



**NUC**  
UNIVERSITY

Student Guide

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## **Financial Aid**



## Contents

Introduction.....	2
Student Rights and Responsibilities.....	3
Financial Aid Programs .....	4
Other Sources of Student Aid .....	8
Financial Aid Application Process.....	9
Professional Judgment .....	11
Dependency Override .....	12
General Requirements for Financial Aid.....	12
Penalties in Federal Student Aid for Drug Law Violations.....	13
Overpayment.....	15
Selective Service .....	15
Verification Process .....	16
Student Responsibilities .....	17
Correction of Information .....	18
Changes on the assigned Award Amounts .....	19
Lifetime Eligibility Used (LEU).....	19
History of Unusual Enrollment .....	20
Determination of Financial Need .....	20
Cost of Education (COA).....	21
Financial Aid Offer Policy .....	24
Summary of Financial Aid, Conditions, Selection Criteria, Award Amounts .....	25
Financial Aid Notification Process.....	26
Student Diversity .....	27
Policy for Advancement for Books and Supplies .....	27
Disbursement Policy .....	28
Federal Pell Grant Recalculation Policy .....	28
Federal and Institutional Refund Policy.....	28
Exit Counseling (Exit Interview).....	29
Default Prevention Plan .....	30
Additional Information and Resources .....	32
Glossary .....	37

## Introduction

The mission of the Financial Aid Office is to provide all students with the maximum amount of financial assistance to which they are eligible, in accordance with applicable regulations, with timely service and the highest quality. With the student in mind, the NUC University College's Financial Aid Office (NUC) developed this *Student Guide* and updates it regularly. Taking into consideration changes in federal and state regulations and in compliance with federal requirements. This guide was prepared in order to guide our students and those interested in joining our extended family regarding financial aid programs and, their requirements and benefits.

The guide is available on our NUC websites:

<http://www.nuc.edu/asistencia-economica/>

<http://online.nuc.edu/asistencia-economica/formularios/>

<http://www.ibanca.net/index.php/2012-11-23-08-17-17/asistencia-economica>

You can request a printed copy of this guide at the Financial Aid Office of any campus or extension center. We hope that this guide will serve as a reference and we look forward to assist you thru your financial aid process.

## Student Rights and Responsibilities

Before accepting the financial aid offered by the Financial Aid Office, the student must know its rights and duties related to the aid offered and accepted.

### **Student Rights**

All the students have the right to:

- Be clear about which financial aid is available and eligibility criteria when they are applying for the *Free Application for Federal Student Aid (FAFSA)*.
- Obtain information on the requirements, interest, and repayment plans of the various loan programs before signing the master promissory note (MPN).
- Acknowledge the financial need which reflects the determination of need, its components and the amount of the expected family contribution (EFC) calculated by the U.S. Department of Education.
- Request a reassessment of their case if they are not satisfied with the financial aid received, or at least an explanation of how the Financial Aid Office determined the amount included in the Financial Aid Offer.
- Receive confidentiality regarding the documents submitted to the Financial Aid Office.

### **Student Responsibilities**

- Pay attention to all information received by the different offices of NUC University when requesting documents and information, deadlines for the delivery of these and requirements of the programs (financial and academic) the student is interested in.
- Submit all documents required by the Financial Aid Officer, meet established deadlines, and complete the necessary documents. (Incomplete records cannot be evaluated for additional financial aid and in some cases, when the student provides the requested documents, the funds for the aid for which he or she may be eligible can already be exhausted.)
- Read and understand all the documents given. The student has the responsibility to research the criteria for each program before signing any documents.
- If the student participates in the Federal Student Direct Loan Program, he/she must report any changes in personal information (name, address, telephone numbers, work, marital status, etc.).
- Complete Entrance and Exit Counseling to learn the terms and conditions of repayment and/or deferments.
- Unlike scholarships, loan amounts received must be paid in full, even if you did not complete the program, are unable to obtain employment after completing the program, are dissatisfied or did not receive the educational or other services that you paid for with your federal student loans.
- Know and comply with the Satisfactory Academic Progress Standards detailed in the school's catalog.

## Financial Aid Programs

More information about financial aid, general requirements and amounts can be found on the website: <http://studentaid.ed.gov>

Below are the financial aid programs administered at NUC.

### Programs Subject to Need

#### Federal

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work and Study Program
- Subsidized Direct Federal Loan

#### State

- Programs for students with academic excellence

#### Institutional

- \*Scholarship Creemos en Ti (NUC & NUC-IBC)

### Programs Not Subject to Need

#### Federal

- Unsubsidized Direct Federal Loan
- Federal Direct Loans for Parents (Plus)
- Federal Direct Loans for Graduate Students (Plus)

*\*To see an updated list, please refer to the institution's general catalogue.*

### **Grants and Scholarships: Student aid funds that does not have to be repaid.**

- 1. Federal Pell Grant:** This federal grant program was created for the primary purpose of subsidizing a student's educational expenses until the student obtains a bachelor's degree or until the student studies 150% of his or her academic program, whichever comes first. The student has a maximum lifetime eligibility for this fund of 600%; this is equivalent to 6 academic years. Each academic year equals 100% usage. Once the student consumes the maximum percentage, he or she is ineligible for this grant. The percentage and remaining eligibility consumed can be checked at the following link: [https://www.nslds.ed.gov/nslds\\_SA/](https://www.nslds.ed.gov/nslds_SA/).

The Federal Pell Grant is the largest financial aid program and the Center Processing System of the U.S. Department of Education makes eligibility determination. The determination is made based on information submitted regarding income, assets, household size, etc., on the student's FAFSA. In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year.

2. **Federal SEOG Grant:** Federal grant program for students enrolled at the undergraduate level who have not yet previously earned a bachelor's degree. To be eligible for this grant the student must demonstrate extreme financial need. NUC University, by federal requirement, must give priority to students eligible for the Federal Pell Grant and with an expected family contribution of zero.
3. **\*Creemos en Ti (NUC & NUC IBC):** This scholarship, offered by the institution, was created with the purpose of covering study costs not covered by the Federal Pell Grant and other supplementary aids. For students enrolling for the first time in any undergraduate program with a 12-credit tuition while meeting the financial obligations of the institution. The student must complete an application, which is available at the Financial Aid Office.

*\*Subject to availability of funds and due to fund limitation, eligibility requirements may vary.*

4. **State Financial Aid Programs:** NUC University administer state funds from Puerto Rico and from the State of Florida, as received for each fiscal year. Funds are offered to qualifying students based on program requirements and subject to availability of funds. These programs are generally awarded to students with academic excellence. To find out more, please refer to the local Financial Aid Office or visit the institution's website.

**Federal Work Study Program: Provides part-time employment while you are enrolled in school to help pay for your education or expenses related.**

**Federal Work and Study Program:** Provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program emphasizes employment in civic education and work related to the student's course of study whenever possible. Payment is made periodically according to the hours worked. The minimum wage to be earned under this program is the current federal minimum wage, and sometimes (depending on the complexity of the work performed by the student) the student could be paid more than the federal minimum wage.

To be eligible for Federal Work Study Program funds, a student must meet the following requirements:

1. Complete the Free Application for Federal Student Aid (FAFSA) on or before the deadline established by the Financial Aid Office. Must indicate his interest in participating in the program on the FAFSA.
2. Demonstrate financial need according to the need analysis carried out by the Financial Aid Office.
3. Be able to maintain satisfactory academic progress while working.
4. Be officially enrolled in no less than 6 credits (unless you are a candidate for graduation or have extraordinary circumstances).
5. Be a U.S. citizen or legal resident.
6. Cannot be in default.
7. Comply with the requirements of the work area.

**Federal Direct Loan Program (William D. Ford Federal Direct Loan Program):** Borrowed money that must be repaid with interest.

Learn more about student loans by visiting the website: <https://studentloans.gov>

A student who receives loan funds is required to repay (pay back) the money received plus accrued interest six months after his or her academic load decreases to less than six credits, graduates, completes graduation requirements, or files a total drop.

1. The **William D. Ford Federal Direct Loan Program** (known as the Direct Loan Program) is the largest federal student loan program. In this program, the lender is the U.S. Department of Education. Four types of Direct Loan Program loans are available.
  - a. **Direct Federal Subsidized Loans** - Loans granted to eligible undergraduate students who demonstrate financial need. The institution is responsible for providing the funds for this program and the federal government insures the loan during the period the student is enrolled at least half-time (6 credits or more). Students applying for the first time, beginning July 1, 2013, will be eligible to continue to apply for subsidized loans up to 150% of the time of the program under which they enrolled.

