appeal has been approved by the Office of Financial Aid you will be notified and placed in a Financial Aid Probation status for one semester. At the end of that semester, your SAP status is evaluated. If you have met the SAP standards, you are considered to be in good standing for SAP.

If you are on Financial Aid Probation and require more than one semester to regain SAP eligibility, your academic plan must extend for the duration of the time required to regain SAP. If you cannot meet the goals you have outlined for yourself in your academic plan, you lose eligibility for financial aid.

**Regaining Eligibility when a Financial Aid Appeal has not been submitted or approved**

If your SAP Appeal is denied or an appeal has not been submitted, you can regain eligibility to receive financial aid by continuing to enroll without financial aid until you meet the SAP standards for GPA and Pace. If you have exceeded the maximum timeframe, you are not eligible to regain eligibility.

**Requirements Met for Graduation**

The Federal Financial Aid Handbook states that "students who complete the academic requirements for a program, but does not yet have the degree or certificate is not eligible for further additional federal financial aid funds for that program." Volume 1, Student Eligibility: 1-10. If you have already taken and completed the coursework required to graduate from a specific degree, you are no longer eligible to be considered for future financial aid as long as you remain in that specific program of study.

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*The Family Contribution*

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Pomona is committed to meeting 100% of demonstrated financial need for every qualified student with grant aid, scholarship aid, and student employment. Demonstrated financial need is determined by our office using our standard need analysis guidelines. Students are presented with an aid package that does not include loans, unless requested by the student and/or parent. As part of this commitment, Pomona believes that parents and students should contribute what they reasonably can toward the college expenses of their children. The amount of this contribution varies from family to family based on their individual resources.

The estimated family contribution is not what the Office of Financial Aid believes a family has "left over" for college expenses after they have covered all of their lifestyle expenses. Need analysis is a process of determining how much a family (including the non-custodial family in cases of divorce or separation) can reasonably contribute towards educational costs over time. That means that the Office of Financial Aid will take into consideration all accumulated assets, annual income, and borrowing capacity. How a family meets the family contribution from those three sources is a matter of personal choice, but the staff in the Office of Financial Aid works with families individually to consider all resources and options available.

## Parent Contribution

Parent contributions are determined after a thorough review of the information contained in the CSS Profile as well as tax documents and other supplemental documents. Pomona uses the CSS Profile's institutional methodology that takes into consideration family income, assets, household size, number of children in the family pursuing an undergraduate education, and expenses/circumstances as reported by the family.

## Secondary Household or Non-Custodial Parent Information

Because parental responsibility for educational costs does not cease upon divorce or separation, Pomona College requires that both biological parents -- even when divorced, separated or if they were never married-- will provide support for educational expenses based on their ability to contribute from their income and assets. The College expects that both parents will submit financial information and provide assistance for the student's college expenses based on their ability, rather than their willingness, to contribute.

Pomona College uses the CSS Profile application for the secondary or noncustodial parent household in conjunction with supporting tax documents to determine the contribution from the non-custodial parent. Pomona College's financial aid program is guided by expectation that both biological/adoptive parents to support their child's college expenses, regardless of where the student lives, even if the biological parents are not married or residing together. The CSS Profile is designed to support efficient, confidential and consistent transmission of noncustodial parent information by providing one central point of processing.

Students may request that the Office of Financial Aid waive the required participation of the Noncustodial parent if you have had no contact with your noncustodial parent for an extended period of time. Students may request to waive the Noncustodial parent under other extenuating circumstances. The types of waiver requests that may be considered include, but not limited to:

- Documented abuse situations involving you and your noncustodial parent.
- Legal orders that limit the noncustodial parent's contact with the you.

Each request is reviewed individually and a determination is made by our office based on the circumstances presented. Please note that a Noncustodial parent's unwillingness to contribute does not constitute waiver approval.

To request a waiver, students complete the [CSS Profile Waiver Request for the Noncustodial Parent](#) and provide the supporting documentation outlined on the application.

## Student Contribution

Pomona expects students to contribute to their education costs. The standard dependent student contribution as determined by Pomona for each year of enrollment is as follows:

Freshman	Sophomore	Junior	Senior	Senior+
\$1,900	\$2,000	\$2,100	\$2,200	\$5,000

Student contributions for independent students are calculated for each student based on their income and assets. The amounts vary from student to student and are listed on each independent student's financial aid award letter.

## Special Circumstances

### *Graduate Students*

Graduate students by definition are independent for federal financial aid and most graduate schools do not require parents to submit financial information when determining financial aid eligibility. For this reason, we do not consider siblings who have earned a bachelor's degree and are pursuing advanced degrees "in college" as part of the financial aid process.

### *Independent Status/Self-Supporting Students*

If you enter Pomona as a dependent student, it is expected that this status will not change and that your need for Pomona scholarship will be evaluated as a dependent student through the completion of your degree. Meeting the federal independent definition does not change Pomona's standards for institutional scholarship eligibility. Only in rare cases where there are significant extenuating circumstances will a student's financial aid eligibility be evaluated as an independent student. In such cases, it is generally expected that the student also meets the federal test for independent status. The law governing the federal student aid programs is based on the premise that the family is the first source of the student's support, and the law provides several criteria that decide if the student is considered independent of his or her parents for aid eligibility. Note that a student reaching the age of 18 or 21 or living apart from their parents does not affect their dependency status. The Free Application for Federal Student Aid (FAFSA) asks questions (listed below) that are used to determine whether a student is considered dependent or independent for Title IV Federal Aid consideration. The school may require documentation of the student's reported independent status.

- Have turned age 24 before the start of the calendar year
- Married at the time the FAFSA is filed
- Married at the time the FAFSA is filed
- Currently serving on active duty in the U.S. Armed Forces
- Veteran of the U.S. Armed Forces
- Have children who receive more than half their support from you
- Have dependents (other than a children or spouse) who receive more than half their support from you
- At any time since turning age 13: both parents were deceased, were in foster care, or were a depended or ward of the court.
- Were determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless as determined by (1) your high school or district homeless liaison, (2) director of an emergency shelter or transition housing program, (3) the director of a runaway or homeless youth based center or transitional living

### *Dependency Overrides*

The Higher Education Act allows a financial aid administrator (FAA) to make dependency overrides on a case-by-case basis for students with unusual circumstances. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student's education;
2. Parents are unwilling to provide information on the FAFSA or for verification;
3. Parents do not claim the student as a dependent for income tax purposes;
4. Student demonstrates total self-sufficiency.

Unusual circumstances do include abandonment by parents or an abusive family environment that threatens the student's health or safety. In such cases, a dependency override may be warranted.

### **Trusts**

Trust funds should be included in the other real estate and investments question on the FAFSA. If a trust is jointly owned, only the proportion of ownership of the trusts' assets and liabilities should be included. Even if the beneficiary of a trust has restricted access (i.e., access only after a certain age or only with the joint consent of other beneficiaries of the trust), it still must be reported under federal guidelines. These forms of restrictions are considered voluntary by the grantor. However, if a court order specifies that the funds must be used to pay for special expenses (i.e., medical and dental expenses), then the trust should not be reported.

If a beneficiary only receives interest from the trust, the interest received must be reported as income. The income or loss from the trust will appear in Schedule E, Part III of an individual's tax return. In addition, the beneficiary must report the "value of the interest he or she will receive in the future, even if interest accumulates and is not paid out during the year" as an asset (NASFAA Section 1.24.2.40.2.1). In other words, the value of the trust, or the amount a third party would be willing to pay to receive the future interest income of the trust, must be reported asset. A trust officer can usually be consulted in order to calculate the value.

Beneficiaries who only receive the principal of the trust must report the present-day value of the trust as an asset. Once again, a trust officer can usually be consulted in order to calculate the value.

For those beneficiaries who receive both the interest and the principal from the trust, the present value of the trust should be reported as is stated above. When the interest of a trust accumulates within the trust until the trusts is dissolved, the beneficiary should only report the value of the both the interest and the principal that the beneficiary is expected to receive until the termination of the trust.

In some cases, where the degree of flexibility or inviolability of trusts is apparent, an aid administrator may for institutional purposes use professional judgment to change the documented amount of the asset.

