

 **2023- 2024 FINANCIAL AID BASICS**

Receiving an education can be a costly endeavor. Planning ahead and applying for financial aid can help you obtain an education that might otherwise be outside of your financial reach. Daoist Traditions is committed to helping you with the financial aid process. On campus, our Financial Aid Director, Cameron Mullins, is available to assist with your questions.

We strive to provide you with the best customer service, timely notification, and personal assistance possible within federal guidelines. Annual reports including but not limited to the *Campus Security Report* are available upon request and on our website.

Financial Aid Basics provides you with much of the information needed regarding financial aid at Daoist Traditions. It is not intended to be all-inclusive due to the extent of information and ever-changing statutes, regulations and interpretations governing financial aid programs. Our forms and web pages provide additional information. There are also many federal publications about student aid located at [studentaid.ed.gov.](http://www.studentaid.ed.gov/)

Financial aid is deadline driven. It is important to stay informed and observe all deadlines so that your aid can be processed in a timely manner and you can concentrate on your studies rather than your finances. We will attempt to notify you when it is time to re-apply for loans, but it is your responsibility to be aware of when you need to re- apply and to check with the Financial Aid Director if you are unsure. *Be aware that we cannot finalize your aid until all the required documentation has been received and processed.*

# ELIGIBILITY FOR FEDERAL FINANCIAL AID

Federal financial aid is available for matriculating students who are enrolled at least half-time (half-time being 10 credits in the Master of Oriental Medicine program, 2 credit hours in the Doctor of Acupuncture and Chinese Medicine program, and at least 4.5 credits in the Certificate in Chinese Herbal Medicine program. Graduate level loans are available for students with at least 72 semester credits of undergraduate college education, so students coming in with the minimum 60 semester credits for MAOM will not be aid eligible until they earn enough credits to be awarded graduate loans.

## Eligibility Requirements

To be eligible for federal loans you must meet the basic criteria. Your financial aid is based on the number of credits you are enrolled in for the academic semester. In order to qualify for federal financial aid, you must:

* Be enrolled at least half time in courses that are required for graduation from each program (MAOM, DACM, CCHM).
* Have a high school diploma or GED.
* Be a U.S. Citizen or eligible noncitizen.
* Be fully accepted to the program and have met all requirements for matriculation.
* Meet all program specific qualifications.
* Maintain Satisfactory Academic Progress as outlined in the Student Handbook.
* Not owe an overpayment on any Title IV grant or be in default on a Title IV educational loan
* Be registered with the Selective Service, if required to do so.
* Meet the federal requirements regarding any conviction for possessing or distributing illegal drugs.
* Meet any and all other federally mandated requirements.
* Submit all forms required by the Financial Aid Office to confirm eligibility, if asked to do so.

## How Eligibility is Determined

To receive loans, you must complete a FAFSA, and be enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, you must also be enrolled in a program that leads to a degree or certificate awarded by the school. Direct Unsubsidized Loans are what you will qualify for as a graduate/professional degree student. You are not required to show financial need to receive a Direct Unsubsidized Loan. Graduate students can receive up to $20,500 per academic year in unsubsidized loans.

## Cost of Attendance (COA)

In addition to the direct cost of tuition, fees, and books, the Cost of Attendance (COA) of our program also considers general average living expenses, transportation expenses, or a combination of these. Daoist Traditions’ 2023 MAOM and DACM COA is based on the didactic program for the 2023-2024 school year being 32 weeks or 8 months in length. The CCHM COA is on a Borrower-Based Academic Year 2, which is 32 weeks and 9 credit hours. We use average amounts for fees, books, supply costs, room and board, transportation, and personal expenses (based off information from the Department of Labor and IRS). For the MAOM program, *1st & 2nd year students*, the COA is $44,088.00/year; for *3rd & 4th year students* the COA is estimated at $45,770.00/year. The DACM program adds an amount to cover tuition and fees to those numbers (up to $4800). The CCHM program COA per term/academic year is $7500. These numbers represent the ceiling amounts that a student may borrow to attend Daoist Traditions for their respective 2023-2024 academic years.