The U.S. Department of Education pays interest on the Subsidized Loan:

- ✓ while attending the institution, at least half-time; or
  - ✓ during the first six months after leaving the institution (known as the grace period\*) and
  - ✓ during a deferment period (deferment of loan payments).
- b. **Unsubsidized Direct Federal Loans:** Loans granted to undergraduate and graduate students, but in this case, the student does not have to demonstrate financial need to qualify for the loan.
- ✓ As soon as the Student Account Office issues the loan disbursement, the student is responsible for beginning to pay interest to the bank or lending agency. The student is responsible for beginning to repay the loan principal six months after his or her academic load decreases to less than six credits, graduates, completes graduation requirements, or withdraws.
  - ✓ If the student chooses not to pay interest while you he/she is in school and during grace periods and periods of deferment or temporary suspension of payment, your interest will be accrued and capitalized (i.e., your interest will be added to the principal amount of your loan).
- c. **Federal Direct PLUS loans:** loans made to graduate or professional students and parents of dependent undergraduate students, to help pay for education expenses not covered by other financial aid. The borrower (parent) is responsible for beginning to pay interest at the time the Student Account Office issues the loan disbursement. The student or parent will begin repaying the principal of the loan six months after the student completes his or her studies, reduces his or her academic load to less than 6 credits, or withdraws.
- ✓ The U.S. Department of Education is the lender.
  - ✓ Borrowers should not have a negative credit history.
  - ✓ The maximum loan amount is the student's cost of attendance (determined by the institution) minus any other financial aid received.
- d. **Direct Consolidation Loans:** Allows you to combine multiple federal education loans into one loan. The result is a single monthly payment instead of multiple payments. Loan consolidation can also give the student access to additional loan repayment plans and forgiveness programs.



## Other Sources of Student Aid

### Private Loans

NUC University does not recommend private lenders but students have the option to apply for private loans at their preferred bank. However, it is important to note that unlike federal loans, private loans are not subsidized and many lenders require payments while student is in school, but some do allow the student to defer (put off) payments while in school.

Federal student loans include many benefits not typically provided by private loans, such as fixed interest rates and income-based repayment plans. Conversely, private loans are generally more expensive than federal student loans.

Private student loans can have variable or fixed interest rates, which may be higher or lower than the rates on federal loans depending on certain circumstances. They often require an established credit record or a cosigner.

NUC University College recommends that students evaluate the differences between federal and private loans before applying for a private loan by reviewing information at: <http://studentaid.ed.gov/es/types/loans/federal-vs-private>

### Department of Veterans Affairs (VA)

The Department of Veterans Affairs (VA) administers various financial aid programs for active military, National Guard military, reservists, veterans, and direct dependents (spouse and children). If the student wishes to obtain additional information, they can access <https://www.benefits.va.gov/gibill/>.

**Eligible service members should consult with their Education Service Officer (ESO) or the Counsellor within their Military Service prior to enrollment.**

### Vocational Rehabilitation Administration

The Vocational Rehabilitation Administration (ARV) is the state agency in charge with administering the program of vocational rehabilitation services for eligible persons with disabilities in accordance with the eligibility criteria set forth in Public Law 93-112 of 1973, as amended, known as the Rehabilitation Act. The ARV has the collaboration of two Councils, the State Rehabilitation Council and the State Independent Living Council, to ensure the representation and participation of citizens with disabilities and the various intercessory groups in the vocational rehabilitation process.

This agency may also help defray the tuition costs of those who qualify. For additional information or as in how to apply for this assistance, students should visit the Vocational Rehabilitation Office closest to their residence. Where they can receive guidance in terms of eligibility requirements, granting and restrictions for these benefits.

Also, visit the following website: <http://www2.pr.gov/agencias/arv/Pages/default.aspx>

#### Work Investment Act Consortium Program (WIA)

Students participating in the program (WIA) are referred and selected by the municipalities that integrate the Consortium. Selected students receive financial aid to study. Federally funded consortia provide these funds.

#### Other Scholarships

There are a number of agencies that provide scholarships to students. The application process, eligibility requirements and amounts of this financial aid are variable. It is the student's responsibility to identify the scholarships to which he/she wishes to apply and to submit the application in compliance with the established requirements and deadlines. These are some links with information about other financial aid for students:

U.S. Department of Labor: Career One Stop

<http://www.careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=category&nodeid=22>

Fast Web [www.fastweb.com](http://www.fastweb.com)

Puerto Rico Community Foundation

<http://www.fcpr.org/es/category/convocatorias/convocatorias-abiertas/>

Florida Student Scholarship Grant Programs

<http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>

Florida Technical College website

<http://www.ftccollege.edu/scholarship.html> - Proudly Presents

## **Financial Aid Application Process**

The financial aid application process is very simple and can be completed by the student from the comfort of their home. Just by following the steps below:

1. Gather the necessary documents before applying:
  - Social Security Number. It is important to register the number and name as they appear on the social security card.
  - Driver's license (if it applies).
  - W-2 forms, earned salary and/or tips for two years prior to the grant year.

- Income tax return for two years prior to the grant year; (if married, include the spouse's or for a dependent student include parents').
  - Non-taxable income data for two years prior to the grant year
    - Veterans Pension Benefit
    - Child Support
    - Unemployment Benefits
    - Family Cash Support
  - Information on current investments in business and real estate, data on companies or farms, data on stocks, bonds and other current investments, and current bank statements.
  - Evidence of the registration for foreigners or permanent resident card (if not a U.S. citizen).
  - Parent's information for a dependent student).
2. Complete the Free Application for Federal Student Aid (known as the FAFSA) by visiting the website, <http://www.fafsa.ed.gov>. To complete the FAFSA you must create an FSA ID.

An FSA ID is a username and password combination that must be used to log in to certain U.S. Department of Education (ED) online systems, and can use to sign electronically certain documents related to financial aid. The FSA ID identifies the student as a person who has the right to access his or her own personal information on ED systems. In the case of a dependent student, the parents will need to create their own FSA ID to sign the FAFSA electronically.

It is important to include our Institution code:

- National University College: **015953**
- NUC- Instituto de Banca y Comercio: **014534**
- Florida Technical College: **015670**

With this, we will electronically receive the results of the FAFSA. By providing an e-mail address on the FAFSA, the U.S. Department of Education will contact the student electronically. The Federal Department of Education makes the e-mail address available to the state and to the educational institutions listed on the FAFSA so that they can contact the student.

To create the FSA ID, perform the following steps:

1. Go to <https://fsaid.ed.gov>
2. Enter the email address, username, and create a password.
3. Enter the student's personal data (social security number, date of birth and full name).
4. If a PIN is available, it must be entered to link it to the FSA ID.
5. Validate and/or complete profile information.
6. Select four (4) security questions and a meaningful date.
7. Review the information entered and read the terms of use.

8. You will receive a message at the email entered with a code to validate the address.
9. It will confirm that the FSA ID was successfully created.

It is important that only the person who needs the FSA ID is the one who should create and use it. **This information cannot be shared with anyone.**

For assistance completing the FAFSA application, please contact us or visit one of our offices.

3. Our recommendation is to apply for all free aid, but the student can also apply for student loans by completing an Entrance Counseling and Master Promissory Note (MPN) on the following website: <https://studentloans.gov>

The Entrance Counseling explains the obligations the student will agree to meet as a condition of receiving a federal direct loan. If the student has previously not received a subsidized/unsubsidized loan or a PLUS loan (graduate students only) through the Direct Loan Program or the Federal Family Education Loan (FFEL), he/she must complete the Entrance Counseling before receiving it, to ensure they understand the responsibilities and the obligations they are assuming.

The MPN can be used to grant one or more loans for one or more academic years (up to 10 years). There are two types of MPNs in the Direct Loan Program: one for Direct Loan Program subsidized and unsubsidized loans and one for Direct Loan PLUS loans.

**Remember, unlike grants, loans have to be repaid to the federal government.** The *Guide to Complete the Entrance Counseling* and the *Guide to Complete the Master Promissory Note (MPN)* are available at:

<http://www.nuc.edu/asistencia-economica/>

<http://www.ibanca.net/index.php/2012-11-23-08-17-17/asistencia-economica>

**Important:** Keep copies of all documents used to complete the Free Application for Federal Student Aid (FAFSA). If the application is selected for verification, copies will need to be submitted to the Financial Aid Office.