### **Outside Resources and the Family Contribution**

Many students apply to organizations outside of the College for awards based on merit or need. The most common sources are civic organizations, community groups, charitable foundations, the military services, and corporations. In addition, some parents receive educational assistance for their children as part of an employee benefit program.

#### *Outside Scholarships and Financial Aid*

Our policy is to coordinate all funding sources within the determined need of the family. Outside scholarships are first used to replace the student summer earnings contribution (\$1,900-\$2,500). If fully replaced, outside scholarships replace student employment that can be earned during the school year (generally \$2,800). If outside scholarships exceed that amount, then the remaining amount will be applied toward the Parent Contribution up to the Cost of Attendance. The College will not authorize financial aid in addition to an outside award if the total amount of the outside aid exceeds the student's demonstrated need.

Pomona expects that that all outside aid will be sent directly to the College to be coordinated with your current aid package and credited to your student account. The student should notify the college if this is not the case. Students should notify the Office of Financial Aid if they expect to receive assistance from outside sources that were not included in your official Offer of Financial Aid, or if they receive a different amount than reflected on your Offer of Financial Aid. The Office of Financial Aid is responsible for ensuring students do not receive more financial aid than federal and state eligibility rules allow for, and we are charged with making adjustments as necessary.

### *Tuition Benefits*

Educational assistance or tuition assistance provided by a parent's employer can only be used toward tuition costs at Pomona. Because this is a direct credit against tuition, the benefit will reduce the amount of need-based financial aid in the student's package.

### **Requests for a Reconsideration of Aid Eligibility**

A student or parent whose financial situation has changed significantly since the financial aid was evaluated, may request that the Office of Financial Aid complete a second review. Appeals for additional assistance are based on the same factors that are considered when determining the family contribution: income, assets, total number of family members and the number of family members attending school as undergraduates. If family income changes due to a parent's loss of a job, the death of a parent, extraordinary out-of-pocket medical expenses due to illness, or a similar situation which significantly affects a family's ability to pay for college, families submit a request for review accompanied by documentation detailing the circumstances and the financial impact. Additional eligibility may not always be met with scholarship assistance, and may instead be met with the offer of a loan, as determined on a case-by-case basis. Second reviews will not be conducted on information that has already been taken into consideration.

If a student's financial aid eligibility changes as the result of special circumstances, it will be limited to the school year in which the request is considered. The student's financial aid eligibility will automatically return to what was computed prior to the reconsideration, and the revised eligibility will not extend beyond the current year unless the special circumstances are documented to persist beyond the current year.

### **Notes for International Students**

An international student who enrolls without having submitted an application for financial aid is not eligible to receive financial aid while enrolled at Pomona. In rare situations, there may be significant circumstances, beyond the student or family's control that has dramatically affected the family's financial circumstances. In this case a student may inquire with the Office of Financial Aid to discuss the nature of the changes and if an application for aid can be submitted. There are no guarantees that need based financial aid would be made available.

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### *Offer of Financial Aid Notification*

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### **Prospective Students**

Your Offer of Financial Aid is your official notification of the financial aid funding you will receive as determined by the



Office of Financial Aid at Pomona College. For applicants to the College, the Offer of Financial Aid will be posted to the admissions Application Status Page.

The Offer of Financial Aid, while not a commitment of funds nor a binding contract, is an initial indication of funds available from federal, state, institutional, and outside funding sources. These funds include but are not limited to the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), California or other state grant, federal or institutional work, federal and institutional loans and any aid provided by individuals or agencies other than Pomona College's Office of Financial Aid.

Learn more about [financial aid application deadlines](#).

Financial aid applications are required each academic year and those details may be found in the Returning Students section.

### **Returning Students**

Financial aid eligibility is determined on an annual basis. The Office of Financial Aid determines eligibility from many sources, including Federal and State grant programs, and the amount available from all sources can vary from year to year. For this reason, to ensure our office can award students the maximum amount of aid a student is eligible for, we are unable to renew financial aid without a current application on file. Students who are admitted through the QuestBridge match program and through Posse are also required to renew their financial aid by completing the required applications.

To renew federal and state financial aid, US citizens, permanent residents and eligible non-citizens complete the Free Application for Federal Student Aid (FAFSA). California residents who are undocumented and meet the AB540 qualification apply for state financial aid by completing the California Dream Act Application. To renew College administered aid, regardless of citizenship status, complete the CSS Profile application online. If additional application materials are required by an outside agency to renew a private scholarship or loan, the student is responsible for filing the necessary materials by that agency's deadline.

Students participating in an off-campus program or are away from the college on a leave of absence must take special care to obtain and complete their renewal forms by the deadline.

Offers of Financial Aid will be available via the Student Portal. It is not necessary for returning students to accept renewal Offers of Financial Aid. Unless the Office of Financial Aid is notified, all aid offered to you will be processed. You have the option of canceling any loans within 60 days from the date the funds were initially disbursed.

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### *Gift Aid: Scholarships and Grants*

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#### **Need-based Gift Aid**

Gift aid does not have to be repaid by the student. Need-based gift aid is available through federal, state, institutional and outside sources. It is commonly referred to as a grant or scholarship.

## **Pomona Scholarships and Grants**

The awarded amount of a Pomona Scholarship is determined by a student's financial need. The amount of the Pomona Scholarship can vary from year to year, depending on changes in family income, number in college, tuition, fees, housing and food increases, and any special circumstances considered by our office. Pomona Scholarships and grants are not awarded based on academic, merit, athletic or other talent, but based on the financial need of the student and the family, for dependent students.

### **Named Scholarships**

Pomona has many named scholarships that may be endowed scholarships or annual gifts that have been provided by alumni and friends of the college to support students receiving financial aid. To help the Office of Financial Aid select students to receive named scholarships that may have preferences or restrictions, students are asked to complete the online Scholarship Selection Form available in the student's Document Checklist in FINAID47. The Office of Financial Aid will use information from this application to match students with endowed scholarships. Students who have a general Pomona grant replaced with a named scholarship will receive an updated Offer of Financial Aid with the source and the amount of the scholarship funds. Named scholarships do not increase the amount of funding that a student receives, but instead replaces the funding that has been committed to the student to support their enrollment at Pomona.

The Scholarship Selection Survey also collects information from the student about their activities and engagement on campus and this is shared with the staff in the Stewardship Office. The Stewardship Office works closely with our donors to share with them the impact that their gifts have made to the College and our students. Many of our donors are alumni themselves, and appreciate the connection they can maintain with their alma mater. In addition, our donor relations team may host events throughout the year to connect scholarship recipients and donors, and we always welcome students the opportunity to connect with their donors, when possible.

### **Federal Pell Grants**

The Federal Pell Grant program is designed to provide financial assistance to eligible undergraduates. Application is made by filing a Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant program provides grants to full- and part-time students and may be used at any eligible college or university that you attend as an undergraduate or until you receive your first baccalaureate degree. The award amount may vary according to the cost of the institution and the number of courses for which you are enrolled. A student may receive Pell for no more than the equivalent of 12 full-time semesters. You must be enrolled for three or more course credits per semester (full time) to receive the full award. These grants are generally available to families with modest incomes. The Pell Grant reduces Pomona College need-based grant assistance dollar-for-dollar.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

The Federal SEOG program provides financial grant assistance to Pell Grant eligible undergraduates with exceptional financial need which, for the purposes of this program, is defined as those with the lowest family contribution. The grants are made from funds provided by the federal government to Pomona College. We, in turn, select needy students who have applied for financial aid and meet awarding criteria established by the federal government. SEOG awards at Pomona are based on the availability of funding and can range from \$100 up to \$4,000 per academic year. These funds

are limited and not all students who qualify can be assured that they will receive SEOG funding. SEOG reduces Pomona College need-based grant assistance dollar-for-dollar.

### **Grants Awarded by the State of California – Cal Grant A and B**

Pomona requires all applicants who are California residents seeking financial assistance from the College to apply for Cal Grants. College grant assistance may not replace Cal Grant funds lost through a student's failure to complete the state application procedures. However, students who do not meet Cal Grant eligibility requirements, but who have sufficient need according to Pomona's analysis, will receive College grant funds according to the packaging policies outlined in this booklet. The Cal Grant reduces Pomona College need-based grant assistance dollar-for-dollar. It is our policy to credit all Cal Grant fund to any outstanding campus charges. However, if requested, a student receiving Cal Grant B funding may receive their Access funds directly to be used for books and supplies.