## Below Half-Time

Matriculating students enrolled in less than 10 units of required courses in MAOM/2 units in DACM/4.5 units in CCHM are ineligible for federal loans. Additionally, at the point of dropping below half-time, any refund for the dropped classes must be returned to the lender, and if further disbursements are expected they must be canceled, and the student must re-apply for the loan when the student returns to at least half-time attendance. If you fall below half-time, you will be required to complete Loan Exit Counseling.

## Leave of Absence

If you take a leave of absence from the school, you must notify the Financial Aid Office. Any upcoming disbursement of aid will be canceled.

For financial aid purposes, you may request Leave of Absence in accordance with federal regulation for no more than 180 days within a 12-month period. Daoist Traditions administration may allow an extension of the Leave of Absence within the 12-month period. However, it will not count as an Approved Leave of Absence for financial aid purposes. *If you do not return prior to the end of 180 days, your 6-month grace period will have elapsed, and you will have to begin repayment of your student loans.* In addition, if you received financial aid in the term that you began your Leave of Absence, regulations require us to determine if you need to repay part (or all) of the financial aid received. When you leave you must complete Loan Exit Counseling*.* At the point that you return to Daoist Traditions, you must contact the Financial Aid Office and complete the process needed to reactivate your aid, including Loan Entrance Counseling.

# APPLYING FOR AID

You must complete the FAFSA application each academic year. We usually start processing for the upcoming term 60 days before the start of classes. To apply for aid, the steps to complete are as follows:

1. If you have not already done so, apply for a Federal Student Aid ID (FSA ID) from the U.S. Department of Education at fafsa.gov. For assistance, visit StudentAid.gov/fsaid or call 1-800-557-7394.
2. Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. You will be required to enter Daoist Traditions' school code, which is G41464. Make sure you sign it with your FSA ID and hit submit. These are available to us within 3-5 business days.
3. Once you complete the FAFSA, go to studentaid.gov. This is the website for most federal loan processes. Here you will need to complete *both* a Direct Loan Master Promissory Note and Online Entrance Counseling. Please complete both steps, and make sure you select to have it sent to Daoist Traditions.

## Parental Information

For students in the Master of Acupuncture and Oriental Medicine degree program that have a bachelor’s degree, or more than 72 undergraduate semester credits completed, parental information is not required on the FAFSA form. You will need to indicate on the FAFSA that you are enrolled in a master’s program, and this will automatically give you independent student eligibility. Students coming in with less than 72 semester credit hours are ineligible for aid until they have earned the 72 credit hours to qualify for graduate loans. These are not Daoist Traditions rules; these are federal guidelines and accreditor standards for all students in this situation completing a FAFSA. Due to the nature of the admissions requirements for DACM and CCHM, students filing a FAFSA for these programs will always be considered independent.

## Verification Process for Resolving Conflicting Information

Most of the time the information reported on the FAFSA is accepted as accurate. However, federal regulations require that a percentage of financial aid applicants are randomly selected by the central processor and flagged for a process called verification. For those selected applications schools are required to collect documentation and confirm the accuracy of the data reported on the FAFSA form. Schools are also allowed to select files for verification for their own purposes if they so choose, especially if there is conflicting information reported. If your application is flagged for verification it will be noted on your Student Aid Report (SAR) that you receive from the central processor and you will receive notification from Daoist Traditions. If any conflict of data is found in your materials, Daoist Traditions will request that you submit verification information to resolve the discrepancy. *You should respond to requests promptly to avoid delays in processing your aid.*

# TYPES OF FINANCIAL AID AVAILABLE

There are several different forms of financial aid available depending upon eligibility. The Financial Aid Office will always offer the best possible types of aid at the maximum levels for which the student is eligible. The types of aid and criteria are noted below.

## Federal Direct Loans

This is the primary source of aid for students at Daoist Traditions. Federal Direct Loans are designed to assist students with educational expenses. The federal government may defer payments on these loans while a student is in school attending at least half-time and for 6 months after ceasing half-time enrollment. However, upon disbursement and during the six-month grace period you will be responsible for interest that has accrued. All graduate level Direct Loans are unsubsidized, and that is what you’ll receive as a student at DT who has earned at least 72 semester credits or is enrolled in the DACM or CCHM programs.