## Professional Judgment

Eligibility for financial aid funds is calculated based on the information provided on the Free Application for Federal Student Aid (FAFSA). The formula established by the U.S. Congress assumes that income for two years prior to the grant year, assets and family composition are excellent predictors of the family's financial ability.

Professional Judgment is the process through which the Financial Aid Office may conduct an evaluation of the student's eligibility based on extraordinary circumstances that are properly documented. These circumstances may include loss of income, change in family composition, loss of assets, unusual expenses, and so on.

The Director of Financial Aid will evaluate the Professional Judgment Request Form and the documents provided by the student and, based on his or her professional judgment, will approve or deny it. However, if denied, the student may appeal the decision made by the Financial Aid Office. The student will receive written notification of the decision.

## Dependency Override

Students are classified as dependent or independent because federal financial aid programs are based on the principle that the student (and his or her parents or spouse, if applicable) has the primary responsibility for covering his or her educational costs. The Department of Education determines dependent or independent status using the answers to the thirteen (13) questions in step three of the Free Application for Federal Student Aid (FAFSA).

Occasionally, due to extraordinary circumstances, some students should not be considered as dependent. The student must comply and provide evidence of the circumstances that apply to avoid considering the financial responsibility of his or her parents.

The Director of Financial Aid will evaluate the Dependency Override Request Form and the documents provided by the student and, based on his or her professional judgment, will approve or deny it. The student will receive written notification of the decision.

## General Requirements for Financial Aid

1. Be a U.S. citizen or permanent resident. International students or those with a student visa are not eligible for federal student aid programs under Title IV of the *Higher Education Act*.
2. Have a valid social security number.
3. Be admitted by the Admissions Office as a regular student.
4. Completion of high school requirements.
5. Complete the Free Application for Federal Student Aid (FAFSA).
6. If the application is selected for Verification, complete the process as required.

7. Demonstrate financial need.
8. No debts with the Federal Department of Education (defaulted loans or overpayments).
9. If the application is selected for the Unusual Enrollment Review, the student will be contacted by the Financial Aid Office to complete this process.
10. Male born students between the ages of 18 and 25, must register with the Selective Service. To register please visit the nearest Post Office, or visit their website: <http://www.sss.gov/regist.htm>
11. Meet the Standards of Satisfactory Academic Progress, as established in the institution's catalog. For more information, refer to the Institutional Catalog, available at the following links:  
<http://www.nuc.edu/catalogo/>  
<http://online.nuc.edu/sobre-nosotros/catalogo-general/>  
<http://www.ibanca.net/index.php/catalogo-general>  
<http://www.ftccollege.edu/catalog-es>

## Penalties in Federal Student Aid for Drug Law Violations

A federal or state drug conviction may make the student ineligible for federal student aid. The student self-certifies financial aid eligibility when completing the FAFSA. The Financial Aid Office may require documentation to confirm the information if there is any conflicting data.

Convictions only affects the students' eligibility for federal student aid if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid (FAFSA – question 23). If the offense did not occur in that period, the student's eligibility is not affected unless a federal or state judge has denied the student federal benefits because of drug trafficking.

The chart below illustrates the period of ineligibility for federal student aid funds (Pell, FSEOG, FWS, Federal Direct Loans) depending on whether the conviction was for sale or possession and whether the student had prior offenses. A conviction for selling drugs includes convictions for conspiring to sell drugs.

Number of Offenses	Possession of illegal drugs	Selling of illegal Drugs
First	1 year from date of conviction	2 years from date of conviction
Second	2 years from date of conviction	Indefinite period
Third or more	<b>Indefinite period</b>	

If the student was convicted for both illegal drug possession and selling illegal drug and the periods of ineligibility are different, the student will be ineligible for the longer period.

If the student becomes ineligible for any of the reasons listed above, the Financial Aid Office will send a written notice about the details of ineligibility, and how eligibility can be re-established.

### **Eligibility reinstatement for Penalties in Federal Student Aid for Drug Law Violations**

A student may regain eligibility the day after the period of ineligibility ends as a result of a first or second offense; or upon successful completion of a qualified drug rehabilitation program that includes passing two unannounced drug tests given as part of the program. Further drug convictions will cause the student to lose eligibility again.

Students who are ineligible for an indefinite period of time, may regain eligibility if they complete any of the following options:

1. Successfully complete a rehabilitation program, as described below, that includes passing two unannounced drug tests as part of the program;
2. The conviction has been reversed, set aside, or removed from the student's record so that less than 2 convictions for the selling or 3 convictions for possession remain on the record; or
3. Successfully complete two unannounced drug tests as part of a rehabilitation program (the student does not have to complete the rest of the program).

In these cases, the nature and dates of the remaining convictions will determine when the student may regain eligibility. It is the responsibility of the student to certify that he or she successfully completed the rehabilitation program; with the conviction question on the FAFSA. If there is conflicting information, the Financial Aid Office may request documentation to validate the information.

Once the student regains eligibility, the Financial Aid Office may award Pell, FSEOG and FWS scholarships for the current payment period and Direct Loans for the period of enrollment.

### **Standards for a Qualified Drug Program**

A qualified drug program must include at least two unannounced drug tests that meet at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government programs.
- Be qualified to receive direct or indirect payment from a licensed federal or state insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

## Overpayment

Generally, a student who took aid in excess of what was eligible will not be able to receive additional Title IV funds until he/she repays the excess (more than \$25) or makes a satisfactory repayment arrangement with the U.S. Federal Department of Education or its loan servicer (in the case of a federal direct loan). In the case of:

- Pell or FSEOG: future disbursements will be adjusted or the student will be notified via email to repay the excess. If the student does not make satisfactory payment arrangements or pay off the excess balance, they will be ineligible to receive funds until the overpayment is resolved. If no contact can be made with the student or the overpayment cannot be resolved, the case will be referred to the *Default Resolution Group* for billing services.
- Direct Federal Loans: The student must contact their loan servicer to make a satisfactory repayment agreement before he/she is eligible to receive Title IV funds again. For assistance on identifying the loan servicer, the student can access the following link [https://www.nslds.ed.gov/nslds/nslds\\_SA/](https://www.nslds.ed.gov/nslds/nslds_SA/)

## Selective Service

The Selective Service registers males (any person assigned the sex of male at birth) between the ages of 18 and 25. The student can even submit their registration information at 17 years and three months of age. Students at 26 years of age or older cannot be registered. Registration can be made online using an iPhone, Smartphone, Blackberry or other mobile device or computer in <http://www.sss.gov/>. Completing and submitting the form online only takes a minute. If the student is 18, he will receive the registration number instantly. If the student submits information before age 18, the Selective Service will process the application when they turn 18 and will send the registration number by mail. A more traditional method is visiting any branch of the U.S. Post Office closest to the student's residence for a Selective Service mail return form, or by calling 1-888-655-1825.

Another easy way to register is by checking a box on the Free Application for Federal Student Aid (FAFSA) form. By checking *Enroll me* in box 22 on this form, it will alert the Department of Education to send the information.



## Verification Process

Federal regulations requires, in order to maintain the integrity of the information provided on the Free Application for Federal Student Aid (FAFSA), compliance with the verification process. The institution verifies the accuracy of certain data reported by the student when completing his or her FAFSA during this process. The institution has the authority to ask the student to submit the necessary documents to validate the income and other data on the application.

The verification process will be performed on all students selected by the Central Data Processing System (CPS). Students selected by CPS are identified with an asterisk (\*) at the top of the ISIR. The U.S. Federal Department of Education publishes annually in the Federal Register the data to be verified and the acceptable documents. The following are the current ones for the 2018-2019 academic year.