If a student has already been awarded a Cal Grant and is enrolled at Pomona College, the renewal evaluation will be conducted by the Pomona College Office of Financial Aid. Renewal students are not required to file a new GPA Verification Form.

### **Cal Grant Eligibility for Dreamers**

The California Dream Act Application (CADAA) can be completed by students who meet the following eligibility requirements:

1. Attended a California high school for at least three years, or
2. Attainment of credits in California from a California high school equivalent of at least three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, California adult school or a combination of those schools, or
3. Credits earned at a California Community College, or
4. A combination of the school listed above
5. Graduated or will graduate from a California high school or attainment of General Education Development (GED), High School Equivalency Test (HiSET), or Test Assessing Secondary Completion (TASC), CA High School Proficiency Exam (CHSPE), or
6. Attainment of an associate degree from a California Community College, or
7. Fulfillment of minimum transfer requirement from a California Community College to a University of California or California State University, and
8. Will register or enroll in an accredited and qualifying California college or university, and
9. Do not hold a valid non-immigrant visa (F, J, H, L, A, B, C, D, E, etc.) If you have Temporary Protected Status or hold a U visa select "Yes"

The State of California requires DREAM Applicants and DACA students to complete a Cal Grant AB540 Affidavit, certifying that you will file an application to legalize your immigration status. This form will be made available via the FinAid47 portal. Failure to submit the form will result in removal of the Cal Grant.

Learn more from the [CADAA website](#). The California Student Aid Commission processes the CADAA. The CADAA is not an application for federal financial aid. Students eligible to file the Free Application for Federal Student Aid (FAFSA) must do

so on-line. Students should not complete both applications.

### **Active-Duty Military Benefits**

If you are currently serving in the military, or you are the spouse or dependent child of a service member who is currently serving on active duty, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. You should check your eligibility status and amount for which you qualify with your Service prior to enrolling. [Find more information about Department of Defense Tuition Assistance, including application requirements.](#)

### **ROTC Scholarships and Grants**

These scholarships are available through Claremont McKenna College ROTC Program. The CMC ROTC Department provides on-campus leadership training in conjunction with a student's current curriculum. ROTC eligible students should contact the Office of Financial Aid to determine the impact this scholarship will have on their total financial aid package.

### **Veterans' Benefits**

The Veterans Administration administers programs for veterans and service people seeking assistance for education and training. Please visit the [Pomona College Veteran's Financial Aid and Support website](#) for more information on using these benefits at Pomona.

### **Yellow Ribbon Program**

The Yellow Ribbon GI Educational Enhancement Program is a provision of the Post- 9/11 Veterans Educational Assistance Act of 2008. Please visit the [Pomona College Veteran's Financial Aid and Support website](#) for more information on the Yellow Ribbon program at Pomona.

### **Vocational Rehabilitation Benefits**

The [Department of Rehabilitation or similar divisions in other states](#) make assistance available to physically and mentally challenged students who are residents of the state.

### **Outside Scholarships**

These funds are awarded directly to the student from sources outside of Pomona College (community, company, private agency, tuition reimbursement, etc.). These scholarships may require the completion of separate applications as well as the FAFSA. Many firms and agencies extend educational benefits to their employees. Contact the personnel office of your parent's place of employment to find out if the employer(s) will help finance your education. Don't forget to contact businesses and organizations within your community for possible scholarship funds.

Computerized scholarship searches containing information on national and local scholarships are online. A list of these [scholarship search engines](#) can be found on our website. Pomona College provides information about online scholarship searches as a service to our students. Pomona does not endorse any of the individual sites listed. The student uses these scholarship search services at their own risk. However, as general advice in order to avoid scholarship scams, we recommend that you do not pay for scholarship search services. Find more information about [scholarship scams](#).

Please note that outside awards are used in meeting financial need. These scholarships must be reported to the Office of Financial Aid. If your outside scholarship or loan awards combined with need-based aid exceed need or cost of attendance, a revision of your financial aid package would be necessary. Revisions to your aid are dependent on a variety of factors, including the type and amount of outside assistance received.

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### *Loans and Student Employment*

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Self-help aid requires work for compensation or repayment of low-interest student loans. Eligibility for these programs is determined annually and requires that the FAFSA be filed each year. Pomona students are not required or expected to borrow to meet their determined financial contribution, but some families may wish to consider loans as a useful resource to finance the cost of college.

It is important for borrowers to maintain records of their indebtedness in order to plan for the future. Pomona provides loan counseling for all students at entrance and upon graduation or leave, to ensure that the borrower understands all the details of how and when to repay educational loans.

Per California statute, Pomona provides an annual letter to student borrowers with an estimate of their cumulative principal loan debt from federal, state and private educational loans; the potential total payoff amount or a range of the total payoff amount; the monthly estimated repayment amount for the student loans borrowed assuming a 10 year repayment plan under current federal loan interest rates.

#### **Student Employment**

Pomona's work-study program provides part-time employment to provide students with a wide range of employment opportunities. All students receiving financial aid have access to earn up to \$2,800 as part of their need-based Offer of Financial Aid. A student can work no more than 12 hours per week to earn their allotment over the 30 weeks each semester. All students are paid at least the minimum wage. The work-study award is not a guarantee of employment; it is a resource that is available for students to earn during the school year. Students are responsible for applying to available positions in order to secure a job.

Students who have not applied or determined to be ineligible for need based financial aid are not prevented from working on campus.

Students must be enrolled at least half-time in order to continue to qualify for work-study. Need-based employment is funded by the Federal Work Study program and Pomona College. The Pomona Office of Financial Aid manages the work study allotments for all students. Students may work with their supervisors to request an increased allotment for student employees based on their budget and departmental needs.

The hiring process for all students is the responsibility of the student. Typically, returning students will be notified if they are being retained by their employer from the previous academic year. If they are not being retained, but remain eligible for work-study, they may use [Handshake](#) to search for available positions.

As a part of Pomona's requirement for participating in the Federal Work Study program, we have established a number

of community service positions. These positions include work at area non-profit agencies and in local schools.

Students may choose to use their earnings from work to make a payment towards tuition, fees, housing and food, but they are not obligated to. Payment received from work is the students to use for necessary school related expenses.

Students must complete standard federal and state employment forms (W-2, I-9) before they may begin working. Human Resources will make this paperwork available during fall orientation. Two forms of identification are required, generally a valid driver's license and social security card or a passport. Students are paid bi-weekly each month for hours worked.

Students who are not eligible to work on campus due to their immigration status, an expired DACA status, or who are undocumented may apply to the Office of Financial Aid to replace their student employment funds with other resources to ensure the student has access to funds for books, supplies, and personal expenses. Students may complete the [Work Study Replacement Form](#) and submit it to the Office of Financial Aid to request alternate funding.

### **William D. Ford Federal Direct Loan (Direct Loan) Program**

The Federal Direct Loan Program allows students to borrow low-interest loans directly from the federal government. To qualify for a Direct Loan, a student must file the FAFSA, be admitted to a degree or certificate program, and be enrolled at least half-time status.

#### *Loan Types*

There are two types of [Federal Direct Loans](#): subsidized and unsubsidized. A student must have financial need to receive a subsidized loan. Financial need is not required to be eligible for an unsubsidized loan. During the time that a student is enrolled on at least a half-time basis the federal government will pay the interest on a subsidized Federal Direct Loan. Interest will accrue during the in-school periods on an unsubsidized Federal Direct Loan. A student has the option of paying the interest during in-school periods or adding the interest to the principal of the loan. Principal payments begin after the six-month grace period.

