



Student Financial Services

Payment and Refunds, Tuition Rates and Fees, Financial Aid

Payment and Refunds

Student Financial Services • 617.873.0403 • sfs@cambridgecollege.edu • www.cambridgecollege.edu/offices/bursar

The following is an overview of information you need to be aware of as you begin your time at Cambridge College. The following items are subject to change at any time. Please refer to www.cambridgecollege.edu/offices/bursar for the most up to date information.

Course registration is contingent upon the payment of all amounts due to the College. Students owing a balance of more than \$50 cannot register for courses. Once registered for a term, payment or acceptable arrangements must be made prior to the start of the term. If a student registers after the term starts, or after add/drop ends, or after the established payment due date is past, payment is due one week after the registration.

Communicating With You

The Bursar's Office will often communicate with you by email to your Cambridge College email account. You are responsible for checking your email on a regular basis so you don't miss important information.

Billing of Tuition

Bills are mailed at least 30 days prior to the start of the term. Payments are to be remitted on or before the due date indicated on the statement (this date is typically one week prior to the term start date).

It is easy to calculate your tuition bill each term. On our website, go to your Cambridge College location, click on your academic program, and see current tuition rates posted on the Tuition tab. Multiply the number of credits you are taking by the per-term rate. (In some cases there may be other expenses in addition to course tuition.)

Always refer to your account online for the most up-to-date balance information.

Late Payment Fee

Students will be assessed a late payment fee if acceptable payment arrangements are not made by the due date indicated on the statement. Acceptable payment arrangements include payment in full, pending financial aid, approved third-party billing (i.e. Veterans) and an active and current payment plan with the Bursar's Office.

Paying for Your Education

There are several ways to pay for your college education:

- Financial aid (federal student loans, scholarships, etc.) — to apply for aid, go to www.cambridgecollege.edu/financial-aid.
- Employer tuition assistance programs or third party sponsor — acceptable if payment is made directly to Cambridge College and is not contingent upon grades. Please contact the Bursar's Office prior to the beginning of the term so that an invoice can be generated.
- Veteran's Benefits — if you are eligible for veteran's educational benefits, please contact the Bursar's Office to discuss your own particular situation.
- Using your own funds — see *How to Pay Your Bill* below.

How to Pay Your Bill

Online — The quickest and easiest way to make a payment is by paying online via the MyCC web portal. This is available 24 hours per day and can be done in four easy steps:

1. Log into MyCC
2. Click "Finances" tab
3. Click "My Account Balance"
4. Click "Make a Payment"

Mail — Checks or certified funds must be made payable to Cambridge College and include your college ID number. Mail payment to Cambridge College, ATTN: Student Financial Services, 500 Rutherford Avenue, Boston, MA 02129.

In Person — During business hours you can make a payment in person at our main campus, 500 Rutherford Avenue, Boston, MA. Payments are not accepted at any other College location.

Wire Transfer — Please contact the Student Financial Services Office if you are interested in making a payment via wire transfer.

Payment Plan — Payment plans can be established with Tuition Management Systems. The payment plan allows you to pay your tuition and fees in four payments in the fall (July through October) and spring (November through April) terms, and two payments in the summer term (June and July). Please visit <https://cambridgecollege.afford.com> to create your account and set up your payment plan. We highly recommend that this is done immediately after registering for your courses.

Non-Payment

You will not be able to register until you have paid your bill. Once acceptable payment arrangements have been made, we can clear you to register online. Students with a balance will have a Bursar restriction (“Hold”) placed on their account. This restriction prevents access to grades, official transcripts; diplomas, and certificates. Students are notified of impending restriction via email to their Cambridge College email address.

The College will make every effort to work out repayment plans. In the event a balance remains outstanding, student debts will be submitted to a collection agency if payment is not received. In such cases, the student is liable for any court costs and collection agency fees.

Collection agency fees may total up to 40% of the outstanding bill, as allowed by Massachusetts law. Cambridge College reserves the right to report account information to a credit bureau.

Leave of Absence or Withdrawal

Students considering leave of absence or withdrawal are urged to see the Student Financial Services Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.

Cambridge College policy and procedures regarding withdrawal or leave of absence can be found at <https://www.cambridgecollege.edu/academic-policies-procedures/leave-absence-or-withdrawal>. Students must consult applicable policy and procedures in case of any questions regarding this withdrawal or leave of absence. Students can always contact the dean of students for further questions.

Refunds and Repayment

Tuition may be refunded. No other charges are refundable.

Financial aid repayment/return — Title IV financial aid or state scholarship monies are subject to federal regulations. See Repayment of Federal Funds or Repayment of Massachusetts Funds, under *Financial Aid*, below.

Refund — Students who paid current tuition charges themselves (not from federal or state aid) are eligible for refund of current term charges paid as follows:

<u>Date of Withdrawal</u>	<u>Refund</u>
Before add/drop deadline (within first two weeks of term)	100%
During third week of term	75%
During fourth week of term	50%
During fifth week of term	25%
Thereafter	0%

<u>Date of Withdrawal from Intensive Courses</u>	<u>Refund</u>
Prior to beginning of term	100%
During and after week one	75%
During and after week two	25%
Week three and thereafter	0%

Excess Funds — Title IV

In accordance with federal regulations, excess funds from federal financial aid, over and above current charges, cannot be held without written authorization from the student.