Data to Verify	Acceptable Documents	Additional Acceptable Documents (Optional)	Group
Household Size	Signed Statement - <i>Verification Form VI, V5, VI CA, V5 CA 2018-2019</i>		V1, V5, V1 AZ, V5 AZ
Number of family members studying at post-secondary level		Certification of studies of each institution.	V1, V5, V1 AZ, V5 AZ
Information for Tax Filers	<p>Signed Statement - <i>Verification Form VI, V5, VI AZ, V5 AZ 2018-2019</i></p> <p><b>Federal Income Tax Information</b> - IRS data transfer using the "Data Retrieval Tool" available at FOTW.</p> <p>* <i>Disclaimer</i> if the ISIR (page #3 line "IRS request field" reflects the value of 02.</p> <p><b>State or other territories tax returns</b> - Signed Income Tax Return.</p>	<p>*<i>Disclaimer- Federal Tax Return</i> If the value in the ISIR is not 02 or the retrieval data option was not used, the Tax Return Transcript is required.</p> <p>*If a student's parents filed the return jointly and subsequently divorced, separated, or widowed, the student must submit a copy of each W-2 with which the return was filed.</p>	V1, V5, V1 AZ, V5 AZ
Information for Non-Taxable Filer	<p>Signed Statement - <i>Verification Form VI, V5, VI AZ, V5 AZ 2018-2019 and W2.</i></p> <p>Confirmation of nonfiling - IRS document dated after October 1, 2017 or Certification of Filing of Income Tax Forms from the Department of Treasury.</p>	* <i>Disclaimer-</i> Dependent students do not need to submit confirmation of nonfiling.	V1, V5, V1 AZ, V5 AZ
High School Completion Status	<p>Signed Statement - <i>Verification Form V4, V5, V5 AZ 2018-2019</i></p> <ul style="list-style-type: none"> <li>High school diploma</li> </ul>		V4, V5, V5 AZ

and retain a copy in the student's file.	<ul style="list-style-type: none"> <li>• High school transcript including graduation date</li> <li>• Copy of foreign high school equivalency certificate</li> <li>• Certificate of equivalence (GED)</li> <li>• Certification of passing a state-approved test that is equivalent to a high school diploma. Test transcripts are acceptable</li> <li>• Academic transcript indicating completion of 2-year program fully acceptable toward a Bachelor degree</li> <li>• Home schooling credentials</li> <li>• Transcript or equivalent certification of home schooling signed by parent</li> <li>• DD Form 214 Certificate of Release or Discharge From Active Duty</li> </ul>		
<p>Identity/Statement of Education Purpose</p> <p>NOTE: It is important that the Financial Aid Officer (FAO) retains a copy of the student's photo ID and also sign it and date it. The FAO must also sign the form with the date the documents were received.</p>	<p>Signed Statement - <i>Verification Form V4, V5, V5 AZ 2018-2019</i></p> <p>Copy of valid government-issued ID with photo</p>	<p><i>Notary Statement:</i> If the student is unable to attend in person at the Financial Aid Office to submit the form will use this section. The student must take the form to a notary and show valid photo ID to complete the indicated section.</p>	<p>V4, V5, V5 AZ</p>

This data will be compared with the information on the ISIR (Institutional Student Information Report). If there is any discrepancy, a correction will be made.

**Note:** The Institution may require any other documentation it deems necessary to corroborate any data in the student's application.

## Student Responsibilities

1. Submit or provide on time the documents requested by the Financial Aid Office in order to complete the verification process. Required documents can be delivered via email, fax, mail, and/or personally to one of our officers.

The verification process is considered complete once the student submits all required information to the Financial Aid Office and the office certifies that there is no conflicting information and/or data. Once the process is completed, the student will be able to receive the offers and disbursements of aid for which he or she is eligible.

2. Return any excess money received as a result of the verification process.

**Failure to Provide Information** - If the student fails to provide the requested information, the U.S. Secretary of Education or his designee may determine to deny the student Title IV aid. The deadlines in effect for financial aid are detailed below:

<b>Title IV Funds</b>	<b>Deadline</b>	<b>Effect of Default</b>
Pell	<i>120 days (verification students) or 180 days from the student's last day of attendance or the DE deadline, whichever occurs first.</i>	The Student will lose eligibility for that fiscal year, and will be responsible for returning to the U.S. Department of Education any disbursements received for that fiscal year.
Campus Based (FSEOG and FWS)	<i>Last day of student attendance or DE deadline, whichever occurs first.</i>	<p>The Student will lose eligibility for that fiscal year.</p> <p>The Student cannot continue to participate in the Federal Work-Study Program.</p> <p>The Student will be responsible for returning to the U.S. Department of Education any disbursements received for that fiscal year.</p>
Federal Direct Loans	<i>180 days from the student's last day of attendance or DE deadline, whichever occurs first.</i>	<p>The Student will lose eligibility for that fiscal year.</p> <p>The loan will not be certified.</p> <p>Any undisbursed check made out to the student will be returned to the bank.</p> <p>The Student will be responsible for returning to the U.S. Department of Education any disbursements received for that fiscal year.</p>

## Correction of Information

After completing the verification process, it may be necessary to correct some data and/ or information reported on your FAFSA application. A correction will be submitted for any difference of \$25 or more and any discrepancy in application data. It will be the student's responsibility to show up for the appointment and submit the necessary documents to make the correction.

## Changes on the assigned Award Amounts

If as a result, of the verification process, the allocation of funds to the student needs to be adjusted, we will notify the student in writing via email about the reason, fund and amount of the adjustment. It will be the responsibility of the student to pay the amount of funds received in excess (if applicable).

## Lifetime Eligibility Used (LEU)

A new federal law limited the amount of Federal Pell Grant funds the student can receive over their lifetime to the equivalent of six years of Pell Grant funding measured by percentage of scheduled awards disbursed up to 600%.

To determine how much the student used of the 600% Pell Grant maximum, the U.S. Department of Education compares the actual amount the student received for the award year with the amount of the award scheduled for that award year. The Department of Education adds up the percentages of the scheduled Pell Grant awards the student receives in each award year to keep a record of the student's LEU.

If the student's LEU equals or exceeds 600%, he/she will no longer be able to receive Pell Grant funds. Similarly, if his/her LEU is greater than 500% but less than 600%, even if the student is eligible to receive a Pell Grant for the following award year, the student will not be able to receive a full scheduled award.

Students have the right to reduce or cancel the amount of federal Pell Grant funds to which they were eligible. For more information, visit or contact the Financial Aid Office on your campus.

Students can connect to the National Student Loan System (NSLDS) [https://www.nslds.ed.gov/nslds\\_SA/ to view his/her LEU](https://www.nslds.ed.gov/nslds_SA/ to view his/her LEU). Using your FSA ID, consisting of a username and password. The LEU can be accessed on the financial aid review page.

If the student has any questions about Pell Grant or LEU, he/she can also contact the Financial Aid Office of the campus he/she is attending.

## History of Unusual Enrollment

A student under this category (Unusual Enrollment History) has been identified due to a pattern of unusual enrollment behavior, for example, was able to receive Federal Pell Grant funds and/or Direct Federal Loans at more than one institution and drop out before completing a degree or earning academic credits.

It is important to determine the legitimate reasons why the student enrolled in more than one institution. The Financial Aid Officer will evaluate the documents provided by the student to approve or deny eligibility for Pell Grant funds and/or direct federal loans.

### **Student Responsibilities**

Submit or provide on time the documents requested by the Financial Aid Office in order to complete the process. The required documents can be delivered via email, fax, mail and/or in person to one of our officers.

The process is considered completed once the student submits all required information to the Financial Aid Office and this office certifies that there is no conflicting information and/or data.

**Eligibility Determination-** The student will receive written notification of the eligibility determination. If eligible, the student may continue to receive Title IV funds. If ineligible, no Title IV funds will be disbursed. However, the student may appeal the decision made by the Financial Aid Office.

## Determination of Financial Need

The U.S. Department of Education requires that all institutions receiving federal Title IV funds use the federal formula for determining the financial aid to be offered to their students. Financial need is defined as the difference between the estimated cost of studies (Cost of Education) and the expected family contribution (EFC) of the student's family to subsidize the student's educational expenses.

If the cost of education is greater than the expected family contribution, the student may be eligible by financial need for all financial aid programs subject to need. Conversely, if the cost of education is lower than the expected family contribution, the student is not eligible by financial need to the financial aid programs subject to need.

The formula for financial need determination is as follows:

$$\begin{array}{r} \text{Cost of Education} \\ - \text{EFC (Expected Family Contribution)} \\ \hline = \text{Financial Need} \end{array}$$

## Cost of Education (COA)

The cost of education (COA) represents the estimated amount it will cost the student to go to school for an academic year. COA includes an estimate of **direct costs** such as: tuition, fees and **indirect costs** such as: housing and meals, estimated cost of books and materials, transportation, loan fees, miscellaneous and personal expenses. For students who attend less than half-time, the COA includes tuition and fees, an allowance for books, supplies and transportation, and expenses for dependent care (does not include miscellaneous and personal expenses).