#### *Annual Loan Limits*

Dependent students may be eligible to borrow up to \$5,500 per year as a first-year student (less than 8.0 course credits), \$6,500 as a sophomore (8.0 to 15.9 credits), and \$7,500 as a junior or senior (16.0 course credits or more). A minimum \$2,000 of annual Federal Direct Loan limit is unsubsidized. **Students requesting loans are always evaluated for subsidized loan eligibility prior to being awarded an unsubsidized loan.**

Independent students and dependent students whose parents were denied for a parent PLUS loan due to adverse credit are eligible to borrow additional funds under the unsubsidized loan program. First-year students and sophomores may borrow an additional \$4,000, juniors and seniors \$5,000.

These annual Federal Direct Loan limits are the maximum yearly amount a student can borrow in both subsidized and unsubsidized loans combined. Contingent upon a student's cost of attendance and other financial aid, a student may not qualify for the maximum annual amount.

### *Aggregate Loan Limits*

Dependent undergraduate students can borrow a cumulative maximum of \$31,000 (maximum \$23,000 subsidized). Independent undergraduate students and dependent students whose parents were denied for parent PLUS loans can borrow a cumulative maximum of \$57,500 (maximum \$23,000 subsidized).

Borrowers may only receive subsidized loans for a maximum of 150% of the published length of their academic program. For example, a student who is enrolled in a four-year program can receive subsidized loans for a maximum of six years. (Students must meet eligibility criteria to qualify for subsidized loans.) Once a borrower has reached the 150% limitation, the eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. At that point, interest on those previously borrowed loans would begin to accrue and would be payable in the same manner as interest on an unsubsidized loan.

### *Requesting a Loan*

While the financial aid award letter will not include loans as part of the initial financial aid package, a student or parent may request a loan to help finance the expected family contribution. The Office of Financial Aid provides institutional loan request forms that students and parents complete to request a loan. Students are encouraged to borrow wisely. Borrowing the unsubsidized portion of the Federal Direct Loan can significantly increase a student's loan debt because interest will be charged from the time the loan proceeds are disbursed. A student can contact the Office of Financial Aid to reduce or decline the loans requested before the loan has been disbursed. At the time of disbursement, students and parents receive a loan notification with instructions and the timeframe for reducing or cancelling their federal Direct Loan.

### *First-time borrowers*

A first-time borrower must complete loan entrance counseling and sign a master promissory note (MPN). Students can complete their MPN and entrance counseling at any time on the [Department of Education Direct Loan website](#).

Students submit Loan Request Form to our office, once the loan agreement (MPN) and entrance counseling have been completed. The Loan Request Form indicates the amount the student would like to borrow for the academic year. Once the loan request form has been processed by the Office of Financial Aid, the student will receive an updated Offer of Financial Aid that includes the source and amounts of the loan funds.

### *Previous borrowers*

Current students who have borrowed a Federal Direct Student Loan while previously at Pomona College can initiate a Federal Direct Loan by completing a Pomona College Loan Request Form and submitting it to the Office of Financial Aid. Current students who have borrowed through the Federal Direct Loan program in prior years at Pomona do not generally need to complete entrance counseling or complete a new Master Promissory Note (MPN). The MPN is good for ten years **once linked to a disbursed loan**.

Once the loan request form has been processed by the Office of Financial Aid, the student will receive an updated Offer of Financial Aid that includes the source and amounts of the loan funds.

### *Disbursement*

A disclosure statement will be sent from the Direct Loan Origination Center to the student for each Federal Direct Loan originated on the student's behalf by the Office of Financial Aid. The disclosure statement provides information about the type of Federal Direct Loan, the loan amount, and the disbursement dates. Once the loan has been disbursed, the student will be contacted by their federal loan servicer. The loan servicer manages the repayment of the Federal Direct Loan on behalf of the federal government.

Full academic year loans will generally be disbursed in two equal installments, one at the beginning of each term. All loan proceeds must first be applied to any outstanding balance on a student's account. Excess funds will be refunded to the student borrower by the Pomona College Business Office.

A student will be notified by the Office of Financial Aid when a disbursement has been applied to the student's account. A Federal Direct Loan disbursement can be reduced or canceled upon request of the student. The Office of Financial Aid can return loan funds on the student's behalf up to 60 days after the funds were disbursed.

### *Exit Counseling*

Upon graduating, withdrawal, or less than half-time enrollment, a student who has borrowed a federal student loan must complete exit counseling. A student will receive information about the rights and responsibilities as a borrower, including payment and deferment options and the contact information for the servicer of the loan(s). An exit interview can be completed electronically on the [Department of Education Direct Loan website](#).

### *Repayment*

Once a student is no longer enrolled at least half-time, repayment begins after one 6-month grace period. During the grace period, the student will receive repayment information from the loan servicer, including the first payment due date. Information on the servicer assigned to a student's loans can be found by logging into [StudentAid.gov](#) and viewing their Dashboard.

The Federal Direct Loan program offers several repayment plans that are designed to meet the different needs of individual borrowers. Generally, students have 10 to 25 years to repay their loan, depending on the repayment plan that they choose. Detailed information on repayment options is provided during the mandatory entrance and exit counseling sessions and on the [Department of Education Direct Loan website](#).

Deferment options may be available to students who are in loan repayment. Contact your servicer for more information and to initiate the process.

### **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

The PLUS loan is available to parents of dependent undergraduate students who filed a FAFSA and are enrolled at least half-time in a degree granting program.

Information on the interest rates and fees for all federal loan programs can be found on the [Department of Education's website](#). Repayment begins 60 days after the loan is fully disbursed unless the borrower requests to defer payment



while the student is enrolled.

### *Eligibility*

Eligibility for the PLUS loan depends on a credit check that determines whether the parent has any adverse credit history. In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs.

A parent who has adverse credit may still borrow a PLUS loan by securing an endorser who does not have any adverse credit history. In some cases, a parent may be able to obtain a PLUS loan if there are extenuating circumstances related to the adverse credit history.

If a parent is denied a PLUS loan and opts not to secure an endorser or appeal the credit decision, the student becomes eligible for increased unsubsidized federal Direct Stafford loan limits, the same limits as are available to independent students. Only one parent needs to apply and be denied a PLUS loan. However, if one parent is denied and the other is approved, the student is not eligible for increased Direct Stafford loan limits.

### *Annual Limit*

Parents who can demonstrate good credit may borrow the difference between the student's costs of attendance less financial assistance. Both custodial and noncustodial parents can borrow through the PLUS loan program in order to meet their obligation to the student's costs at Pomona.

### *Application Process*

A parent begins the application for a PLUS loan by logging into the Federal Student Aid Website. The parent will use their verified FSA ID and password and follow the link to "Apply for a PLUS Loan." The PLUS loan application is an annual application requirement and the Department of Education runs a credit check on the applicant. Once the application is completed, the parent will also complete the Loan Agreement for a PLUS Loan (MPN). The information in these forms is transmitted to the Office of Financial Aid electronically. However, a PLUS loan will not be initiated by the Office of Financial Aid until the parent completes and submits the Pomona College PLUS Loan Request Form. Upon receipt and review of all PLUS Loan application materials, the student will receive an updated Offer of Financial Aid that includes the source and amount of the funding.

Parents who borrow Federal PLUS loans in subsequent years will not need to complete a new Loan Agreement for the PLUS Loan (MPN), as it is good for ten years **once linked to a previously disbursed loan**. However, parents will need to annually complete the PLUS Loan Application with the Department of Education and submit the Pomona College PLUS Loan request form.

A parent who wants to borrow a PLUS loan for more than one dependent student must complete a separate MPN for each student. In addition, if both parents want to borrow a PLUS loan for the same student, thus splitting the costs, each parent must complete a separate PLUS Application, MPN and Pomona College Loan Request Form.

### *Disbursement*

To ensure that funds are available at the beginning of the fall term, a completed PLUS loan application must be submitted no later than July 1. A disclosure statement will be sent from the Direct Loan Origination Center to the parent for each PLUS loan originated on the student's behalf by the Office of Financial Aid. The disclosure statement lists the gross and net loan amount and the anticipated disbursement dates. Once the loan has been disbursed, the parent will be contacted by the servicer of the loan. The loan servicer manages the repayment of the PLUS loan on behalf of the federal government.

Full academic year loans will be disbursed in two equal installments, one at the beginning of each term. All loan proceeds must first be applied to any outstanding balance on the student's account. Excess funds will be refunded by the Pomona College Business office to the parent borrower or, if authorized by the borrower, to the student.

