

Policies and Procedures

**Jagiellonian University
in Kraków**

**William D. Ford Federal
Direct Loan Program**

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Students Rights and Responsibilities

As a financial aid applicant or recipient, you have certain rights and responsibilities. You should clearly understand them before acceptance of the financial aid.

Student Rights

You have the right to:

- 1/ Know the available types of the financial aid,
- 2/ Know the procedures and deadlines for the financial aid, including when and how your aid will be disbursed,
- 3/ Know how your financial need is determined,
- 4/ Expect fair and equitable treatment from the Financial Aid Administrator (FAA) and the Department of Finances staff. It is our goal to assist you promptly and professionally throughout the financial aid process,
- 5/ Know the interest rate on your loan, the total amount you must repay, the length of the repayment period, when repayment begins and what cancellation or deferment provisions apply,
- 6/ Know how Satisfactory Academic Progress (SAP) is measured and how you can reestablish eligibility for the financial aid if you fail to meet one of the requirements.

Student Responsibilities

You are responsible for:

- 1/ Filing the appropriate applications and forms for the financial aid by the established deadlines,
- 2/ Providing all requested information to the FFA accurately and promptly,
- 3/ Regularly checking your university email account for important updates and notifications from the FFA,
- 4/ Maintaining SAP according to established policies and standards,
- 5/ Reporting all financial assistance, such as scholarships, grants, tuition waivers, material support received from any outside source to the FFA,
- 6/ Reporting any changes in your name, address or attendance status to the appropriate student secretary's office,
- 7/ Repaying all student loans you receive. If you are a first-year borrower (undergraduate/graduate) you must complete the [Entrance Counseling](#), a tool to ensure you understand your obligation to repay the loan and sign a [Master Promissory Note \(MPN\)](#), agreeing to the terms of the loan. Additionally, upon graduation, withdrawal or enrollment less than half-time you will be required to complete the [Exit Counselling](#),
- 8/ Understanding the withdrawal and refund policy.

Financial Aid – Direct Loan Types

Jagiellonian University (JU) is an approved Title IV institution, which allows U.S. students to access direct loans through the William D. Ford Federal Direct Loan Program. In this program, the U.S. Department of Education lends money to students through the university. Student loans are self-help awards that must be repaid.

Direct Loan types:

The following types of Direct Loans are available at Jagiellonian University:

1/ **Direct Subsidized Loans:** for eligible undergraduate students who demonstrate financial need to help cover the costs of higher education. They are subsidized, which means the federal government generally pays the interest on the loan while the student is enrolled greater than half-time, but terms do vary based upon the date the loan was borrowed.

2/ **Direct Unsubsidized Loans:** for eligible undergraduate, graduate and professional students (no need to demonstrate financial need to be eligible for the loan). Interest begins accruing from the date of first disbursement. Student can choose to pay the interest quarterly while in school, or can allow it to accumulate and be capitalized when repayment begins.

Jagiellonian University is no longer participating in the Federal Direct PLUS Loans Program as of August 31, 2016

Eligibility

To receive federal student aid, you'll need to meet the [eligibility criteria](#).

Also, to receive either type of loan, you must have a regular student status at Jagiellonian University and maintain Satisfactory Academic Progress (SAP) according to JU's SAP policy.

Regular student status

1/ Be enrolled or accepted for enrollment as a *regular student* in an eligible degree-seeking program.

2/ Be enrolled at least half-time to be eligible for Title IV funds:

A student must be taking at least half of the course load of a full-time student, i.e.: 15 ECTS* / semester and 30 ECTS* / academic year

*Refers to undergraduate (BA / first-cycle) and graduate (MA / second-cycle). However, students are required to take all the courses (ECTS) provided for in their study programs.

Ineligible Programs at JU

1/ **MA in European Studies: Euroculture** - depending on where a student spends his/her year abroad (the program may be implemented only at Jagiellonian University and Uppsala University in order to be eligible for financial aid)

2/ **MA in European Studies: EU Studies/ Central and Eastern European Studies/ Europeanisation and Governance in CEE** (Consortium of Jagiellonian University and Kobe University – double degree program)

3/ **MA in European Studies: Europeanisation and Governance in Central and Eastern Europe** (Consortium of Jagiellonian University and University of Tartu – double degree program)

4/ **MA in European Studies/Governance, Leadership and Democracy Studies** (Consortium of Jagiellonian University and Universidade Catolica Portuguesa – double degree program)