## Federal Direct Loan Limits

Every academic year, students can borrow the annual loan limit ($20,500 for graduate level loans). Students may borrow their annual maximum until they have reached the aggregate limits ($138,500 in federal loans). This is the total amount of federal loans a student can borrow in their college career. Once you have reached your aggregate limit, you are ineligible for further Direct Loans. If you have no other previous Direct Loans and you borrow the full amount of Direct loans for the four years at Daoist Traditions, you will *not* reach the aggregate limit. If you have previous Direct Loans and you are concerned about reaching the aggregate limit, contact the Financial Aid Director.

## Federal Graduate PLUS Loan

This loan program allows graduate students to borrow under the criteria of the Federal PLUS loan. The maximum that can be borrowed is the calculated Cost of Attendance (COA) minus other financial aid. PLUS loans are unsubsidized, so interest begins to accrue on money as soon as it is disbursed, though the student has the option of paying the interest while in school or allowing it to accrue. They also have a higher interest rate than the Direct Direct Loans. The borrower must be creditworthy, in other words no negative credit, to receive the loan. Complete the application process (which requires a credit check) at studentaid.gov. You are not required to take out these loans – they are an option if you feel like you need the additional funds. You can continue to be awarded PLUS loans if you hit your Direct Loan unsubsidized aggregate limit.

## Interest Rates and Loan Fees

Direct Loan interest rates and loan origination fees are set according to federal regulation. Graduate PLUS Loans have a higher interest rate and loan fees than graduate unsubsidized loans. As these rates and fees can change each year, please refer to the government web sites for the most up to date information about these:

https://studentaid.ed.gov/sa/types/loans/interest-rates

Loan fees are deducted from the principal, meaning the amount you borrow and the amount you actually receive will be different.

## Scholarships

Information on scholarship programs and free scholarship search services are posted on our website or emailed to you as we find out about them. *If you are receiving federal financial aid and you receive any additional funds through scholarships, grants, or any other agency, you* must *notify the financial aid office.*

## Veteran’s Benefits

Daoist Traditions is approved by the Department of Veterans Affairs (VA) to participate in the training of veterans. To determine your eligibility for Veterans benefits you must first contact the VA directly. They will instruct you on what forms are needed for them to approve your benefits at Daoist Traditions. This can be done at their website, [www.va.gov.](http://www.va.gov/) Once those approvals are complete you should bring a copy of your approval notice to the Financial Aid Office and we can then certify your enrollment so that funding can be received.

# DISBURSEMENT OF FUNDS

Funds are not received until after the add/drop period of the semester (10% point of the semester) to prevent possible over awarding. Funds are received by the school electronically and applied to any outstanding tuition and fees for the current semester. Any amount remaining is then disbursed to the student in a check. When a check is available, you will be notified via email. *Federal regulation does not allow us to use current term aid to pay a past year’s balance. If you have a past due balance your financial aid will not be ordered until you pay that balance.*

If a student applies for aid for the full academic year, loan money will arrive in two disbursements. Half is ordered for the fall semester and half is ordered for the spring semester; or in the case of the CCHM program, aid is ordered twice per term. For example, if a student takes out their full Direct Loan eligibility amount for the academic year ($20,500) they will receive $10,250 in the fall (minus government loan origination fees) and $10,250 in the spring (again minus government loan origination fees). If a student applies for only one semester’s worth of loan money, then the first half will arrive at the beginning of the semester and the second half may arrive mid- semester. If a student’s loan eligibility increases, their new eligibility amount may be disbursed in two separate disbursements even if they have already received a previous disbursement. For the CCHM program, due to the BBAY2 structure, half of the aid requested will be disbursed after the 10% point, and then again at the 50% point.