A PLUS loan disbursement can be reduced or canceled upon request of the borrower. The Office of Financial Aid can return loan funds on the borrower's behalf up to 60 days after the funds were disbursed.

### *Repayment*

The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, parents may defer repayment while the student is enrolled on at least a half-time basis. Parent borrowers may make arrangements with their loan servicer to defer payments while their child is enrolled in school.

Generally, parents have 10 to 25 years to repay their loan, depending on the repayment plan that they choose. Additional information on available repayment options can be requested from the servicer of the PLUS loan. Information on the servicer assigned to a parent's PLUS loans can be found on the [Department of Education website](#) by viewing the loan in the borrower's Dashboard.

### **Pomona College Loans**

These institutional loans have limited availability. If you are eligible for an institutional loan, the Office of Financial Aid will notify the student at the time of the initial Offer of Financial Aid. These 0% interest loans must be repaid to avoid adverse reporting on your credit history. Each loan will have a fixed rate for the life of the loan. The Pomona loans are serviced by ECSI Heartland (ECSI) on behalf of Pomona College. ECSI will initiate the online signing of promissory notes and loan application and disclosure statements by contacting the student directly at their Pomona College email address. ECSI will also manage the repayment of your loan which will begin six months after graduation or after you cease to be enrolled in college at least half-time in a degree or certificate program. Requests to borrow an institutional loan should be submitted to the Office of Financial Aid as soon as possible, but not later than one month prior to the student's scheduled graduation.

### **Alternative Loan Programs**

Pomona understands that in exceptional cases families need to pursue alternative loans to help bridge the gap between the actual cost of your education and your financial aid package as offered by Pomona. Alternative loans are available through private lenders and require a separate loan application.

Private loans can be more expensive to borrow than the loans offered by the federal government or the institution.

Interest rates and origination fees can vary by lender. Approval of an alternative loan is contingent upon credit approval by the individual lenders. Most traditional age students will be required to secure a co-signer. International students often must secure a co-signor who resides in the United States.

The Pomona College Office provides a useful tool “FastChoice” to provide useful information if considering an alternative loan. Please visit our [Payment Plan & Educational Loan Options page](#) for more information.

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### *The Student Account and Other Charges*

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The student account will reflect any direct charges (tuition, fees, housing, food, health insurance) and other fees such as health service charges, course fees, and other miscellaneous charges. Financial aid is first applied to charges on your student account before any funds can be released to the student for books or other personal expenses.

Financial aid (excluding student employment/works study) is applied to direct charges. To determine the amount a student will be responsible to pay the college, subtract all scholarship amounts from the direct charges. It is important to note that the total due to Pomona may differ than the parent contribution and student contribution shown on the Offer of Financial Aid.

The difference between your direct charges and your financial aid credits (grants, scholarships, loans) is the amount you will owe to Pomona. Student Account balances must be paid prior to pre-registration each semester. The credit of financial aid to your student bill will not include student employment funds. Student employment funds are paid directly to the student, on a bi-weekly basis via a paycheck or direct deposit when you begin working.

#### **Refund of Credit Balance**

Some students may receive financial aid (generally loans or outside scholarships) in excess of their direct billed charges, creating a refund on their student account. These funds can be withdrawn for the use of the student for books, travel, or personal expenses. Please note that these funds are often not available for withdrawal at the very start of the semester. Students should come to campus prepared to cover their expenses at the start of each semester until the funds are made available. It is important to note that outside scholarships are not credited to the student account until the check(s) have been received, although the amount expected will show as an anticipated credit on your student account. Refunds are generally not released until all funding has been received by the College from the funding agency (Department of Education for federal funds, California Student Aid Commission for state grants and from the outside agency administering private scholarships).

Read additional [details regarding credit balances and steps to request a refund](#).

#### **Course Fees: Pomona PE classes and other academic courses**

Some courses at the Claremont Colleges have additional course fees that are billed by the college when a student enrolls in the course. Generally, academic courses, such as Media Studies or Art courses may have a required fee to cover supplies. Some, PE courses will charge a required course fee to cover instructional costs.

Students who are receiving need based financial aid through Pomona College are eligible for grant funds to pay for Pomona PE course fees and academic course fees. PE courses through Claremont McKenna, Harvey Mudd, Scripps and Pitzer are not eligible for grant assistance to cover the course fees. Students who enroll in CMS (Joint) PE courses with a fee will be responsible for the additional cost of the PE class.

The Office of Financial Aid works with the Registrar's Office to determine the students who are enrolled in courses with a fee once the Add Date has passed each semester. Students who receive need based financial aid at Pomona will receive additional grant funds in the amount of the course fee, and it will be applied to the student's account to cover the charge. Students do not need to do anything additional to have their academic course fee or Pomona PE course fee covered with financial aid. Students will be notified of a Revised Offer of Financial Aid that can be viewed at FINAID47, once the additional grant has been processed.

### **Student Health Insurance**

Every student is required to have health insurance coverage while enrolled at Pomona College. All matriculated students are automatically enrolled in the Student Health Insurance Plan (SHIP). Read [more details on the SHIP, including waiver request deadlines](#).

Students who are enrolled in SHIP and who are also receiving financial aid will receive grant assistance to pay for one-half of the insurance premium. Student loans are available to cover the remaining premium expense. Students who do not receive financial aid may request loan assistance to pay for the full cost of the premium.

### **Other Expenses**

#### *Personal Expenses*

The total cost of attending Pomona College includes an estimate of what students will spend on personal items including, but not limited to, laundry supplies, telephone expenses, recreation, and other items which are not billed to the student's account.

Students facing unanticipated personal needs or personal emergencies including travel expenses beyond what is provided for in the Cost of Attendance can apply for help from the Dean of Students Office or by requesting a student loan from the Office of Financial Aid.

#### *Books*

The total cost of attendance on your Offer of Financial Aid includes an estimate of what students will spend on books. The actual amount spent will depend upon courses taken and options used to obtain your required books. Books are an indirect expense and separate from direct charges that appear on the monthly student billing statement.

#### *Travel Expenses*

For students on financial aid, the expense of travel is included as part of the total cost of attendance. All students should expect to cover travel expenses either through the family contribution or loans. Students who receive outside scholarships in excess of direct charges may request a refund of the additional aid to assist with travel expenses.

International students may request grant assistance from the Office of Financial Aid to the maximum of \$1,800 for one round trip home during their 4-year enrollment. This assistance cannot be used to travel home after graduation. If grant funds are used to bring you to campus in the fall of your freshman year, you may not request additional grant aid from our office for an additional round trip ticket home.

### *Computers*

There is no mandatory requirement for a basic computer for students at Pomona. Students may request a loan to the maximum of \$1,800 for the cost of a computer at one time during their first three years of enrollment. Please be aware that students in their senior year are not eligible to request a loan for a computer.

### *Living Off Campus*

The budget for all financial aid students includes the cost of the average housing and meal plan per semester. For students living off campus, the financial aid budget is less than the cost to live in campus housing. This reduction represents the lower expenses associated with living in off campus housing and reduced food costs. The reduction in the financial aid budget will result in a dollar-for-dollar reduction in Pomona Scholarship.

When living off campus, the student may use the refund from financial aid grants and loans (if any exist on the student account) to help pay for off campus expenses. The Office of Financial Aid does not advance funds to pay for rent or security deposits before the school year has begun.

Students who choose to live at home with their parents will see their financial aid budget reduced.

The current [Cost of Attendance is listed online](#).

### *Enrolling less than full-time*

Students who decide to enroll in a course load that is less than full-time, but is at least half-time, may be charged a reduced amount for tuition by the Office of Student Accounts. A student's eligibility for need-based grant will be reduced dollar-for-dollar based on the reduced tuition cost.

Students enrolled in less than half-time course loads are not eligible for Pomona College financial aid programs.

### *Senior Expenses*

Seniors planning to graduate may need to pay for test fees, application fees, and other travel expenses. These are not qualified costs to include in a student's cost of attendance, and financial aid is not available to students for these expenses.