The COA may also include additional components that are evaluated as a case-by-case basis per student's request. These additional components may include: an estimate of dependent care costs, professional credentials, an allowance for the purchase or rental of a computer, and expenses related to a disability. To apply for a COA adjustment, the student must complete a *Student Budget Adjustment Application*. This document is available and can be requested at the Financial Aid Office on the campus.

The Financial Aid Office uses the COA to determine the amount of financial aid for which the student is eligible. The components of the COA are reviewed annually using current institutional costs and Living Expense Budget Information published by the College Board as a reference.

The Financial Aid Office, once it awards financial aid, will send students a letter of award that will include details of the costs of attendance used to determine eligibility. The table below illustrates the estimated student budgets for the 2018-2019 academic year.

### NUC University

Student Categories	Estimated Tuition and Fees	Estimated Cost of Books and Supplies	Estimated Cost of Room and Board, Transportation, and Other Educational Costs	
			Living with parents	Living off campus
Undergraduate Student	\$6,975	\$832.97	\$7,627.89	\$12,550
Undergraduate Students - Online			\$5,368.89	\$10,291
Undergraduate Students - Online (US)	\$11,895			
Undergraduate Students - Online (US) Military	\$10,275			
Graduate Student	\$3,885	\$1,152.69	\$7,627.89	\$12,550

Graduate Students - Online			
Graduate Students - Online (US)	\$7,035		\$5,368.89
Graduate Students - Online (US) Military	\$5,775		\$10,291

**NUC University - Divison Técnica IBC**

Diploma Programs	Estimated Tuition and Fees	Estimated Cost of Books and Supplies	Estimated Cost of Room and Board, Transportation, and Other Educational Costs	
			Living with parents	Living off campus
Administrative Assistant with Billing Medical Plans	\$10,427	\$599.33	\$6,380.67	\$11,155.56
Advanced Styling and Design	\$7,046	\$157.00	\$9,571.00	\$16,733.33
Assistant in Education for Personnel with Special Conditions	\$10,279	\$984	\$6,380.67	\$11,155.56
Alarm and Sound Technician	\$10,448	\$595.33	\$6,380.67	\$11,155.56
Assistant Teacher Pre-school	\$10,416	\$1,004.67	\$6,380.67	\$11,155.56
Barbering and Styling	\$10,490	\$121.33	\$6,380.67	\$11,155.56
Bartending	\$7,046	\$110.00	\$6,380.67	\$11,155.56
Computer and Network Repair Technician	\$7,046	\$724.00	\$6,380.67	\$11,155.56
Conversational English	\$6,993	\$95.00	\$6,380.67	\$11,155.56
Cosmetology	\$10,490	\$160.00	\$6,380.67	\$11,155.56
Dental Assistant with Expanded Functions	\$10,490	\$278.00	\$6,380.67	\$11,155.56
Electricity with PLC	\$10,448	\$205.33	\$6,380.67	\$11,155.56
Emergency Medical Technician - Paramedic	\$10,490	\$473.33	\$6,380.67	\$11,155.56
Esthetics	\$10,448	\$183.33	\$6,380.67	\$11,155.56
Funeral Home Management and Embalming	\$13,497	\$361.50	\$9,571	\$16,733.33
Geriatric Technician*	\$7,046	\$167.00	\$6,380.67	\$11,155.56
Graphic Design	\$10,448	\$367.33	\$6,380.67	\$11,155.56
Integral Banking	\$10,427	\$554.67	\$6,380.67	\$11,155.56
International Bakery and Confectionery	\$10,490	\$180.67	\$6,380.67	\$11,155.56
Local and International Cuisine	\$10,490	\$176.67	\$6,380.67	\$11,155.56
Nail Technology	\$6,993	\$242.00	\$6,380.67	\$11,155.56
Network Administration	\$10,448	\$534.67	\$6,380.67	\$11,155.56
Pharmacy Technician	\$13,707	\$450	\$9,571	\$16,733
Plumbing Technician	\$7,046	\$385.00	\$6,380.67	\$11,155.56

Practical Nursing with Electrocardiography (EKG)*	\$10,490	\$402.00	\$6,380.67	\$11,155.56
Professional Massage Therapist	\$10,490	\$208.67	\$6,380.67	\$11,155.56
Refrigeration and Air Conditioning with PLC	\$10,448	\$200.67	\$6,380.67	\$11,155.56
Respiratory Care Technician	\$10,490	\$457.33	\$6,380.67	\$11,155.56
Specialist in Application Development and Web Design*.	\$10,448	\$432.00	\$6,380.67	\$11,155.56
Surgical Technician	\$10,186	\$1,280	\$6,380.67	\$11,155.56
Training and Physical Conditioning Technician	\$10,279	\$714	\$6,380.67	\$11,155.56
Tourism and Hotels	\$10,427	\$908.67	\$6,380.67	\$11,155.56

Associate Degree Programs	Estimated Tuition and Fees	Estimated Cost of Books and Supplies	Estimated Cost of Room and Board, Transportation, and Other Educational Costs	
			Living with parents	Living off campus
Local and International Cuisine	\$12,960	\$995.25	\$9,571.00	\$16,733.33

### **NUC-Florida Technical College**

Diploma Programs	Estimated Tuition and Fees	Estimated Cost of Books and Supplies	Estimated Cost of Room and Board, Transportation, and Other Educational Costs	
			Living with parents	Living off campus
Bakery and Pastry	\$15,099.77	\$0.00	\$9,571.00	\$16,733.33
Barbershop	\$15,093.75	\$0.00	\$7,178.25	\$12,550.00
Barbershop-Pembroke Pines	\$12,600.00	\$0.00	\$7,178.25	\$12,550.00
Cosmetology	\$15,093.75	\$0.00	\$7,178.25	\$12,550.00
Cosmetology - Pembroke Pines	\$12,600.00	\$0.00	\$7,178.25	\$12,550.00
Culinary Arts	\$15,099.77	\$0.00	\$9,571.00	\$16,733.33
Electricity	\$13,000.00	\$0.00	\$7,178.25	\$12,550.00
HVAC/R with PLC	\$15,765.76	\$0.00	\$9,571.00	\$16,733.33
Medical Assistant Technician	\$6,887.34	\$0.00	\$7,178.25	\$12,550.00
Medical Billing and Coding Specialist	\$6,748.11	\$0.00	\$7,178.25	\$12,550.00



Aesthetics	\$14,825.00	\$0.00	\$10,368.58	\$18,127.78
Complete Specialist	\$10,330.00	\$0.00	\$10,368.58	\$18,127.78
Patient Care Technician	\$15,572.00	\$0.00	\$6,380.67	\$11,155.56
Plumbing		\$0.00	\$0.00	\$0.00
Welding	\$14,400.00	\$0.00	\$9,571.00	\$16,733.33

Associate Degree Programs	Estimated Tuition and Fees	Estimated Cost of Books and Supplies	Estimated Cost of Room and Board, Transportation, and Other Educational Costs	
			Living with parents	Living off campus
Business Administration - Management and Marketing	\$12,794.75	\$0.00	\$7,178.25	\$12,550.00
Criminal Justice	\$13,008.00	\$0.00	\$7,178.25	\$12,550.00
Medical Assistant	\$12,502.54	\$0.00	\$7,178.25	\$12,550.00
Network Administration	\$13,008.00	\$0.00	\$7,178.25	\$12,550.00
Graphic and Web Design	\$13,008.00	\$0.00	\$7,178.25	\$12,550.00
Medical Billing and Coding	\$12,936.13	\$0.00	\$7,178.25	\$12,550.00

High School Programs	Estimated Tuition and Fees	Estimated Cost of Books and Supplies	Estimated Cost of Room and Board, Transportation, and Other Educational Costs	
			Living with parents	Living off campus
Health Management	\$9,964.80	\$0.00	\$7,178.25	\$12,550.00
Business Administration- Business, Management and Marketing	\$9,964.80	\$0.00	\$7,178.25	\$12,550.00
Criminal Justice with a focus on National Security	\$9,964.80	\$0.00	\$7,178.25	\$12,550.00
Information Technology Networking, Web Design and Programming	\$9,964.80	\$0.00	\$7,178.25	\$12,550.00
Administration with concentration in Project Management	\$9,964.80	\$0.00	\$7,178.25	\$12,550.00

## Financial Aid Offer Policy

The financial aid offer policy sets out how the Financial Aid Office grants financial aid to eligible students.