Veteran’s Addendum

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instruction all days or hours in the course.

Military Tuition Assistance (TA) Refund Policy

Military Tuition Assistance is a benefit paid to the school for eligible military student recipients who are active members of the Army, Navy, Marines, Air Force, and Coast Guard. The student is awarded the TA benefit with the understanding that the student will attend the entire semester. Cambridge College is required to calculate Military Tuition Assistance (TA) earned when a military student using TA withdraws.

As participants in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), students who officially or unofficially withdraw from a course before completing 61 percent of the semester have not earned 100% of the amount of their voucher for the withdrawn course. Cambridge College is required to return the unearned portion of the TA funds to the military service that provided the TA funding. Unearned TA funds that are returned to the appropriate military branch of service will become a debt to the student.

Cambridge College will calculate the amount of unearned Tuition Assistance funds using the official last date of attendance, as determined by the institution’s attendance records. The last date of attendance is used to determine the number of days completed.

To remain in compliance with the Department of Defense’s policy, Cambridge College will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.

As an institution, the DOD will be billed after 60% of the semester has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to Cambridge College. We will only bill for the amount the student earned given their enrollment.

Schedule for returning unearned TA:

<u>Date of Withdrawal from Intensive Courses</u>	<u>Refund</u>
<i>(Intensive courses meet for 9.375 hours)</i>	
Prior to Day 1	100% return
Prior to Day 2	60% return
Prior to Day 3	40% return (60% of course is completed)
After Day 3	0% return

<u>Date of Withdrawal from 8-9 week Courses</u>	<u>Refund</u>
<i>(Online and Summer courses: week of instruction is 7 days)</i>	
Before or during week 1	100% return
During week 2	75% return
During weeks 3 – 4	50% return
During week 5	40% return (60% of course is completed)
During weeks 6 – 8	0% return

<u>Date of Withdrawal from 14-16 week Courses</u>	<u>Refund</u>
<i>(Fall and Spring traditional courses: week of instruction is 7 days)</i>	
Before or during weeks 1 – 2	100% return
During weeks 3 – 4	75% return
During weeks 9 – 10	40% return (60% of course is completed)
During weeks 11 – 16	0% return

For courses that have durations differing from those listed above:

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

Example: The student enrolled in a course that's duration is 30 days. The withdrawal was submitted on the 14th day. The institution would perform the calculation to determine how much TA was earned by the student's attendance: (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DOD).

Overpayment — Non-Federal Funds

Payments received on a student account, exceeding the account balance or anticipated charges, will remain on the account and be applied toward future term charges within the academic year. Remaining overpayments are refunded at the end of the academic year. No refunds will be issued at any other time unless the student is withdrawing or has completed their degree.

Graduation Clearance

All tuition and other charges must be paid in full by the published graduation clearance deadline in order to receive graduation clearance from the Bursar's Office.

California: Student's Right to Cancel

You have the right to cancel or withdraw and receive a refund of 100% of the amount paid for institutional charges, less the STRF of \$0.00, and a reasonable deposit or application fee not to exceed \$250, through attendance at the first class session, or the seventh day after enrollment, whichever is later, if notice of cancellation is received on or before the *right to cancel date*. See table below.

First Term of Enrollment, 2019-2020 Academic Year	Application Deadline	Classes Begin	Right to Cancel Date
Fall Term 2019	Sept 3, 2019	Sept 9, 2019	Sept 16, 2019
Spring Term 2020	Jan 14, 2020	Jan 21, 2020	Jan 28, 2020
Summer Term 2020	June 9, 2020	June 15, 2020	June 22, 2020

To cancel, download the Withdrawal form from www.cambridgecollege.edu/resources/student-forms, and submit the completed Withdrawal form to the Registrar's Office by the **right to cancel date** (Add/Drop Deadline).

Students are not required to purchase books, supplies or equipment through Cambridge College, and the College does not offer student housing or transportation. Therefore these expenses cannot be refunded by the College.

Student Health Insurance

Massachusetts law states that students who meet *all* the following criteria are required to be enrolled in the College's student health insurance plan or participate in a plan with comparable coverage.

- Attend classes within Massachusetts.
- Are enrolled in a certificate or degree program.
- Are enrolled full-time or three-quarter time (undergraduate: 9 credits or more; graduate: 6 credits or more).

A student's status as full or three-quarter time is determined as of the last date of the add/drop period.

International students (active for SEVIS) are assessed for health insurance regardless of credit load.

Annual Insurance waiver — Students who have insurance with coverage comparable to Massachusetts state criteria may waive out of the College's student health insurance plan by submitting an annual waiver request by the term deadline. It is the student's responsibility to determine and certify that their insurance is comparable. To submit the annual waiver request, go to https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar, and follow the instructions under Student Health Insurance; click on the external link provided, and follow the online instructions. In so doing they grant permission for the insurance provider to audit their insurance information, and if it is found to be falsified, inactive, or non-comparable to Massachusetts criteria, they will be enrolled in the insurance plan and will be charged the full insurance premium.