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### *Crediting of Financial Aid to the Student's Account*

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The initial fall billing statement is sent by the Business Office on July 11 reflecting fall charges and the fall allocation of your actual and expected financial aid disbursements. Typically, a student's financial aid award is allocated equally

between the fall and spring term.

Work-study is not credited to your bill. If you wish to use your work study earnings to pay your student bill, you will need to make the payment directly to the Business Office after your check has been received, as you will be paid directly via check or direct deposit. The amount of your work-study award is not a guarantee.

Reported outside scholarships and expected private loans are credited to your account as expected financial assistance. These outside awards will disburse to your account after the funds are received from the donor/lender. If you are expecting to have a credit balance on your student account, you must take into consideration the source of all funds and the timing of their application to your student account. Under no circumstances will funds be released to a student unless an actual credit balance is available on the account.

### **Billing Statement**

The Office of Student Accounts provides a statement each month, detailing your student account billing and financial aid activity. You are responsible to review this monthly statement. If your account is credited with more funds than you owe Pomona, you will receive a refund check from the Pomona Business Office for the amount of your credit balance. If the credit balance is the result of a Parent PLUS Loan disbursement the refund check will be issued to the parent or the student (if specified by the parent borrower during the application process). Refunds are not available until the term begins and may be requested from the Office of Student Accounts.

### **Payment Options**

Pomona College offers Payment Plans through the Student Accounts office. Read more information on [our payment plans](#).

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### *Study Abroad and Other Programs*

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Students who study abroad through Pomona's programs are charged regular Tuition, Fees, Housing & Food to Pomona and remain eligible for financial aid administered through the Office of Financial Aid. Pomona's Office of International and Domestic Programs pays for the program costs. A specific travel allowance is included in to the costs to attend the program. For some programs, other costs such as local transportation or excursion fees are also included. These allowances are managed by the Office of International and Domestic Programs. As explained, the International and Domestic Program costs are included in the standard Pomona College Cost of Attendance. Accordingly, the Office of Financial Aid does not provide additional financial aid for these programs.

Additional information on paying for study abroad can be found on the [Office of International and Domestic Programs website](#).

### **CMC Programs**

Students who participate in the Washington, DC Internship or Silicon Valley Internship programs pay their normal tuition and fees to Pomona while paying for their own housing and food, and must remain eligible for financial aid. The Office

of Financial Aid makes a budget adjustment, based on the CMC determined financial aid budget, for students receiving financial aid to compensate for increased costs. Contact your Financial Aid counselor for questions regarding your financial aid and the CMC Programs. ~~This increased cost is met with half loan/half grant.~~

### **3-2 Engineering Programs**

Students who are accepted into the partner engineering school after 3 years at Pomona are no longer considered a Pomona student upon entry to the engineering program and are therefore ineligible to receive financial aid from Pomona in years 4 and 5. Current partners note the following for financial aid:

- Under a feature of Washington University in St. Louis' dual-degree program, each year the Pomona College faculty liaison is authorized to award one two-year merit scholarship, covering half-tuition at Washington University, to a suitably qualified Pomona College candidate about to enter the dual-degree program with a Pomona grade-point average of at least 10.5 (i.e., equivalent to 3.5 on a 4.0-point scale).
- Caltech specifically reserves the right to limit both the number of students admitted in certain fields of study under the 3-2 program and the financial aid they may offer to accepted students.

#### **2-1-1-1 Engineering Program with Dartmouth**

Students who participate in this program with Dartmouth will be charged tuition, fees, housing, and food equal to Dartmouth's cost of attendance for one year (3 quarters) and will remain eligible for financial aid from Pomona. Dartmouth provides no aid for these first-year students, as the student is considered an enrolled student at Pomona on a study away program.

For the second and final year of enrollment through this program, students will need to apply for financial aid from Dartmouth for their second and final year of study at Dartmouth. Students will not be eligible to receive financial aid from Pomona. Dartmouth's financial aid policy for this 5<sup>th</sup> year allows financial aid up to the cost of full tuition. Aid for housing and food will be loan only.

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#### *Withdrawal from Pomona College*

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Any student wishing to withdraw from Pomona has the responsibility of initiating the withdrawal process the official withdrawal procedure is initiated and concluded with the Dean of Students Office.

#### **Official Withdrawal Procedure**

The exit procedure at Pomona College involves an exit interview with the Dean of Student (DOS) Office. The DOS Office will inform all offices of your date of withdrawal which will be used to determine your tuition, fees, housing, and food refund if applicable.

If a student is unable to complete the official withdrawal process, the intent to withdraw can only be communicated to

the Dean of Students Office or Campus Life.

### **Unofficial Withdrawal**

Students who did not earn credit for any of the courses they attended in a given term and did not officially withdraw or otherwise provide notice of their intent to withdraw, must be considered “unofficially withdrawn”. Federal regulations mandate that, unless it can be documented that a student was in attendance past the 60-percent point of the term, a federal Title IV refund calculation, using the withdrawal date of either the midpoint of the term or the last date of attendance at a documented academically related activity, must be performed.

### **Institutional Refund Calculation/Policy**

The Office of Financial Aid will follow the federal Title IV Refund Calculation/Policy in determining the amount of earned and unearned institutional and state assistance. Tuition, Housing, Food and Student Fees will be charged pro-rata based on the percentage of the enrollment period completed up to the 60 percent point in time of the term (step 1 of federal calculation). Students who do not vacate their housing on the date of their withdrawal may incur additional housing charges.

A student who withdraws, takes a leave of absence, or changes the number of course enrollments after the first day of classes in a semester can receive credit against the semester’s fees. Whether any cash refund will result from the credits received will depend on the payments made and the amount of financial assistance that has been received by the student.

After the Student Accounts Office determines the enrollment period and the refund of charges for the student who withdraws, takes a leave, or changes the number of course enrollments after the first day of classes in any semester, the Office of Financial Aid calculates the amount of funds to be returned to the federal, state, and institutional aid programs, and to the student.

State funds are returned according to the individual state program requirements.

When returning Institutional funds, the office calculates the amount of aid so that a student receives the same percent of costs in aid as he received in his original financial aid award. Institutional scholarships and campus employment are awarded so that the revised aid package reflects the same percent of aid for each of these as was awarded in the original aid package.

### **Federal Title IV Refund Calculation/Policy**

In accordance with federal regulations, a Title IV refund calculation must be performed for students that are recipients of Federal Student Aid (FSA) who cease attendance in all courses before the 60 percent point in time, including students who are expelled, or are granted a leave of absence. The FSA programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Iraq Afghanistan Service Grant, and other Title IV Programs.

The Pomona College Office of Financial Aid determines, based on the federally mandated formula, the amount of FSA assistance students have earned based on the date in the term a student is considered to be withdrawn.



A student's withdrawal date is:

- The date, as determined by Pomona College Dean of Students Office, the student began the official withdrawal process;
- The date, as determined by Pomona College Dean of Students Office, the student otherwise notified a designated office of his or her intent to withdraw;
- If the student ceased attendance without providing official notification, the mid-point of the semester;
- The student's last date of attendance at a documented academically related activity.

The return of financial aid funds policy follows these steps:

Step 1: Determine the percentage of the enrollment period completed by the student. If the calculated percentage is equal to or greater than 60%, the student has "earned" all aid for the enrollment period and no adjustment in financial aid occurs.

$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$

Step 2: Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for financial aid prior to the withdrawal.

$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$

Step 3: Determine the amount of unearned financial aid to be returned to the appropriate Title IV financial aid program.

$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student.

Step 4: Determine if the institution and/or the student must return the unearned funds.

The student will be informed by the Office of Financial Aid of the type and amount of FSA program funds that are being returned on his/her behalf. The student is required to return unearned aid that was directly disbursed to the student. Unearned loan funds must be repaid by the student under the terms and conditions of the promissory note. Unearned grant funds must be returned to the Department of Education. Failure to make payment arrangements will result in the loss of FSA eligibility.

Step 5: Determine earned FSA assistance that has not been disbursed.