The Financial Aid Office conducts the financial aid award process once it

receives the Institutional Student Information Record (ISIR) and receives all necessary documents to complete the application (e.g., documents required as part of the verification process, C Code, conflicting information), if any. Students may receive financial aid subject to need until their financial need is met (COA - EFC).

## Summary of Financial Aid, Conditions, Selection Criteria, Award Amounts

<b>SCHOLARSHIPS</b> (Free money that does not have to be repaid)		
Program	Program Details	Annual Amount
Federal Pell Grant	For undergraduate students with financial need who have not earned an undergraduate or graduate degree; in some cases, a student enrolled in a teacher certification degree program may receive a Federal Pell Grant. A student may receive a Federal Pell Grant for no more than 12 semesters or its equivalent (approximately six years).	Up to \$5,920 for grant year 2017-2018 and for grant year 2018-2019 up to \$6,095.
Federal Student Educational Opportunity Grant	For undergraduate students with exceptional financial need. Priority is given to Federal Pell Scholars. It is granted depending on the availability of funds from the educational institution.	\$375 for award year
Grants for Services Provided in Iraq and Afghanistan	For those who are not eligible for the Pell Grant because they have less financial need than required to receive Pell funds, whose parents or guardians died after serving in Iraq or Afghanistan after the September 11 attack; and who, at the time of the parent's or guardian's death, were under the age of 24 or were attending at least part-time at an institution of higher education. A student may receive a grant for Services rendered in Iraq and Afghanistan for no more than 12 semesters or its equivalent (approximately six years).	To find out the amount for the 2017-2018 or 2018-2019 academic year visit the following page <a href="https://www.studentaid.gov/Iraq-Afganistan">https://www.studentaid.gov/Iraq-Afganistan</a>
State Programs granted by CEPR	<b>Academic Talent Scholarship Program (BETA)</b> - Aimed at students enrolled full-time in undergraduate or graduate programs (each fiscal year will determine at what levels the funds will apply), who have an academic average of 3.00 or more and an annual income of no more than \$15,480.00.	Depends on the program

<b>WORK</b> (Funds earned while the student attends the institution. It is not necessary to reimburse them).		
Federal Work Study Program	For undergraduate and graduate students. The work can be carried out inside or outside the institutional premises. Students receive at least the federal minimum wage. Funds are subject to availability at the institution.	No minimum or maximum annual amounts.

<b>LOANS</b> (To be repaid with interest)		
Maximum annual amount	Dependent students (except those students whose parents are not eligible for a PLUS Loan)	Independent students (and undergraduate dependent students whose parents are not eligible for a PLUS Loan)
Maximum annual amount for first-year undergraduate students	\$5,500 No more than \$3,500 of this amount must be in subsidized loans.	\$9,500 No more than \$3,500 of this amount must be in subsidized loans.
Maximum annual amount for sophomore undergraduates	\$6,500 No more than \$4,500 of this amount must be in subsidized loans.	\$10,500 No more than \$4,500 of this amount must be in subsidized loans.
Maximum annual amount of undergraduate students in third and subsequent years	\$7,500, No more than \$5,500 of this amount must be in subsidized loans.	\$12,500 No more than \$5,500 of this amount must be in subsidized loans.
Maximum cumulative amount of subsidized and unsubsidized loans	\$31,000 No more than \$23,000 of this amount must be in subsidized loans.	\$57,500 for undergraduates. No more than \$23,000 of this amount must be in subsidized loans.  138,500 for students in graduate or professional programs. No more than \$65,500 of this amount must be in subsidized loans.  The cumulative maximum for graduate students includes all federal loans received for undergraduate study.

## Financial Aid Notification Process

After being awarded with the available financial aid to which the student is eligible, he/she will receive a financial aid offer by e-mail (personal and from the institution) and/or in person. The student must review the offer and contact the Financial Aid Office at their campus with any doubts. All grants and scholarship aid, is understood to be accepted, so the student does not need to confirm its approval. Our recommendation is to apply for all free aid, but if the student wants to receive federal loans, he/she must approve them through the student portal or by signing the financial aid offer with the interested amount and deliver it to the Financial Aid Office.

## Student Diversity

Postsecondary institutions, in compliance with the Higher Education Act of 1965 (HEA), as amended, must have information available about the diversity of students enrolled. This information includes the percentage of full-time enrolled students that are: (1) men, (2) women, (3) Federal Pell Grant recipients, and (4) those identified as part of a race or ethnic group.

### **Students enrolled full-time during the period July 1, 2017 to June 30, 2018**

Race	Female %.	Male %.
Asian	0.03	0.03
White	1.40	0.53
Two or more races	0.27	0.12
Hispanic/Latino	49.94	26.91
Unknown	0.02	0.01
American Indian/Alaska Native	0.05	0.02
Native Hawaiian/Pacific Islander	0	0.01
Black/African American	2.05	0.97
Not Specified	0.02	0.02

## Policy for Advancement for Books and Supplies

Students must be able to purchase required books and supplies at the beginning of the academic period so that they can academically succeed. Therefore, by the seventh day of each payment period, the institution will provide eligible students with a stipend, in the form of a check to purchase the books and supplies required for the payment period if:

- ten days before the beginning of the payment period, the institution could have disbursed Title IV funds to the student; and
- disbursement of those funds would have created a Title IV credit balance. In making this determination, the institution only considers Title IV sources.

The stipend will be for the lesser of the presumed credit balance (*Institutional Charges less Title IV funds the institution could have disbursed*) or the apportioned amount for the payment period of the estimated cost of books and supplies included in the student's cost of attendance (*estimated cost of books and supplies in academic year divided by payment periods in academic year*).

## Disbursement Policy

The financial aid offer is based on an academic year. The annual amount for which the student is eligible shall be divided into equal portions for each payment period in the academic year in which the student is enrolled. *For example: If a student is eligible for \$6,095 from the Federal Pell Grant for an academic year, he or she will receive a disbursement of \$3,048 each pay period for non- term and semester term programs and \$2,032 for quarter or trimester term programs.*

Prior to disbursing funds, the Financial Aid Office will reevaluate the student's eligibility based on their EFC and enrollment status at the end of the add/drop period for each term as set forth in the academic calendar. Students who are first-time participants in the Federal Direct Loan Program may not receive their disbursement until 30 days after classes begin.

Disbursements will be credited directly to the student's account to cover tuition and fees. Once the applicable tuition and fees have been covered, a check or electronic transfer for the excess amount, if any, will be issued within 14 days of the date the account reflects the credit.

## Federal Pell Grant Recalculation Policy

*Applicable to programs offered on terms*

The enrollment status used to determine the amount of Pell the student will receive for a term will be based on the number of credits enrolled as of later of: the date of receipt of an ED-produced EFC\*, the end of the add-drop period (as published in the Academic Calendar) or the date of enrollment for the term, if allowed to enroll later in the term (during a late enrollment period).

If a student does not begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the student's Pell award will be recalculated based on the lower enrollment status.

## Federal and Institutional Refund Policy

In accordance with federal policies and regulations, the Federal Refund Policy applies to both new and continuing students enrolled in eligible programs leading to a degree who have filed a total withdrawal, have been suspended, or did not complete the payment period (quarter) on or after the first day of school. Federal law requires the institution to calculate the amount of financial aid, for which the student is eligible for when the student does not complete the payment period. If the student received less

than the amount, he or she was eligible for, the student may receive the difference. If, however, the student received more than the eligible amount, the institution or student will have to return the excess to the U.S. Department of Education.

The institutional refund policy determines that, if the student attends and then withdraws before completing the term, the percentage used to determine the applicable charges will be that of the completed days of the total days in the term, rounded up to the next 10% or a charge of \$100.00, whichever is greater. NUC University will use the last day of attendance to determine the days completed within the term.

After the Student Account Office performs the refund calculation, the funds are returned in the following order:

- (1) Federal Direct Loans - Unsubsidized
- (2) Federal Direct Loans - Subsidized
- (3) Federal Direct Plus Loan
- (4) Federal PELL Grant
- (5) Federal SEOG Grant

It is important to note if in the refund calculation, the student appears to have to return funds received during that academic term, he/she will have 45 calendar days to make such return of funds or reach an agreement with the Bursar Office at his campus through a payment plan.