Students who do not submit an annual waiver request by the deadline are automatically enrolled in and billed for the College's student health insurance plan. The deadline for the current term is posted on the MyCC web portal homepage.

Students are required to submit an annual waiver request in the first term they are enrolled and every fall term thereafter. Students returning after a leave of absence must submit the waiver request in the term when they return.

CC locations in other states — Students at Cambridge College locations outside Massachusetts are not required to purchase student health insurance.

CC Summer Institutes — Summer Institute students enrolled in more than three weeks of classes will need to show proof of health insurance. Massachusetts law does not require students enrolled in short-term courses (defined as no more than 15 days of classes for each term and 30 days total for the entire school year) to purchase student health insurance.

Adding Courses

Students who add courses after the term has begun are responsible for payment immediately. Students must check their account online for changes to their balances as a result of adding courses.

Dropping Courses

Tuition Charged

You must pay the full tuition for all courses for which you have registered, by the payment due date.

- However, if you correctly drop the course, you may get tuition credit as outlined below under "Tuition Credit".
- If you do not attend class and do not correctly drop the course, you remain responsible for the full tuition.
- If you begin attending class and later cease attending classes without formally withdrawing, you remain responsible for the full tuition.

Tuition Credit

Date Add/Drop Request is Received	Tuition Credit
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Courses that meet every week and start in the first week:

Before the add/drop deadline	100%
Before third class or when no more than six hours of class time have elapsed, whichever comes first.	75%
After third class.	0%

All other courses:

Before the first class	100%
Before second class or when no more than six hours of class time have elapsed, whichever comes first.	75%
After the second class.	0%

Online courses have the same tuition credit policy as standard seated courses.

Tuition and Fees Rates

Student Financial Services • 617.873.0403 • sfs@cambridgecollege.edu • Rates as of June 2019, subject to change without notice.

Admissions

Application fee (non-refundable) \$50
 Application fee - international applicants (non-refundable) \$100

Course Tuition Rates are set by the Board of Trustees and are subject to change. Current rates apply to all students. See policy at www.cambridgecollege.edu/tuition-rates-and-fees

Rates effective Fall 2019 — All rates are per credit hour.
 Tuition for each course is the same for students enrolled in a degree or certificate, or as a non-matriculated student taking single courses.

	Boston	Lawrence Springfield	Puerto Rico	Southern California
School of Undergraduate Studies				
B.A., B.S.	\$449.			\$430
School of Education • School of Psychology & Counseling				
M.Ed.	\$574.	\$324.		\$567
Graduate and post-master's certificate	\$574			
CAGS	\$724			
CAGS in Behavioral Healthcare Management (non-licensure)	\$497			
Ed.D.	\$995			
School of Management				
MBA.	\$658.			\$618
MM.	\$658.	\$282.		\$618
For-credit certificate	\$658			
Online Programs				
B.S.	\$449			
MBA.	\$658			

Courses offered in collaboration with other institutions: Tuition and fees may differ from standard Cambridge College rates.

Special Rates

Alumni tuition discount — Applies to individual courses only, not to degree and certificate programs, or courses offered in collaboration with other institutions; good financial standing with the College required; undergraduate courses limited to six credits. 25%

Active duty military personnel (with supporting documentation)— Undergraduate tuition is reduced to the amount covered by the federal Tuition Assistance Program.

Course audit fee. \$160
 Per credit (\$480 for a 3-credit course); subject to the same add/drop refund and tuition liability policy as are courses for credit.

Fees

Credit card fee (intelligent rate; % charge depends on type of card). 1.50%-3.99%

Late payment fee, per term \$100

Late registration fee, per term \$50

International student fee, per term \$160

New international student fee, one time \$300

Fees, cont.

Credentialing fee for foreign countries (per instance; to address cost of compiling student credentials for certain countries) \$500

Student printing fee (per page; black & white/color) \$0.10/0.18

Check returned by bank. \$35

Replace lost student ID card \$25

Language testing fee (per test). \$49

Health Insurance See *Health Insurance* on MyCC homepage. Rates below include \$50/year health insurance administrative fee.

	Undergraduate	Graduate
Sept 2019-Aug 2020	\$2,035	\$3,358
Jan-Aug 2020.	\$1,376	\$2,252
June-Aug 2020.	\$550	\$884

Graduation fee (degrees and certificates) \$125
 Charged at beginning of last term, as determined by anticipated graduation date in student's academic record, for processing records.