5/ **MA in International Relations: Europe from Visegrad Perspective** (Consortium of Jagiellonian University in Kraków, Masaryk University (Brno), University of Pecs and Matej Bel University in Banska Bystrica - joint programme)

6/ **European Politics and Society: Vaclav Havel Joint Master Program** (Consortium of Charles University in Prague, Jagiellonian University In Krakow, Leiden University and Pompeu Fabra University - joint programme)

7/ **MA in Asian Studies: Korean Studies** (The first year of studies, Jagiellonian University in Krakow; The second year, Keimyung University)

8/ **Intellectual Property and New Technologies** (program developed in cooperation with the World Intellectual Property Organisation – WIPO)

Before awarding Title IV funds, Financial Aid Administrator confirms the eligibility of any JU's program which is not listed above.

Applying for Financial aid

1/ Apply for study program at Jagiellonian University

JU catalog is available at [Online Application System \(OAS\) website](#).

All necessary [information on admissions](#).

2/ Complete and submit the [Free Application for Federal Student Aid \(FAFSA\) form](#):

The school code of Jagiellonian University in Krakow is: **03597300**

Completing the FAFSA is not a student loan application. It generates a **Student Aid Report (SAR)** that Jagiellonian University uses to determine your eligibility for financial aid.

A Federal Student Aid Personal Identification Number (PIN) is no longer required in order to be able to sign your electronic FAFSA. The FSA ID removed the need for the personal identification number (PIN) and the use of personal identifiers such as name, birthdate, and Social Security number. Students (and parents) use the FSA ID to log on to FAFSA on the Web and other FSA websites—the National Student Loan Data System (NSLDS), StudentLoans.gov, Studentaid.gov, and the TEACH Grant website—with a username and password they create.

When you first log on to one of the above sites, you will be asked to create a username and password. If you have a PIN, you will have the option to link it to your new FSA ID, which will allow you to immediately use the ID on the above websites rather than wait 1–3 days while your identifying information is confirmed.

The deadline to list JU on your FAFSA for each upcoming school year is **June 30**.

3/ Sign a [Master Promissory Note \(MPN\)](#):

The MPN is the legal document through which you promise to repay your Direct Loans and any accrued interest and fees to the Department. It also explains the terms and conditions of your loans.

You will need to complete a new Direct Loan MPN each academic year that you receive a Direct Subsidized Loan and/or a Direct Unsubsidized Loan.

4/ Complete an [Entrance Counseling](#)

The goal of entrance counseling is to help you understand what it means to take out a federal student loan. To complete Direct Loan Entrance Counseling online, you must use the FSA ID. This is the same ID you used to complete the FAFSA.

5/ Submit all required documents to **JU Financial Aid Administrator (FAA)**

Student Aid Report (SAR)

After receiving your FAFSA, the federal processor will send you a Student Aid Report (SAR) electronically (unless you filed a paper FAFSA). The SAR lists all the information you submitted on the FAFSA and explains the Expected Family Contribution (EFC) calculated from that information. Review the SAR for accuracy. To make any corrections, log on to the [FAFSA website](#).

[US Financial Aid Declaration](#)

[Bank Details Form](#)

A certificate that you are a JU student (issued by the Admissions Office/ Faculty)

Sometimes you might be required to submit additional documentation. If so, the FAA will contact you.

Please submit all required documents to:

Ewa Stankiewicz

e-mail: ewa.stankiewicz@uj.edu.pl

tel. +48 12 663 1149

Jagiellonian University in Kraków

Study Support Office

25/3 Straszewskiego

31-113 Kraków, Poland

Conflicting Data

Documents that are received by a financial aid administrator are reviewed for completeness, (i.e. signatures). Incomplete files are retained until the last required form/document is received. When all of the requested items have been received, they are routed for verification. As reviewed, additional corrections may be made as needed. If any data element is changed, an electronic correction is submitted to FAFSA.

Documentation submitted to the financial aid administrator must be legible, appropriate, and have the student's ID number (or SSN) for identification purposes. If the student submits a document that is not legible, the document will be returned and appropriate documentation shall be requested. Students who fail to submit appropriate documents will not be awarded financial aid.

Because Financial Aid Administrator is liable for disbursements made prior to verification, it is the policy of the office not to award nor disburse funds until the above-mentioned verification is complete.