If the funds are not returned or a collection agreement is not completed, the Financial Aid Office must inform the Federal Department of Education of the student's noncompliance. The student will lose eligibility for all Title IV funds (including loan programs) and will not be able to return to federal funds at any post-secondary institution in Puerto Rico or the United States until the funds are returned.

## **Exit Counseling (Exit Interview)**

The U.S. Department of Education requires every student participating in the Federal Student Loan Program to complete Exit Counseling once he or she leaves the institution, graduates, or reduces his or her academic load to less than half time. This document ensures that the student understands the responsibilities of repaying loans and assists in planning repayment.

To complete the exit counseling access the following website:

<https://studentloans.gov/myDirectLoan/index.action>

- Log in with the FSA ID (if the student doesn't have one, he/she can create one

there)

- Select Complete Loan Counseling (Income, Financial Awareness, Exit)
- Then click **Start** for the Exit Counseling option (Required)

The student must pay the full balance of the loans, even if he/she does not complete the program, cannot get a job after completing the program, or if he/she is dissatisfied or did not receive the educational or other services paid for with their federal student loans. The student is responsible for contacting their loan servicer (*contact information appears on studentloans.gov account*) and notifying them that they will no longer attend school. The institution will also notify the U.S. Department of Education when the student graduates, reduces his/her academic load to less than half time, or if he/she drops out of school.

For detailed information about the types of federal loans, the amounts received for each academic year, and the servicer's contact information for each loan, the student can access their Financial Aid History/Review at:  
[https://www.nsldsfa.gov/nslds\\_FAP/](https://www.nsldsfa.gov/nslds_FAP/) or  
<https://studentloans.gov/myDirectLoan/index.action>.

The *Guide to Completing Exit Counseling* is available at each institution's website:

[http://www.nuc.edu/nuc2017/wp-content/uploads/2016/12/Guia\\_de\\_Asesoramiento\\_de\\_Salida.pdf](http://www.nuc.edu/nuc2017/wp-content/uploads/2016/12/Guia_de_Asesoramiento_de_Salida.pdf)

[http://www.nuc.edu/images/Documentos/Guia\\_de\\_Asesoramiento\\_de\\_Salida.pdf](http://www.nuc.edu/images/Documentos/Guia_de_Asesoramiento_de_Salida.pdf) <http://www.ibanca.net/index.php/2012-11-23-08-17-17/asistencia-economica>

## Default Prevention Plan

NUC University has a delinquency prevention plan that consists of activities, strategies and preventive tools to provide guidance to students with student loans. The objective is that the student can fulfill the repayment commitment of his/her loans. In addition, it gives advice on alternatives in the event of financial difficulties.

The Default Rate measures the percentage of students with loans in repayment who defaulted on their payments. Some of the consequences for students with delinquent loans are:

- Increase in amount owed for additional collection charges
- Accounts are reported to credit agencies
- Wage withholding
- Federal Reimbursement Withholding
- Loss of eligibility for federal funds

The Federal Department of Education requires institutions to maintain a percentage

equal to or less than 30% for the three-year cohort.

Institution	2015 Cohort Default Rate	2014 Cohort Default Rate %	2013 Cohort Default Rate	2012 Cohort Default Rate
NUC	24.7	18.1	11.7	11.1
NUC-IBC	18.7	11.1	10.7	11.1
NUC-FTC	12.5	17.3	19.4	14.2

- National Default Rate FY2014 es 11.5%.  
(<https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>)

To provide guidance to students on this topic, there is the Default Prevention Coordinator, who ensures that all students receive adequate information about the amount of loans obtained, the agency to which the student should direct his/her payments, and payment alternatives for those in financial difficulty.

If the student needs more guidance on the federal student loan program, the counseling process, or encounter a problem that prevents him/her from making your payments on time, can contact Marilyn Rivera, Default Prevention Coordinator at 787-780-5134 ext. 5222 or [mrivera@nuc.edu](mailto:mrivera@nuc.edu)

### ASSISTANCE FOR STUDENTS WITH PAYMENT DIFFICULTIES

#### *Inceptia*

NUC University created an alliance with Inceptia, a division of the National Student Loan Program (NSLP), to provide free assistance in federal student loan obligations to ensure the student's success and convenience in repaying his/her loan. Inceptia's customer service representatives may make a courtesy call during grace period to answer any questions about the student's obligation and/or payment options with his/her loans. They may also contact the student if his/her loan(s) is (are) delinquent or in default. Inceptia is not a collection agency. NUC maintains this service to help the student explore a wide variety of possibilities such as alternative payment plans, postpone/ deferrals of payments, consolidation, debt suspension, debt forgiveness and temporary suspension of collection (extension). Inceptia will make contact through phone calls, letters and/or emails to help the student find answers to their questions and solutions to their problems.

For more advice, including information on payment options, visit Inceptia's website which includes a summary of Federal Student Loans at <https://www.heroknowl.org/student-loan-portal-home/in-repayment/> For more information on the financial history, access: [https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/)



## Additional Information and Resources

### Additional Information

- The Financial Aid Office reserves the right to make pertinent changes to the student's financial aid when necessary, if there is a change in the funds available at NUC University. These changes are made following the requirements established in the federal, state or institutional regulations in force.
- The information in this guide may change in response to amendments to program regulations, or to NUC University policies and procedures.

### General Institutional Information

This information is available on the following link at each institution's website:

NUC University: <http://www.nuc.edu/politicas/>

NUC University - División Técnica IBC: <http://nuc.ibcinstitute.com/conocenos/politicas-institucionales-consumer-information/catalogos/>

Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/catalog-es>

- **The Educational Rights and Privacy Act (FERPA) (This only applies to enrolled students)**
  - The Education Rights and Privacy Act (FERPA) gives eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student 18 years of age or older or attending an institution of higher education at any age.) This policy includes, but is not limited to, information about:
    - Information included in the Information Directory
    - The right and process that an enrolled student must follow for:
      - Inspect and review and request amendments to educational information
      - Provide prior authorization for the release of information from the academic record
      - The right to file a complaint with the U.S. Department of Education about the institution's failure to comply with FERPA policy.
- **Facilities and Services for Students with Disabilities**
  - *The services and facilities available to students with disabilities. Including intellectual disability.*

This information is available on the following link at each institution's website:

NUC University: <http://www.nuc.edu/catalogo/>

NUC University - División Técnica IBC: <http://nuc.ibcinstitute.com/conocenos/politicas-institucionales-consumer-information/catalogos/>

Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/wp-content/uploads/ftc-catalog-es.pdf>

- **Institutional Refund Policy and Refund Requirements for Federal Financial Aid Funds for Students Processing a Withdrawal**
  - *Institutional Refund Policy for the refund of unearned tuition and fees or other reimbursable portions of paid expenses*
  - *The requirements and procedures for processing an official withdrawal*
  - *Requirements for Repayment of Federal Title IV Financial Aid Programs (Federal Pell Grant, FSEOG and/or Loans)*
- **Academic Programs**
  - *Information about the academic programs offered at the institution*
- **Instructional Facilities**
  - *Instructional facilities, laboratory and other physical plant facilities that relate to the academic program*
- **Faculty**
  - *Information from faculty and other instructional personnel*
- **Credit Transfer Policy and Articulation Agreements**
  - *Institutional credit transfer policy*
  - *List of institutions with which an articulation agreement has been established*
- **Accreditations, Approvals and Licenses of the Institution and its Programs**
  - *Names of the associations, agencies, or governmental dependencies that accredit, approve, or authorize the institution and its programs.*
  - *Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing*
- **Copyright - Policies and Sanctions**
  - *Policies and sanctions related to copyright infringement*
- **Use of Computers and Shared Files**
  - *Policies regarding unauthorized file sharing and disciplinary action taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials while using the institution's computer technology system*
- **Student Activities**
  - *Student activities offered by the institution*
- **Job Placement Services**
  - *Placement services offered to students during and after enrollment.*

This information is available at the following link at each institution's website:

NUC University: <http://www.nuc.edu/npc/npcalc.htm>

NUC University - División Técnica IBC: <http://www.ibanca.net/npc/npcalc.htm>

Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/NPC/npcalc.htm>

- **Net Price Calculator**
  - *Provides an estimate of potential costs for new students planning to attend the institution full-time. Financial results cannot be considered current, as they represent only an estimate based on information the student enters. In order for a student to be considered for federal or state financial aid, he or she must complete the Free Application for Federal Student Aid (FAFSA).*