Official transcripts \$5

Transcript rush service: Cost of transcript(s) plus \$30

Unofficial transcript (given to student) \$2

School-Based Fees

SCHOOL OF UNDERGRADUATE STUDIES

Cambridge College portfolio evaluation (non-refundable) (per credit) \$130

Block portfolio (5 credits or more) \$650

LRN175 course materials fee (non-refundable) \$50

Undergraduate science lab fee, per lab course (e.g. biology, anatomy, chemistry, physiology, microbiology) \$50

FLATS/CLEP test administration fee (per instance; fee charged by external testing agency is additional) \$30

SCHOOL OF EDUCATION

SCI690 course materials fee (non-refundable) \$20

Ed.D. research fee (charged in first term) \$350

SCHOOL OF MANAGEMENT

UCertify course materials fee. \$100

SCHOOL OF PSYCHOLOGY & COUNSELING:

Field experience fee (degrees and certificates at all locations; charged in first term of field experience; course tuition additional) \$650

Replace lost field experience form (per form requested by student for submission to licensure board) \$50

Late Degree Completion Fees

Late undergraduate capstone fees (B.A., B.S.) - no charge if completed in the next term after the first attempt.

Second and third terms, per term \$300

Each additional term until completed. \$150

Late graduate final project fees - ILP/IRP, Graduate Management Capstone, Action Research Project. Students must register for the final project concurrently with the final seminar.

Second and third terms, per term after first registration \$500

Each additional term until completed. \$200

Dissertation extension course (Ed.D.), per credit \$545

Southern California Location

Estimated Total Cost of Attendance 2019-2020

<i>Column number; see notes below</i>	1	2	3	4	5	6	7	8	9	10	11	12
	Degree	Total Credit Hours	Program Length	Applic Fee	Tuition rate	First Term Tuition	LRN175 fee	Enrollment /First Term	Grad Fee	Field Experience Fee	Entire Program	Personal Expenses (per term)
Criminal Justice	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Early Childhood Education & Care	BA	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Finance	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Health Care Management	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Human Services	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Human Services Management	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Management Studies	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Marketing & Sales	BS	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Multidisciplinary Studies	BA	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Psychology	BA	120	10 terms	\$50	\$430	\$5,160	\$50	\$5,260	\$125		\$51,825	\$7,422
Autism Specialist	MEd	31	3 terms	\$50	\$567	\$6,804		\$6,854	\$125		\$17,752	\$7,422
Autism/Behavior Analyst	MEd	38	6 terms	\$50	\$567	\$6,804		\$6,854	\$125		\$21,721	\$7,422
Interdisciplinary Studies	MEd	32	3 terms	\$50	\$567	\$6,804		\$6,854	\$125		\$18,319	\$7,422
Teaching Skills & Methodologies	MEd	32	3 terms	\$50	\$567	\$6,804		\$6,854	\$125		\$18,319	\$7,422
Marriage & Family Therapy	MEd	60	5-6 terms	\$50	\$567	\$6,804		\$6,854	\$125	\$650	\$34,845	\$7,422
Master of Business Administration	MBA	45-54	5-6 terms	\$50	\$618	\$7,416		\$7,466	\$125		\$27,985- \$33,547	\$7,422
Master of Business Administration/Health Care Management	MBA	45-54	5-6 terms	\$50	\$618	\$7,416		\$7,466	\$125		\$27,985- \$33,547	\$7,422
Master of Management	MM	37	4 terms	\$50	\$618	\$7,416		\$7,466	\$125		\$23,041	\$7,422

Please Note

- 2. MBA program credits:** minimum 45 credits; up to 54 credits if foundation courses are needed (see program charts).
- 3. Program Length**—three terms/year.
- 4. Application Fee**—non-refundable.
- 5. Tuition Rate**, per credit, 2019-2020 California rates (see preceding page)—All rates are subject to change and all students pay current rates. Therefore tuition rate may change over the period of an academic program. Tuition may be refunded (see Refunds and Repayment).
- 7. LRN175 Course Materials Fee** (non-refundable): This introductory course is typically taken in the first term, so the fee is included in the enrollment/first term calculation.
- 8. Enrollment/First Term** charges include application fee (non-refundable) and tuition (refundable) for one term of typical full-time study, 12 credits. Any first-term fees are also included: LRN175 course materials fee.

9. Graduation Fee.

10. Field Experience Fee: one-time fee for administering the clinical field experience required for counseling programs.

11. Entire Program total includes institutional charges only: application fee, tuition, school-based fees (columns 7-10; see preceding page), and graduation fee.

12. Personal Expenses, estimated, per term: Cambridge College does not offer or charge students for textbooks, supplies and equipment, room and board, or transportation or the optional (external) tuition payment plan servicing fee. The figure provided is for students to estimate their personal expenses on a term-by-term basis. This is not figured into the Enrollment/First Term or Entire Program cost estimates.

TaskStream online portfolio licensing fee is \$50 at time of publication (subject to change), non-refundable, paid to external entity) required for: Autism Specialist, Interdisciplinary Studies, Teaching Skills & Methodologies.

The Student Tuition Recovery Fund (STRF), at time of publication, is \$0 (subject to change) per \$1000 of institutional charges, so is not included in calculations above. It is non-refundable. See the following.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) **if all** of the following applies to you:

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment **if either** of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to receive or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, attending prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of one of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refund or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Financial Aid

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Financial aid is available for our students who qualify, to assist in financing educational expenses at Cambridge College. Visit www.cambridgecollege.edu/offices/financial-aid/ to begin the financial aid process. The financial aid staff is available to assist students by phone, by appointment and by email.