The financial aid administrator reviews documents to make sure there is no conflicting information in file. If no conflicts exist, the financial aid administrator proceeds with processing. If any discrepancies in the information occur, the student is contacted in attempt to resolve any conflicts.

If the school has a reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate, the applicant is required to provide adequate documentation to resolve the conflict. Information on a more comprehensive form or information from previous years' files may be used to resolve conflicting documentation (including but not limited to needs analysis forms, tax returns, verification statements, letters and notes of conversations). Likewise, the University reserves the right to require students to submit additional information if any supporting documentation is flagged for discrepant information.

The University has an adequate internal system of identifying and resolving discrepancies in all FSA-related information received, regardless of the source. Academic registrars of respective units are required to provide the Financial Aid Administrator with any information it has that might affect a student's eligibility, such as student's enrollment in an ineligible program or a student receiving an outside scholarship. Academic registrars shall, on demand, render available to the financial aid administrator a complete student record and, if necessary, shall certify the conformity of documents with a student record.

The financial aid administrator is responsible for scrutinizing all submitted documents to determine the correct information regarding the conflicting information. If there is still conflicting information, the financial aid administrator must request additional documentation from student.

If as a result of the change in a student's eligibility the student owes a repayment of financial aid and/or reallocation of FSA loans awarded and disbursed to the student, the financial aid administrator must take the appropriate steps to communicate the changes in the award eligibility with the aid providers and the student.

If, in an aid administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the Dean of the respective faculty for possible disciplinary action. After investigating the situation, if the Dean believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the U.S. Department of Education.

If the decision is made by the Dean and/or the financial aid administrator to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the financial aid administrator may:

1/ Not process a financial aid application until the situation is resolved satisfactorily,

2/ Not award financial aid,

3/ Cancel financial aid and/or

4/ Determine that financial aid will not be processed in future years.

Fraudulent situations should be reported to the hotline of the U.S. Department of Education Inspector General.

If any person employed by JU suspects or is made aware that JU employee (or other agent of the school, who acts in a capacity involving the administration of Title IV, HEA programs, or the receipt of funds under those programs) knowingly or suspiciously obtains federal funds or may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility or other illegal conduct involving the Title IV, HEA programs, they will report those actions directly to the Office of Inspector General of the U.S. Department of Education.

Financial Aid Packaging

Direct Loan limits

Direct Subsidized and Unsubsidized Loans amounts depend on the annual and aggregate limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Students Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates— No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students— No more than \$65,500 of

		this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.
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You can find more information [here](#).

There is a loan fee on all Direct Subsidized Loans and Direct Unsubsidized Loans which is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The percentage varies depending on when the loan is first disbursed.

Loan Fees for Direct Subsidized Loans and Direct Unsubsidized Loans	
First Disbursement Date	Loan Fee
On or after October 1, 2018, and before October 1, 2019	1.062%
On or after October 1, 2019, and before October 1, 2020	1.059%

Loans first disbursed prior to October 1, 2018, have different loan fees.

You can find more information [here](#).

Students status – dependent / independent

1/ Students are considered dependent or independent based on information provided on the FAFSA. Most undergraduate students are considered dependent. All graduate and professional students are considered independent.

2/ Dependent students must report parental income information on the FAFSA. Dependency is not a status of choice.

3/ An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward

of the court, someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

4/ A student who does not meet any of the criteria for an independent student is considered a dependent student.

Cost of attendance (COA)

Cost of Attendance* and Estimated Costs** (without Tuition Fee***)

	Undergraduate (Bachelor) and Graduate (Master) Programs		Graduate (Doctoral) Programs
	(on-campus)	(off-campus)	
Rent + Utilities	\$1 000,00	\$4 500,00	\$7 500,00
Food	\$2 250,00	\$2 250,00	\$2 250,00
Transportation, Personal & Misc.	\$2 000,00	\$2 000,00	\$4 000,00
Books / Course Materials / Computing Supplies	\$2 000,00	\$2 000,00	\$5 000,00
International Flights (return tickets x 2)	\$1 750,00	\$1 750,00	\$1 750,00
TOTAL COA (without tuition fee***)	\$9 000,00	\$12 500,00	\$20 500,00

* Cost of attendance is based on a 9-month period.

** These are maximum figures. You should reduce your loan if you expect your costs to be less.

*** Tuition fee varies depending on the program and its start date. Current tuition information is available through the Admissions Office and [Online Application System](#). The amount of the tuition fee will be added to the above COA. The financial aid will first be applied as a payment towards your tuition fee; the remaining funds will be transferred to your bank account.