This information is available on the following link at each institution's website:

NUC University: <http://www.nuc.edu/nuc2017/wp-content/uploads/2016/09/Textbooks-1.pdf>

NUC University - División Técnica IBC: <http://nuc.ibcinstitute.com/npc/npcalc.htm>  
Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/NPC/npcalc.htm>

- **Book Information**

- Estimated cost of books and supplies needed

## HEALTH & SAFETY

This information is available at the following link at each institution's website:

NUC University [http://www.nuc.edu/nuc2017/wp-content/uploads/2016/09/NUC\\_Drug\\_and\\_Alcohol\\_Abuse\\_Prevention\\_Policy\\_2018.pdf](http://www.nuc.edu/nuc2017/wp-content/uploads/2016/09/NUC_Drug_and_Alcohol_Abuse_Prevention_Policy_2018.pdf)

NUC University - División Técnica IBC: [http://nuc.ibcinstitute.com/ibc2017/wp-content/uploads/dlm\\_uploads/2018/09/Politica-Anual-sobre-Subancias-Controladas\\_IBC-Institute-Signed.pdf](http://nuc.ibcinstitute.com/ibc2017/wp-content/uploads/dlm_uploads/2018/09/Politica-Anual-sobre-Subancias-Controladas_IBC-Institute-Signed.pdf)

Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/wp-content/uploads/ASR-2018.pdf>

- **Drug and Alcohol Abuse Prevention Program**

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees
- Descriptions of applicable legal sanctions under state, local, and federal laws
- Description of health risks
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Statement and description of sanctions imposed for breaches of the rules of conduct

- **Vaccination Policy**

- Vaccine Policies



This information is available at the following link at the website of each institution's website:

NUC University: <http://www.nuc.edu/politicas/>

NUC University - División Técnica IBC: <http://nuc.ibcinstitute.com/conocenos/informe-anual-seguridad-annual-security-report/>

Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/wp-content/uploads/ASR-2018.pdf>

- **Security Policy in the Institution, Crime Statistics and Registration of Criminal Acts**

- Information related to security in the institution that includes crime prevention, institutional authorities, policies for reporting criminal acts, disciplinary processes, and other matters of importance that are related to security in the institution. It also contains statistics on criminal acts of the past three calendar years that were reported and occurred at the institution and/or in public places within a nearby area.

## STUDENT RESULTS



This information is available at the following link at the website of each institution's website: NUC University <http://www.nuc.edu/politicas/>

NUC University - División Técnica IBC: [http://www.ibanca.net/pdf/Student\\_Rigth\\_to\\_Know-2016.pdf](http://www.ibanca.net/pdf/Student_Rigth_to_Know-2016.pdf)

Florida Technical College an Academic Unit of NUC University: <http://www.ftccollege.edu/student-consumer-information.html>

- **Retention Rate**

- First Year Student Retention Rate Information as Reported on IPEDS

- **Graduation Rate (Student Right-to-Know-Act)**

- Graduation Rate Information

- **Transfer Rates (Student Right-to-Know-Act)**

- *Transfer Rate Information*
- **Graduate Student Placement**
  - *Information on job placement and types of employment obtained by graduate students*
- **Graduate Student Placement Rates**

## **Additional Resources**

### **Student Help on the Web**

<http://studentaid.ed.gov>

### **Federal Student Aid Information Center**

The Information Center staff can answer any questions about student aid and give the student all the help needed, free of charge. Service includes:

- find out about federal student aid programs;
- help fill out the FAFSA;
- help the student correct the information in the *Student Aid Report (SAR)*, which is the document that contains the results of your application;
- provide guidance on the method used to calculate financial need and to award aid, and
- information about federal student loans.

The student can take advantage of the automated response system **free of charge** to find out if the FAFSA has been processed and to request a copy of the SAR.

Call the following numbers free of charge:

Federal Student Aid Information Center. . . . . 1-800-433-3243

Teletype number (for the hearing impaired) . . . . . 1-800-730-8913

### **Federal Direct Loans**

[StudentLoans.gov](http://StudentLoans.gov)

### **Loan Repayment Calculator**

The Payment Estimator can help determine which of the payment plans is best for the student if they are starting to repay their federal student loans for the first time; or exploring income-based payment options.

<https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>

### **NSLDS System**

<http://www.nsls.ed.gov/nsls>

## **FSA Student Loan Ombudsman**

This division of the U.S. Department of Education acts as a neutral student resource to help resolve conflicts with federal loans. They can assist in:

- resolve discrepancies with loan balances and payments;
- explain loan interest and collection charges;
- identify options for resolving your issues related to consolidation, quality of service, default status, bankruptcy, income tax refund offsets and other concerns;
- clarify the requirements for loan deferment or forbearance and loan cancellation or discharge;
- identify loan repayment options.

Contact them through one of the following methods:

Online Support <http://studentaid.gov/repay-loans/disputes/prepare>

Telephone 877-557-2575

Fax 606-396-4821

Mail: U.S. Department of Education  
FSA Ombudsman Group  
P.O. Box 1843 Monticello, KY  
42633

## **Financial Aid Office Directory**

*This information is available at the following link at the website of each institution's website: NUC University:*

[www.nuc.edu/images/Documentos/stu\\_aid/Directorio\\_de\\_la\\_Oficina\\_de\\_Asistencia\\_Economica\\_NUC.pdf](http://www.nuc.edu/images/Documentos/stu_aid/Directorio_de_la_Oficina_de_Asistencia_Economica_NUC.pdf)

NUC University - División Técnica IBC:

[http://nuc.ibcinstitute.com/pdf/Directorio\\_de\\_la\\_Oficina\\_de\\_Asistencia\\_Economica\\_NUC\\_IBC.pdf](http://nuc.ibcinstitute.com/pdf/Directorio_de_la_Oficina_de_Asistencia_Economica_NUC_IBC.pdf)

Florida Technical College an Academic Unit of NUC University <http://www.ftccollege.edu/>

## Glossary

For an updated list of Financial Aid terms go to:

<http://studentaid.ed.gov/PORTALSWebApp/students/spanish/Glossary.jsp>

1. **Financial Aid** - Funds awarded (grants, federal work-study, and loans) to students with a complete financial aid file based on the determination of their financial need.
2. **Financial Aid Offer** - Communication used by the Financial Aid Office to notify its students of the different aids and amounts for which they were eligible.
3. **Expected Family Contribution (EFC)** - A metric used to determine eligibility for federal student aid. This number will come from the financial information provided on the FAFSA, the federal student aid application form. The student is informed of his/her expected family contribution in your *Student Aid Report (SAR)*.
4. **Independent Student** - An independent student is defined as one who: is at least 24 years of age, is married, is a graduate or professional student, is a veteran, is a member of the armed forces, is an orphan, is a ward of the Courts, is someone with dependents other than a spouse, is an emancipated minor, or is homeless or at risk of losing his or her home. If the student can answer **yes** to **any** of the following questions, they are considered an independent student for purposes of the Free Application for Federal Student Aid (FAFSA).
  - Were you born before January 1, 1995?
  - As of today, are you married? (If you are separated, but not divorced, answer <<Yes>> ).
  - At the beginning of the 2018-2019 school year, will you be working on a master's or doctoral program (e.g., MA, MBA, MD, JD, PhD, EdD, postgraduate certificate, etc.)?
  - Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? (If you are currently serving on active duty in the U.S. Armed Forces, or enlisted in the National Guard or Reserves and serving on active duty for purposes other than training or serving in the U.S. interior, answer <<Yes>>. Answer <<No>> to this question if you are enlisted in the National Guard or Reserves and are serving on active duty for training purposes or performing functions within the U.S.)
  - Are you a veteran of the U.S. Armed Forces?
  - Do you now have or will you have children who will receive more than half of their support from you between July 1, 2018 and June 30, 2019?
  - Do you have dependents (other than your children and spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2019?
  - At any time since you turned 13, were both your parents deceased,

were you in foster care or were you a dependent or ward of the court?

- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2017, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2017, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2017, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

5. **Dependent Student** - A student who does not qualify under the definition of an independent student. If the student is considered a dependent student, they must answer the questions on the FAFSA that ask for information about your parents.

6. **Student Aid Report (SAR)** - A response the student receives because of his or her FAFSA. The document that determines the amount for which a student will be eligible for a Federal PELL grant and other financial aid.

*Revised 6/2019*