Eligibility for Financial Aid

It is essential that students comply with requirements in order to receive financial aid.

Eligibility Requirements

Eligibility for federal financial aid is determined by the following criteria:

- Students must be enrolled in a Title IV approved program leading to a degree or certificate and the student may only receive federal financial aid for classes that are required for degree completion. Classes outside of a student's approved program cannot be used in cost of attendance calculations and determination of half time enrollment. Students enrolled in non-degree programs or certificate programs not Title IV approved are not eligible for federal financial aid.
- Students may not receive federal financial aid from two schools at the same time. Students can only receive federal aid from the school from which they are matriculated.
- The maximum time frame allowable to complete a program will be no more than 150% of the published full-time length of the program (measured in total credits attempted, including transfer credits) for undergraduate students and no more than 200% of the published length for graduate students. If a student does not complete a program in less than 150% of the published length of the program they will no longer be eligible for federal aid. (See policy on *Satisfactory Academic Progress*.)
- Students must be enrolled at least half time to receive a federal direct loan. (undergraduate: at least 6 credits; graduate: at least 4 credits).
- Students must be enrolled full time to receive the maximum Pell Grant. If a student is enrolled less than full time the Pell grant will be prorated based on enrollment status.
- Federal financial aid will be adjusted if a student withdraws from all classes before 60% of the semester is completed. Students may have a balance owed to the College after these adjustments to financial aid are posted to the student's account. (See policy on *Withdrawals and Leave of Absence*.)
- Students must have financial need except for the unsubsidized loan program and some merit based aid or private grant aid. Need is defined as the cost of attendance minus the expected family contribution derived from filing the Free Application for Federal Student Aid (FAFSA).
- Students must have a high school diploma or equivalent (General Education Diploma (GED) certificate, a certificate from a state-authorized examination that the state recognizes as the equivalent of a high school diploma, a two year degree acceptable for full credit towards a bachelor degree), or have completed a high school education in a home setting that is treated as a home school or private school under applicable state law.
- Students must be a U.S. Citizen or eligible non-citizen.
- Students must have a valid Social Security Number.
- Students cannot be in default or owe money on a federal student loan.
- Male students ages 18-25 must register with the Selective Service.

Applying for Financial Aid

www.cambridgecollege.edu/applying-financial-aid

Academic Award Year

For awarding purposes the Fall term is considered to be the beginning (header) of the academic award year for Cambridge College. The Summer term will be considered the end (trailer) for the academic award year. For determining eligibility and disbursing funds the Free Application for Federal Student Aid (FAFSA) year must match the academic award year.

Example: Student applies to start in the Summer 2019 term, the last term of the academic award year 2018-2019. Student must file the 2018-2019 FAFSA and will be awarded for the Summer 2019 term only. For the next academic award year of 2019-2020, the student must file the 2019-2020 FAFSA, and will be awarded starting with the Fall 2019 term and ending with the Summer 2020 term.

Students may submit an appeal to the director of financial aid if they wish to be awarded on a different schedule due to extenuating circumstances. All appeals must be in writing and contain appropriate supporting documentation. Each appeal will be reviewed on a case by case basis by the director of financial aid.

Verification

Students sometimes make errors on their financial aid application. The Federal Department of Education requires that 30% of Free Application for Student (FAFSA) filers be verified, as selected by the Department of Education central processing system (CPS). However Cambridge College also has the authority, and may be required, to verify additional students. This policy applies to all Cambridge College students and their parents (only dependent students).

Selecting students — Cambridge College will request verification information from all students who are selected by the central processing system (CPS). Required verification items are: Household size as defined by the federal Department of Education; number in college; adjusted gross income as supplied by the IRS; U.S. taxes paid; certain types of untaxed income and benefits such as child care, IRA/Keogh deductions, interest on tax-free bonds (examples not all inclusive); All other untaxed income included on the U.S. income tax return (excluding schedules).

Cambridge College is also required to verify any application information that appears to be incorrect or contains discrepancies. Students with these applications are considered to be selected for verification by the College even though the data being verified may not be same as the required items for CPS selected students.

Notifications — Students who are selected for verification will be notified in writing in a letter which lists all documents that have been requested. This information is also posted on the student's Cambridge College MyCC account. Students whose award has changed due to verification will be notified through an updated award letter indicating the changes to each and any award.

Deadlines — Students are responsible for submitting all required verification items by the established deadline included in the letter sent to the student. Failure to submit required documents by the deadline may forfeit Federal Financial Aid eligibility. Deadlines are established each academic year and are located on the Cambridge College Financial Aid Application and on the Cambridge College web site.

Ongoing Eligibility

- Students must re-apply every year at www.cambridgecollege.edu/applying-financial-aid
- Students must work consistently towards completing their degree in a timely manner, while making **satisfactory academic progress**.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is a measure of progress toward the completion of a student's course of study according to Cambridge College standards and required by federal regulations. Students must meet these standards to maintain eligibility for federal financial aid. These standards apply to all federal financial assistance programs and to all students: full-time and part-time, undergraduate, and graduate, degree and certificate candidates. For Financial aid satisfactory academic progress policy, see www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap. If you have any questions or concerns feel free to contact the director of financial aid.