You can find more information [here](#).

Formulas used to calculate the loan

Direct Subsidized Loan: $COA - (EFC + EFA)$

Direct Unsubsidized Loan: $COA - EFA$ (incl. Direct Subsidized Loan)

Expected Family Contribution (EFC): For need-based aid (Direct Subsidized Loan)

Your EFC is an index number that financial aid administrator uses to determine how much financial aid you would receive if you were to attend JU. The information you report on your FAFSA is used to calculate your EFC. The EFC is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) all could be considered in the formula. Also considered are your family size and the number of family members who will attend college or career school during the year. [The EFC Formula guide](#) shows exactly how an EFC is calculated.

Estimated Financial Assistance (EFA): For need-based aid (Direct Subsidized Loan) and non-need-based aid (Direct Unsubsidized Loan).

Includes any educational benefits paid because of enrollment in postsecondary education, such as:

- 1/ Direct Unsubsidized and Subsidized Loans,
- 2/ Private Loans, e.g. Sallie Mae,
- 3/ Grants, benefits,
- 4/Scholarships, including material support (social stipend), athletic scholarships, Rector's scholarship for outstanding students, etc.,
- 5/ Employer reimbursement of employee's tuition,
- 6/ Waivers of tuition and fees,
- 7/Fellowships or assistantships.

Not EFA:

- 1/ The Iraq & Afghanistan Service Grant is NOT considered EFA,
- 2/Veterans education benefits are not considered EFA, etc.

Remember: Report to your FAA all financial assistance, such as scholarships, grants, tuition waivers, and material support received from any outside source to the FFA (including JU).

Award letter

Financial Aid Administrator will send you an Award Letter with all the details of the loan. Please be aware that we are unable to process the loan if there are missing documents. If you do not complete the application process and submit all requested documents, we may be unable to complete your financial aid package for the academic year.

The financial aid identified on your Award Letter is offered to you with the following conditions:

- 1/ You must be eligible for the Financial Aid,
- 2/ You must notify the FAA of the sources and amounts of any financial assistance that you receive from all other sources, including but not limited to scholarships, loans, assistantships, fellowships and educational benefits that do not appear on your Award Letter,
- 3/ The FAA reserves the right to adjust or cancel any award at any time because of the notification of awards not previously included on your Award Letter, changes in a student's financial status, academic status or due to an awarding error. Changes reflected in your awards will result in an e-mail to the student which serves as notification of the change,
- 4/ You will be responsible for repaying any funds you receive that exceed your financial need, or if for any reason, you become ineligible for the financial aid,
- 5/ If you drop classes, withdraw or make other academic changes, your financial aid awards may be adjusted and repayment may be required,
- 6/ If you stop attending classes without officially withdrawing, your financial aid awards may be adjusted and repayment may be required,
- 7/ You must maintain Satisfactory Academic Progress,
- 8/ You will receive financial aid in two installments (one half is disbursed for winter semester; the second half for summer semester), unless otherwise noted.

Professional Judgement

Budget Adjustment: The FAA assigns each aid applicant a budget, or estimated cost of attendance (COA), before awarding aid. The COA is a good faith estimate of expenses a student will encounter in an academic year and it includes tuition and estimated costs for books and supplies, longdistance travel, utilities/internet, rent, food, local travel and miscellaneous/personal expenses. A budget adjustment may be requested to cover certain additional costs above the standard budget. The deadline

for submitting budget adjustment requests is two weeks prior to the end of each semester. Documented rare and special circumstance requests will be reviewed on a case-by-case basis.

Please allow at least ten business days from receipt of completed form with supporting documentation for your request to be reviewed and processed. Additional documentation may be required upon review of your initial request. Requests will not be processed until all required documentation is complete and submitted in an organized fashion.

Federal regulations give the Financial Aid Administrators the ability to adjust a student's Cost of Attendance (COA), on a case-by-case basis, for the purchase of a computer for educational use. The maximum COA increase for the purchase of a computer is 1,500 USD. This expense will be allowed only once during student's enrollment at JU. If expenses exceed 1,500 USD, you must provide verification from your department certifying that the specific system requirements are necessary. No additional funds will be disbursed until you submit a copy of a receipt of purchase.

FAA decision on budget adjustment is final and cannot be appealed.