## Tuition and Fees

Students are responsible for all tuition and fees charged. If you have submitted all required paperwork in a timely manner, payment of tuition and fees can be deferred until financial aid is received without incurring any late fees. However, if aid is delayed due to the student’s failure to complete required forms, the student may be asked to pay owed tuition and fees out of pocket. Also, if the financial aid received does not fully cover college charges, you are responsible for paying the difference as stipulated by college policy. Remaining balances due may be paid by any method accepted by the school.

# RESPONSIBILITIES ASSOCIATED WITH LOANS

## Entrance and Exit Counseling Requirements

Federal regulation requires that a student entering an institution and applying for student loans must complete Loan Entrance Counseling. Daoist Traditions counseling is done online through the studentaid.gov website. All new and continuing students must complete online Loan Entrance Counseling. Daoist Traditions requires new students to also complete in-person entrance counseling with our Financial Aid Director. Federal regulations stipulate that if a student graduates, withdraws, takes a leave of absence, or drops below half-time that loan exit counseling must be completed within 30 days. Exit counseling is required to be completed online at [www.studentaid.gov](http://www.studentaid.gov/) and in person with our Financial Aid Office.

## Use of Funds

Loan funds must be used for educational expenses, which can include books, supplies and living expenses while enrolled at Daoist Traditions.

## National Student Loan Data System

All enrollment information and loan information at DT is submitted to the National Student Loan Data System (NSLDS). This information is accessible by guaranty agencies, lenders, and schools that are authorized users of the data system. You are able and encouraged to check your loan information as a loan borrower at any time by going to [www.nslds.ed.gov.](http://www.nslds.ed.gov/)

## Repayment and Failure to Repay

Details about repayment plans (including income-based repayment) you may qualify for are available at https://studentaid.ed.gov/sa/repay-loans/understand/plans. If you fail to meet your repayment obligations or fail to make a payment for 270 days your loan will be placed in default. Once in default the entire unpaid balance becomes immediately due and payable. Failure to repay your student loans can result in any or all the following: loss of federal and state income tax refunds, negative credit reports, your student loan account may be turned over to a collection agency that will add assessment of collection fees including attorney fees if legal action is taken, wage garnishment, loss of eligibility for deferments, and loss of further eligibility for federal Title IV financial aid.

## Federal Loan Deferments

You may be eligible to postpone payments of your federal student loans (including Direct, Consolidated and Graduate PLUS) under certain conditions. If you are having any difficulty meeting your loan repayment obligation you should contact your loan servicer immediately to determine what options may be available to you. Note: If you wish to defer payment for your previous or consolidated loans you must complete a request for in-school deferment from your loan servicer. Enrollment cannot be verified prior to the start of classes. If you submitted a deferment form but are still receiving payment notices – check with your servicer. It’s very likely the deferment form went astray and another needs to be submitted.

## When You Leave

At the point that you leave Daoist Traditions or drop below half-time in your program, you must complete loan exit counseling. The school will notify your lender of your last date of attendance or date of withdrawal/leave of

absence. If you drop below half time or fully withdraw during the course of the term, portions of your federal aid may need to be returned to the lender as required by Daoist Traditions policy and federal regulations. The following situations require Loan Exit Counseling:

* + Graduation
	+ Leave of Absence
	+ Drop below half-time according to your program’s guidelines
	+ Withdrawal from the college (either official or unofficial)
	+ Academic dismissal

*Exit counseling is a federal requirement and the college has the right to withhold transcripts and documents required for licensing or certification exams until we have proof that this requirement has been met.*

For students who withdraw during a term, federal regulations require that we complete a calculation to determine the amount of federal aid for which the student was eligible based on the period of attendance. Any difference must be returned to the lender. If the amount returned to the lender is greater than any refund of tuition for dropped courses, that amount will be owed to the college and must be paid immediately. If you drop all courses, do not register for the following term, or fail to return from an approved leave of absence, you will be presumed to have dropped from the program and any further disbursement of aid will be canceled and your lender notified of your last date of attendance.

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I am here to assist you. Please feel free to contact the financial aid office with any questions or concerns. I can be contacted via phone, email or by stopping by the office during business hours (Monday-Friday, 8am - 4pm). I wish you well in your studies and look forward to working with you! - Cameron Mullins

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