Grants for Undergraduate Students

Pell Grant

Federal Pell Grants may be awarded to undergraduate students based on criteria established by the U.S. Department of Education. Students may receive Pell Grants up to 600% of Life Time Eligibility (LEU). This is calculated by the Department of Education. No repayment required.

SEOG

Supplemental Educational Opportunity Grants (SEOG) for undergraduate students range from \$200 to \$2,000. Preference is given to Pell Grant recipients with high financial need. No repayment required.

Loans for All Students

Federal Direct Loans

William D. Ford Federal Direct Loans are available to students who are enrolled at least half time. Federally subsidized loans, available to undergraduate students only, are based on financial need. Unsubsidized loans are available to all graduate students and to undergraduate students who do not qualify for subsidized loans.

First time borrowers on or after July 2013 cannot receive Subsidized Loans for more than 150% of the published length of the borrower's educational program.

The interest on subsidized Federal Direct Loans is paid by the federal government while students are enrolled. Students may pay the interest on Federal Unsubsidized Direct Loans while enrolled or allow the interest to accrue. Accrued interest will increase the principal amount of the loan and result in higher monthly payments. Repayment begins six months after a student is no longer enrolled at least half time.

Grad Plus

Grad Plus Loans, with a fixed rate of 7.08%, are available to credit-worthy students. If a student is denied on the basis of an adverse credit history, the student may obtain a credit-worthy endorser who will be responsible for the loan. The Grad Plus is available to students only after they have borrowed the maximum on the unsubsidized Direct loan.

Parent Plus

Parent PLUS loans, with a fixed interest rate of 7.08%, are available to credit-worthy parents of DEPENDENT students. If a parent is denied on the basis of an adverse credit history, the parent may obtain a credit-worthy endorser who will be responsible for the loan. If a parent is denied and cannot obtain an endorser, the student is eligible for additional Direct Unsubsidized funds. The Parent PLUS loan is available to students/parents only after they have borrowed the maximum on the Direct loans for dependent students.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any funds refunded to the loan provider, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds

How Loans are Calculated

Students may receive federal financial aid for direct costs of a degree or eligible certificate, including **tuition and fees**. **Courses outside of the degree requirements are not eligible for financial aid.**

Credits/Term

Federal financial aid awards are based in part on enrollment status: the number of credits taken each term. Federal guidelines are as follows:

Enrollment Status	Credits each term	
	Undergraduate	Graduate
Full time	12 or more	8 or more
At least half time	6 or more	4 or more

Credits earned through portfolios and exams are not counted toward the minimum number of credits/term.

Student Enrollment Data

The number of credits registered for, enrollment status, leave of absence, withdrawal, etc. is electronically downloaded to the National Student Loan Clearinghouse each term by the Registrar's Office. Student loan vendors receive this information directly to verify in-school status.

Other Educational Expenses Eligible for Financial Aid

Computer for new and continuing students — The cost of one computer for your academic program may be included in your first-year federal student loan. (See requirements under *Computer Use and Policies*.) **Wait until you receive your award notice to be sure you are eligible, before you buy your computer.** Or you can wait until you receive your financial aid refund check, which will include the loan amount for your computer.

If you buy a computer too soon, and find that you are not eligible for it, Cambridge College will not be able to assist you with funding.

If **continuing students** do not yet have a computer that meets the requirements and now you need one, please contact the Financial Aid Office to discuss your needs.

Standardized tests — Undergraduate students may take CLEP or other standardized exams for credit, or earn credits by portfolios.

Books and supplies — **These are a personal expense** until first-term charges have been paid and a credit balance appears on your account.

Room and board (Summer Institutes only)— Students may receive federal financial aid for room and board if residency is **required** to attend their academic program.

- Arranged by Cambridge College — If Cambridge College has contracted with a hotel, conference center or college to provide rooms for students, the reasonable cost of basic accommodations may be included.
- Arranged by students — If students elect to stay elsewhere, or if the College has not arranged for accommodations, students must pay all their expenses up front. They may submit receipts to be considered for reimbursement.

A printed receipt or lease agreement is required from the hotel or other rental agency, showing the amount paid, date, and student's name, before additional funding can be offered.

Transfer Credits

Prior transfer credits accepted are included in the credits earned in your first academic year. The number of terms allowed to complete your program is correspondingly reduced.

Grade Level

In accordance with federal guidelines for determining awards, undergraduate students are classified by grade level. For example, students are classified as first year until they have completed 30 or more credit hours.

Prior Student Loans

Students enrolling in eligible degree programs may be eligible for in-school deferment of prior student loans. Please contact the Registrar's Office if you have questions.