Change of financial situation: If you experience a change in financial situation due to unusual circumstances, you should contact the FAA about the possibility of a Change of Financial Situation request. Unusual circumstances could include, but are not limited to, unusually high medical expenses paid (not covered by insurance or claimed as deductions on federal taxes), recent unemployment, divorce/separation or death of an immediate family member. Your financial aid could potentially be recalculated based on such changes, but they must be documented with supporting documentation. Keep in mind, submitting paperwork is not a guarantee a change to your financial aid will occur.

FAA decision on budget adjustment is final and cannot be appealed.

Satisfactory Academic Progress

The Financial Aid Administrator evaluates student's SAP after each semester.

I. Undergraduate (BA/first-cycle) and Graduate (MA/second-cycle)

A student is required to abide by [Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programmes of Study](#) (the document will be translated)

SAP requirements

1/ Qualitative Measure

Cumulative Grade Point Average (GPA) at least 3.0

Formula for calculating GPA:

$[(Grade\ 1 \times number\ of\ ECTS) + (Grade\ 2 \times number\ of\ ECTS) + (Grade\ 3...)] / Total\ number\ of\ ECTS\ earned$

If a student does not meet Qualitative measure requirement → he/she loses financial aid eligibility → the student may appeal (see “Financial Aid Probation” below).

2/ Quantitative Measure

Adequate cumulative accumulation of required number of ECTS as specified in the study program (in general, full-time: 30 ECTS / semester, 60 ECTS / academic year) + other requirements as defined in the study program (i.e. mandatory courses, internship, etc.) required to complete the year of study.

I semester

If a student has not met Quantitative measure requirement in the first semester, i.e. the student has not accumulated all attempted ECTS in the semester, or met other requirements as defined in the study program → he/she loses financial aid eligibility → Faculty Institute issues an opinion regarding the student's chance to pass the year of study (to accumulate at least 50 ECTS / academic year - conditional registration for the next academic year and meet other requirements):

1/ If the student has a chance to pass the year of study (to earn at least 50 ECTS / academic year and meet other requirements) → the student may appeal (see “Financial Aid Probation” below),

2/ If the student has no chance to pass the year of study (to earn at least 50 ECTS / academic year, or meet other requirements) → the student may be expelled from JU.

II semester

If a student has not met Quantitative measure requirement in the second semester, i.e. the student has not accumulated all attempted ECTS in the second semester / academic year (applies to second-semester courses and one-year courses), or met other requirements → he/she loses financial aid eligibility:

1/ If the student has earned at least 50 ECTS / academic year and met other requirements, he/she is eligible to conditional registration → the student may appeal (see “Financial Aid Probation” below),

2/ If the student has not earned at least 50 ECTS / academic year or met other requirements, however, he/she is eligible to repeat the year of study → the student may appeal (see “Financial Aid Probation” below),

3/ If the student has not earned at least 50 ECTS / academic year or met other requirements and he/she is not eligible to repeat the year of study → the student is expelled.

3/ Maximum Timeframe

150% of the ECTS attempted (earned, failed, missed and repeated) during the program in relation to ECTS limit required to complete the program as published in the study program.

Not meeting SAP

A student who fails to meet SAP requirements is ineligible for the financial aid until he/she reestablishes the eligibility. The student reestablishes eligibility if he/she meets SAP during the subsequent semester.

A student who fails to meet SAP may be placed on probation (see “Financial Aid Probation” below).

A student who is expelled from his/her program is automatically recognized as failing to meet SAP requirements.

Repeating a year of study

A student may repeat a year of study once during each program, however, a student who fails to complete the first year of an undergraduate program (BA / first-cycle) or graduate (MA/second-cycle) is not permitted to repeat the year of study → the student is expelled and loses his/her financial aid eligibility.

If a student repeats a year of study all the courses provided for the repeated year have to be passed in order to maintain SAP + the student has to attempt at least 15 ECTS / semester and 30 ECTS / academic year (half-time) and meet other requirements as defined in the study program.

Starting over / readmission

A student who starts over the same study program is not eligible for the financial aid during the period (semester) which he/she received the financial aid for before.

A student who has been readmitted for the same study program in which he/she did not meet SAP previously, will be eligible to receive the financial aid only if he/she meets SAP requirements in the subsequent semester.