$\text{Total Aid Earned} - \text{Total Aid Disbursed} = \text{Earned Aid not Disbursed}$

Grant aid that was earned, but had not been applied before the student withdrew, will be applied to the students

account within 45 days. Loan proceeds that could be disbursed after the student withdrew will only be disbursed if the student requests a disbursement within 14 days of receiving notice from the Office of Financial Aid of his/her eligibility of a post-withdrawal loan disbursement. The federal work-sheet used to calculate the amount of FSA assistance earned is available from the Office of Financial Aid upon request.

### **Returning from Withdrawal**

A student's aid is discontinued when the student is not enrolled in school. A student planning to return from a leave will be considered for financial aid subject to the same deadlines, procedures and guidelines as any currently enrolled student applying for aid administered by the College. Cal Grants, National Merit Scholarships and some federal programs have special regulations concerning students on leave. A student planning to take a leave of absence should check with the Office of Financial Aid (and with the sponsors of any outside aid) before going on leave to make arrangements for consideration for aid upon returning to Pomona. Outside funds "lost" through failure to obtain a leave of absence from the funding agency will not be made up by College funds. Students also need to inquire about their loan obligations during the time they are on leave.

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### *Your Rights and Responsibilities*

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By accepting your financial aid disbursements, you have indicated that you have read, understood and will comply with all of the rights and responsibilities contained therein. These include:

#### Your Responsibilities:

1. Read all information associated with your financial aid award letter, including the handbook.
2. If you owe money from a prior over-award of federal funds at any institution, you need to make arrangements for repayment of the over-award. You are not eligible for financial aid if you owe a refund on federal funds.
3. You must be in good standing and be making satisfactory progress as outlined in this handbook.
4. You must report any additional financial aid (scholarships, grants or loans) you receive that is not listed on your current award letter from Pomona College.
5. You must meet all other conditions contained elsewhere in this handbook.
6. You will need to submit information requested by financial aid processors, Pomona or any other institution or program to which you are applying for aid to clarify your eligibility for financial aid.
7. If you are selected for verification or financial aid review, you and your parent(s) may be required to submit additional documents. These may include tax transcripts, W-2 forms and financial aid verification worksheets. Failure to submit the requested information within 30 days prior to the end of your award period will result in the de-activation of your file and could result in the loss of available funds.

8. You must repay all loans according to your established repayment schedule. You are not eligible for financial aid if you are in default on a Federal Perkins Loan, Federal Direct/FFEL Stafford Loan or Federal Direct/FFEL PLUS received at any institution.
9. If requested by the college, you must participate in loan entrance counseling.
10. Participate in loan exit counseling if you received a federal, state, or Institutional loan while you attended Pomona College.
11. Notify the Office of the Registrar of a change in your name or address.
12. You must notify the Office of the Registrar AND the Office of Financial Aid of a change in your enrollment (i.e. full-time to part-time attendance).
13. Satisfactorily perform the work agreed upon in your college work-study job.
14. Understand the Pomona College withdrawal process and the refund policy.
15. Monitor and retrieve email and electronic postings issued by the Office of Financial Aid. As a prospective student, you will receive electronic messages and official notifications related to your financial aid if you reported a valid e-mail address on your FAFSA. As an enrolled student, you will receive all official notifications related to your financial aid electronically via your Pomona email account and/or the email account listed on the FAFSA. In addition, some information may be posted directly to your "my.Pomona.edu" account. Students who do not want to receive their financial aid information electronically must inform the Office of Financial Aid that they wish their information to be distributed in paper format.

#### Your Rights:

1. Information given to Pomona's Office of Financial Aid is treated confidentially. Personal information you and your family share with the Office of Financial Aid as a prospective student is treated confidentially by the staff members of the financial aid and admissions offices; staff members follow prescribed data security policies to ensure the security and confidentiality of your information. Rules regarding the disclosure of personal information once you are enrolled at the college are dictated by the Family Educational Rights and Privacy Act (FERPA) of 1987.
2. FERPA affords you certain rights with respect to your educational records. The primary intent of the law is to provide you access to your educational record and to limit disclosure of such records without your written consent. Pomona College has posted a detailed outline of its [student records privacy page](#).
3. You may have your financial need reviewed if your circumstances change during the academic year. Contact the Office of Financial Aid if you feel that your calculated financial need should be reviewed.
4. You have the right to contact the Federal Student Loan Ombudsman if the Office of Financial Aid did not address and/or resolve any dispute you brought forth in regard to the terms of your federal student loans (Stafford loan, Federal Direct Loan, Perkins loan, Parent PLUS loan). You can contact the Ombudsman toll free at: 1.877.557.2575 or online at the [Federal Aid Student Feedback site](#).

As a student at Pomona College on financial aid, you have the right to know:

1. What financial assistance is available to you, including all federal, state and institutional financial aid programs
2. What the deadlines for submitting financial aid applications are, and the process required
3. What the estimated cost of attendance is, including tuition, housing and food, books and supplies, and other miscellaneous expenses.
4. What data was used to determine your financial need, how students are selected to receive financial aid, how award amounts are determined, and how your financial need, as determined by the college, is being met
5. What each type of assistance in your financial aid award is, and what awards are grant or gift aid and what portion must be repaid.
6. The frequency and method for disbursement of your financial aid
7. What the criteria are for continued financial aid eligibility, including how Satisfactory Academic Progress (SAP) is determined (as defined by the Department of Education)
8. What the interest rate is on any student loan in your package, the total amount you must repay, when repayment starts, and what cancellation and deferment provisions apply.
9. The average indebtedness of a student who graduates from the college and the percentage of students who default on their federal student loans.
10. If student employment is part of the Offer of Financial Aid, what kind of job it is, how many hours must be worked, what the duties are, the pay rate, how and when a student is paid.
11. The names of Pomona Colleges accrediting and licensing organizations
12. What degree programs are offered at Pomona College, the instructional, physical and laboratory facilities and the college's faculty
13. What special facilities and services are ADA compliant.
14. Completion/graduation and job placement rates and how they are calculated.

### **Accessibility Resources and Services**

Pomona College is committed to providing and improving accessibility for all members of our community. Consistent with the open community of Pomona, this includes people with specific needs or disabilities. Pomona is committed to the fair and equitable treatment of all members of the College community. Accommodation services are provided for students, as well as employee, applicants and visitors to the College.

Student Affairs at Pomona College fosters the holistic development of students by focusing on personal and social

responsibility, co-curricular education, and community engagement on and off campus. We are committed to nurturing an engaged, thriving, safe and healthy community that is responsive to student needs.

The Dean of Students Office is committed to providing equal access and reasonable accommodations, where appropriate, for qualified disabled students. The College will continue to develop and coordinate policies and procedures, provide services, and insure access to academic programs, activities and facilities.

For employees and applicants, Pomona College follows all federal and state laws for allowing equal opportunity despite disability. The Human Resources Department will coordinate efforts to meet this obligation. Pomona actively supports the rights of disabled individuals throughout the College community.

The Pomona College website is designed to be accessible to visitors with disabilities and to comply with federal guidelines concerning accessibility. If you have suggestions on how to make the site more accessible, please [report a digital accessibility issue](#).

### **Verification of Enrollment**

The Office of the Registrar will verify the enrollment of students for the purposes of insurance, employment or loan deferment. In some cases, siblings of Pomona students who are attending other colleges may require the verification of their sibling's enrollment at Pomona. The Office of Financial Aid will process those requests, if appropriate.

### **Consumer Information for the Student**

Pomona College is required by the federal government, through the Higher Education Act of 1965, as amended, to provide all students with specified consumer information. This includes, but is not limited to all information that is related to financial aid including costs of attendance, awarding policies, the availability of need and non-need-based aid programs, application and renewal of financial aid, loan availability, terms and interests rates. Satisfactory progress standards are available in the Financial Aid Handbook and the College Catalog. A complete [guide to Pomona College Consumer information](#) can be found online.

Information about the College's academic programs, admission requirements, enrollments, and retention is included in the Pomona College Catalog, or may be obtained from the Office of Admissions, the Office of the Registrar, and the Career Development Office.

Pomona College admits students of any race, color, national and ethnic origin, sex, and age to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate against any person on the basis of race, color, national and ethnic origin, sex, or age in the administration of its educational policies, admissions policies, scholarships and loan programs, or other programs administered by the College.