Scholarships

Cambridge College Scholarships

Cambridge College scholarship funds, provided by donors and College general funds, are awarded only through the Office of Financial Aid. The College reviews all undergraduate and graduate students enrolled in degree and certificate programs for scholarship eligibility, based on the following criteria:

- Completion of the annual Free Application for Federal Student Aid (FAFSA) for all need based scholarships. (see www.cambridgecollege.edu/financial-aid/applying-financial-aid).
- Continuing students must meet "Satisfactory Academic Progress" requirements.
- Students must be in compliance with the College's Code of Student Conduct.
- Students must demonstrate financial need where necessary — based upon the Expected Family Contribution on the FAFSA.
- Students must meet any other requirements as set forth by the donor.

Scholarship information is available at:

- www.cambridgecollege.edu/financial-aid-resources/scholarships
- Financial Aid tab on the MyCC web portal which is accessible to students once they have been accepted, have their student ID number, and set up their personal account.

Students who withdraw, cancel, become inactive, enroll less than full-time (when full-time enrollment is required for scholarship retention), or are suspended or dismissed from the College will lose their scholarship eligibility. Students who are classified under one of the above categories due to medical reason may appeal in writing to the Committee to have their scholarship reinstated. The appeal must be submitted in writing with supporting documentation.

For full policy, see www.cambridgecollege.edu/scholarship-awarding-and-administration-policy

Finding Outside Scholarships

A trip to your local library and to the Internet requires some work on your part (applications, essays, etc.), but a few hours of your time could yield valuable information and lead to additional funding for your education. Learn more and get started at www.cambridgecollege.edu/financial-aid-resources/scholarships

Other Financial Aid Resources

Alternative Loans

For more information and to apply for alternative loans please go to www.elmselect.com

Military Personnel

Veterans may be eligible for G.I. Bill assistance. Information is available from the Cambridge College Student Affairs Office or from your regional Veteran's Administration Office. Go to www.cambridgecollege.edu/resources/veterans-benefits

Federal College Work Study

These funds provide part time employment to students to help meet educational expenses; eligibility is based on financial need. Internship sites may be considered for off-campus work study opportunities. For more information and current opportunities, go to www.cambridgecollege.edu/financial-aid/work-study

State Aid

Cambridge College students are encouraged to research financial aid opportunities in their own states.

Massachusetts State Scholarships

Massachusetts residents pursuing undergraduate degrees may be eligible for the Mass State Grant or other state funding. The maximum award amount varies, depending on state funding. The application (FAFSA) must be filed before May 1 for consideration for the following academic year. Students must be full-time to receive state grants. Go to www.cambridgecollege.edu/grants.

Tax Benefits

Various tax benefits are intended to help students and their parents, as well as all working Americans, to fulfill a variety of educational objectives. For information, go to www.cambridgecollege.edu/financial-aid-resources/other-financial-aid-resources

How Funds are Disbursed

Financial Aid Award Letter

Your award letter will be mailed to your home address, and you can view your award information on the MyCC portal.

Awards and Disbursement

Loans are prioritized and disbursed according to the number of terms enrolled. In accord with federal policy, financial aid awards are posted to students' accounts at Cambridge College, not directly to students themselves. Once the College receives the loan disbursement from the government, the College credits the student's account. Any federal funds in excess of current charges may be refunded to the student after term charges have been paid, pending any change of enrollment status.

Schedule of Disbursement

The initial posting of financial aid begins one week after the add/drop deadline each term, and weekly thereafter.

Refunds and Excess Funds — Title IV

Students must wait for awards to be credited to their student accounts. Any federal funds in excess of current charges may be refunded to students after term charges have been paid, pending any change of enrollment. Any excess funds are refunded within 14 business days after the disbursement is credited to a student's account (14 days after the add/drop deadline, if credited earlier). Students will receive email notification of their eligibility and will need to choose how to receive the funds. Students must create an account with Tuition Management Services on cambridgecollegechoice.edu and then select refund method: direct deposit or Cambridge College Discover prepaid card. Before calling the Financial Aid or Bursar's Offices, students may access their accounts on the website by logging on to the myCC portal. Student ID and PIN will be needed.

According to federal tax laws, these refunds are regarded as taxable income. Careful records should be kept and all the income must be reported on your income tax return.

Repayment Process and Loan Rehabilitation

Exit Counseling

All borrowers of federal student loans must complete federally mandated exit counseling when graduating or dropping to less than half-time enrollment status. Exit counseling prepares students for re-payment. Students must do the exit counseling in its entirety, with complete and correct information; otherwise the degree, diploma, and official transcripts will be withheld.

To complete the exit interview online, go to www.studentloans.gov, and click on Exit Counseling.

Loan payments may be necessary long after graduation. Federal authorities pay careful attention to student loans; defaulting on federally subsidized loans is a serious offense. With careful planning, students should be able to enjoy the rewards of their study at Cambridge College without being overburdened by payments.

Loan Default and Rehabilitation

Current and former students with an outstanding balance on a defaulted loan, who have not made satisfactory arrangements for payment, will not receive official or unofficial transcripts.