### **Required Federal Consumer Disclosures**

College Information as reported to the U.S. Department of Education may be accessed at the [College Navigator site](#). The site has a large amount of statistical information about expenses, financial aid, enrollment, admissions, retention rates and much more. The site allows consumers to compare information from different colleges.

Find additional [federal compliance & student consumer information](#) on our website.

### **Completion Rates**

Completion rates are reported by July 1st of each year pursuant to the Student Right-to-Know Act. This information is available at the Office of the Registrar.

### **Campus Security Information**

Institutions are required to collect campus security data. The Security Report is made available annually every October 1st.

### **Student Records Disclosure Information**

All POMONA student records are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent from the student is required for release of records to outside parties, except for those agencies authorized by law. Under this Act, students may:

- review their own educational records
- challenge information (not including grades) they believe to be inaccurate, misleading or not in accord with their right to privacy
- contact the U.S. Department of Education if they feel that the FERPA policy is not being administered correctly

### **Office of Financial Aid Code of Conduct (Student Loans)**

In August 2008, Congress enacted and the President signed into law the Higher Education Opportunity Act (HEOA), reauthorizing the Higher Education Act of 1965, as amended. Among its many provisions, the HEOA requires every institution participating in federal financial aid programs to adopt a code of conduct for student loans and display it prominently on its web site. Our code can be found on [our website](#).

Pomona College prohibits conflicts of interest with the responsibilities of officers, employees, or agents of the College with respect to education loans for students. The College shall comply with, administer, enforce, prominently publish on its website(s), and annually inform officers, employees and agents of the College with responsibilities with respect to education loans of the Financial Aid Code of Conduct.

- 1. Ban on Revenue-Sharing Arrangements:** The College shall not enter into any revenue-sharing arrangement with any lender or other vendor working with any of its offices that are responsible for carrying out financial aid functions. The College shall not accept any fee or other material benefit in exchange for recommending a lender to its students.
- 2. Gift Ban:** No College officer or employee with financial aid responsibilities shall solicit or accept a gift having a monetary value of more than a de minimus amount from a lender, guarantor, or servicer of education loans.
- 3. Contracting Arrangements Prohibited:** No College officer or employee with financial aid responsibilities shall

accept from any lender or lender affiliate payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender.

4. *Interaction with Borrowers:* The College shall not automatically assign a particular lender to any borrower, unless required to do so by law, and shall not refuse to certify or delay certification of any loan based on the lender or guarantee agency selected by the borrower.
5. *Prohibition on Offers of Funds for Private Loans:* The College shall not request or accept from a lender an offer of funds to be used for private education loans in exchange for the College's providing the lender with a specified number or volume of federal loans or in exchange for placement on a preferred lender list.
6. *Ban on Staffing Assistance:* The College shall not request or accept from any lender assistance with call center staffing or Office of Financial Aid staffing unless any such assistance has been legislatively defined as acceptable. Lenders, for example, may provide professional development training to financial aid administrators, educational advising materials to borrowers, or assistance in state or federally-declared natural disasters.
7. *Advisory Board Assistance:* All employees with financial aid responsibilities shall be prohibited from receiving anything of value from a lender or guarantor in return for service on its advisory board. Reimbursement for or payment of reasonable expenses incurred in connection with such service, however, is permitted.

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### *Financial Aid Glossary of Terms*

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**Cost of Attendance:** Your estimated cost of attendance includes **direct costs** (expenses paid directly to the college), and **indirect costs** (expenses incurred as a result of attendance that the student/family may pay to a third party (bookstore, landlord, etc.) other than the college.)

**Federal Direct Student Loan:** Loan funds provided *to the student* by the U.S. Department of Education, through the school. Repayment of principal begins six months after the borrower ceases to be a student on at least half-time basis. The Free Application for Federal Student Aid (FAFSA) is the annual application. There are two types of Federal Student Direct Loans: subsidized and unsubsidized. Students with financial need can qualify for a subsidized loan, and using the government pays the interest on the loan while the student remains enrolled at least half time. Students who don't demonstrate financial need qualify for an unsubsidized loan; the interest accrues while the student is in school. Students must complete Entrance Counseling and the Master Promissory Note to receive disbursements.

**Federal Grad PLUS Loan:** Loan funds provided to *graduate students* by the U.S. Department of Education, through the school. This federal program allows graduate students with no adverse credit history to apply for up to their Cost of Attendance each year, less any financial aid. To be eligible, the student must be enrolled at least half time in an eligible program of study and first borrow the maximum allowable through the Federal Direct

Student Loan program. Repayment of principal and interest begins 30 to 60 days after the loan is fully disbursed with deferment and forbearance options available.

**Federal Parent Loan (PLUS):** A federal loan program that allows parents who have no adverse credit history to apply for up to the Cost of Attendance each year, less any financial aid. PLUS loans must be repaid with interest.

**Federal Pell Grant:** A grant provided by the federal government to qualified undergraduate students who demonstrate exceptional financial need and have an Expected Family Contribution (EFC) below a threshold designated annually by the U.S. Department of Education, based on the amount of program funds appropriated by Congress. Must complete FAFSA annually for renewal consideration.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** A grant provided by the federal government to qualified undergraduate students who demonstrate exceptional financial need. Priority is given to Pell Grant recipients and funds must be awarded by the school in lowest EFC order. Awarding is contingent upon funding and may not be renewed from year to year.

**Federal Work-Study (FWS):** A program that provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. Awarding is contingent upon funding and may not be renewed from year to year.

**Gift Aid:** Funds awarded to the student that do not have to be repaid, unless the student fails to meet certain terms, such as a service requirement, specified as a condition of the grant. Gift aid includes awards with titles such as grants, scholarships, remissions, waivers, etc. Gift aid can be awarded based upon many factors, including (but not limited to) financial need, academic excellence, athletic, musical, and theatrical talent, affiliation with various groups, or career aspirations. Pomona College awards gift aid based on need, and does not award merit gift aid.

**Net Cost:** Amount of direct and indirect costs remaining after all gift aid (scholarships and grants) is subtracted.

**Remaining Cost:** Amount of direct and indirect costs remaining after all gift aid (scholarships and grants) and self-help aid (loans and federal work-study) or other funding sources are subtracted.

**Remaining Need:** Difference between the institution's Cost of Attendance and the student's Expected Family Contribution (EFC).

**Satisfactory Academic Progress (SAP):** To be eligible for federal funds (Pell, FSEOG, Direct Loans, etc.) students must make satisfactory academic progress, meaning you are continuing to complete courses and maintain a required GPA based on your credit level.

**Scholarship:** A type of **gift aid** awarded to the student that does not need to be repaid. Scholarship awards are typically based on merit or a combination of merit and need, such as academic excellence, talent, affiliation with various groups, or career aspirations. To be eligible for renewal of certain scholarships, the student may be



required to maintain a specific Grade Point Average (GPA) or enrollment status. Please reference the student financial aid website to see the guidelines for the specific scholarship awarded.

**Self Help Aid:** Financial aid in the form of loans or student employment. Loans can be used to pay the remaining net costs after gift aid is deducted. Student employment earnings (including Work-Study awards) are generally not deducted from billed costs but can be used to help you cover indirect costs and are paid in the form of wages to students.

**State Grant:** State funded program provides grant from to State residents who demonstrate the highest level of financial need as determined by the results of the FAFSA. Amount varies and is based on enrollment status.

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### *Online Resources*

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- [Federal Student Aid](#)
- [FAFSA on the Web](#)
- [Federal Student Aid \(FSA\) ID Registration](#)
- [U.S. Department of Education College Navigator Site](#)
- [SFA Ombudsman](#)
- [FERPA Regulations](#)
- [Web Grants for Students](#) (for Cal Grants)
- [California Student Aid Commission](#)
- [Internal Revenue Service United States Department of Treasury](#)
- [US Citizenship & Immigration Services](#) (Bureau of the US Department of Homeland Security)
- [The Official Website of the U.S. Social Security Administration](#)
- [U.S. Department of Veteran Affairs](#)
- [Bureau of Indian Affairs](#)
- [The CSS Profile](#)
- [The College Board IDOC Service](#)
- [Fastweb](#) (source of scholarship and other financial aid information)
- [AmeriCorps](#)