Defaulted Direct and Perkins (and Stafford) loan borrowers are eligible for rehabilitation and restoration of Title IV eligibility. Borrowers may regain eligibility after six on-time consecutive monthly payments; however, the loan is still in default. Once twelve such payments have been made, a federal loan is removed from default, or "rehabilitated". Defaulted borrowers must request rehabilitation. In the case of borrowers who have a judgement rendered on their loan, borrower payments must be "voluntary" — equal to the amount required under the judgement.

Federal Financial Aid Withdrawal

Leave of Absence or Withdrawal

Students who need to withdraw or take a leave of absence from Cambridge College may do so for academic, disciplinary, personal, or medical reasons. If the student is receiving federal financial aid and withdraws from the College, Life Time Eligibility (LEU) they may be subject to federal financial aid return policies. **Students must notify the Financial Aid Office about any change** in planned period of enrollment, whether due to drop/withdrawal from a class, leave of absence, a change in academic division, or withdrawal from the College.

Non-Attendance (No-Show)

Non-attendance does not constitute official withdrawal. If a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course over an entire term, the College must assume that the student has unofficially withdrawn. For this purpose, non-passing grades are defined as No Credit/Incomplete (NCI), No Credit (NC), Withdrawal (WD), Administrative Withdrawal (AW), No Show (NS). Unofficial withdrawals will be determined within 90 days of the end of the term. Federal financial aid recipients will have their awards reviewed and recalculated, resulting in a reduction in federal financial aid awarded.

Return of Title IV Aid

The Financial Aid Office, is required by federal statute to recalculate Title IV financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a term.

- **Recalculation** is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: $\text{Percentage of earned aid} = \frac{\text{number of days of the term completed up to the withdrawal date}}{\text{total days in the term}}$. For unofficial withdrawals, the withdrawal date used for aid recalculation is the midpoint of the term. Any break of five days or more is not counted as part of the days in the term.
- **Funds are returned to the appropriate federal program** based on the percentage of unearned aid using the following formula: $\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed} - \text{percentage of earned aid}) \times \text{total amount of aid that could have been disbursed during the term}$.
- If a student earned less aid than was disbursed, the College is required to return a portion of the funds that have been received by the student. Keep in mind that when federal Title IV funds are returned, **the student may owe a balance to the College**. If a student earned more aid than was disbursed, the College would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Repayment

Repayment of Federal Funds

Students receiving federal financial aid, who withdraw from the College or stop attending all classes during a term before more than 60% of the term has elapsed, are subject to specific federal regulations.

The amount of Title IV aid that you must repay is determined by the federal formula for return of Title IV funds as specified in Section 484B of the Higher Education Act.

The amount of Title IV aid that you earned during the term before you withdrew is calculated by multiplying the total aid for which you qualified by the percentage of time in the term that you were enrolled (college work-study not included).

Your disbursement or repayment owed:

- If less aid was disbursed to you than you earned, you may receive a late disbursement for the difference.
- If more aid was disbursed to you than you earned, you will be billed for the amount you owe to the Title IV programs and any amount due to the College resulting from the return of Title IV funds used to cover College charges.

Cambridge College will return the unearned aid to the Title IV programs as specified by law:

1. Unsubsidized federal loans
2. Subsidized federal loans
3. Federal Perkins loans
4. Federal PLUS loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grants (SEOG)

Repayment of Massachusetts Funds

Students who have received financial aid from the Commonwealth of Massachusetts are subject to the following repayment/refund policy.

The amount of aid you earned during the term before you withdrew is calculated by applying the federal formula for return of Title IV funds:

- If you also received federal Title IV aid this term, then the percentage of Massachusetts aid earned is the same as the percentage of Title IV aid earned.
- If you did not receive Title IV funds, the College shall use the federal formula for return of Title IV funds to determine the percentage of Massachusetts aid earned.

The following are then applied to your tuition fees:

- The amount of state and federal aid earned (see above).
- All other sources of financial aid.
- All scheduled cash payments.
- The unearned portion of state financial aid.

The result is your remaining unpaid balance of tuition charges and mandatory fees.

Note: the College cannot make any unauthorized post-withdrawal award and/or disbursement of state financial aid to cover this balance.

Your disbursement or repayment owed:

- If the remaining balance is greater than or equal to the unearned state aid, then additional state aid can be "earned" by a student that equals 100% of unearned state aid.
- If unearned state aid is greater than the unpaid balance, then additional earned state aid has to be equal to the value of the remaining balance.

You will be billed for any amount you owe to Massachusetts financial aid programs and any amount due to the College resulting from the return of Massachusetts funds used to cover College charges.

Cambridge College will distribute the remainder of unearned state aid back to Massachusetts financial aid programs as specified by law.

1. Tuition waiver (need based and categorical)
2. Massachusetts No Interest Loan
3. Tomorrow's Teachers Scholarship
4. Commonwealth Futures Grant
5. General Scholarship (Mass Grant)
6. Performance Bonus
7. Christian Herter Memorial Scholarship
8. Gilbert Grant
9. Public Service Scholarship
10. Cash Grant (Access Grant Scholarship)
11. Part Time Grant

Excess Funds

In accordance with federal regulations, excess funds from federal financial aid, over and above current charges, cannot be held without written authorization from the student.