II. Graduate (PhD/third-cycle)

A student is required to abide by [Regulations for doctoral programmes](#) (applies to PhD students of programs started before October 1, 2019) or Regulation for each doctoral school:

1/ [Regulation for Doctoral School in the Humanities](#)

2/ [Regulation for Doctoral School of Exact and Natural Sciences](#)

3/ [Regulation for Doctoral School in the Social Sciences](#)

SAP requirements

1/ Qualitative Measure

Cumulative GPA at least 4.0

Formula for calculating GPA:

$[(\text{Grade 1} \times \text{number of ECTS}) + (\text{Grade 2} \times \text{number of ECTS}) + (\text{Grade 3...})] / \text{Total number of ECTS earned}$

If a student does not meet Qualitative measure requirement → he/she loses financial aid eligibility → the student may appeal (see “Financial Aid Probation” below).

2/ Quantitative Measure

100% ECTS accumulated in relation to ECTS attempted + positive opinion of a student’s supervisor on the student’s progress in writing his doctoral dissertation, fulfilling academic requirements and completing research projects.

A student is ineligible for the financial aid if he/she:

1/ has not completed any PhD student’s obligation in the academic year, even though the head of a doctoral study program agrees to transfer it to the subsequent academic year,

2/ has failed to complete courses, internships, etc., as defined in the study program and retakes it in the subsequent year upon a consent of the head of a doctoral program,

→ the student may appeal (see “Financial Aid Probation” below).

The above applies to PhD students of programs started before October 1, 2019, however may apply if the practice of the doctoral school allows similar situations.

3/ Maximum Timeframe

The published length of the doctoral program (in general, 2-4 years for programs started before October 1, 2019 and 3-4 years for programs conducted by a doctoral school).

Not meeting SAP

A student who fails to meet SAP requirements is ineligible for the financial aid until he/she reestablishes the eligibility. The student reestablishes eligibility if he/she meets SAP during the subsequent semester.

A student who fails to meet SAP may be placed on probation (see “Financial Aid Probation” below).

A student who is expelled from his/her program is automatically recognized as failing to meet SAP requirements.

III. Financial Aid Probation

Any student denied financial aid, who can prove special circumstances which contributed to his/her failure to meet one of the SAP requirements, may appeal the loss of aid. On a written appeal by a student, failure to meet the SAP requirements will be evaluated by a Financial Aid Administrator. The student will be notified of the decision within 14 days of the Financial Aid Administrator receiving the written appeal request. The decision is final and cannot be appealed.

A successful appeal will result in a Financial Aid Probation period of one semester where eligibility is reinstated. During this probation period the student may be required to fulfill specific terms and conditions as established by the study program, which could include, among other things, taking certain courses, assuming a certain number of ECTS and/or achieving a certain GPA. At the end of the probation period, the student must meet the SAP conditions and other requirements of the study program → otherwise the student will again lose eligibility for the financial aid.

The placement on the Financial Aid Probation is not possible more than twice within each study program (including starting over / readmission). An appeal for the placement on the probation for the third time will not be considered.

Extenuating /special circumstances which might be grounds for an appeal include, but are not limited to:

- 1/ unexpected death of an immediate family member,
- 2/ extended hospitalization or medical condition of the student,
- 3/ the student being victimized in a violent crime.

The appeal must address, and document where appropriate, these extenuating circumstances, describing:

- 1/ why the student failed to meet SAP,
- 2/ what has changed that would allow the student to meet SAP in the next semester.

Please note:

If the above circumstances appear, contact your FAA shortly.
Also, the FAA will advise you on the required documentation.

Attendance Reporting / Student Status

JU is not required to take attendance, however, the student status is being verified on a monthly basis. Until the 5th day of each month a student's Institute / Faculty submits to the FAA a confirmation of a student's status (model confirmation attached below).

Kraków,

.....
(stamp of Institution)

TO WHOM IT MAY CONCERN

We hereby certify that

PESEL:

Student file no.:

Date and place of birth:

Father's first name:

Is currently a student.

Institution:

Main field of study:

Year of studies:

Full-time, second-cycle, 2 years

Beginning of studies: 01.10.2016 **estimated time of graduation:** 31.10.2018



.....
signature

Leave of Absence Policy

A student may take the following kinds of leave of absence from classes:

- 1/ student's leave,
- 2/ dean's leave.

For more information please refer to [*Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programmes of Study*](#) (the document will be translated) :

Only the above-mentioned leaves of absence are considered approved leaves of absence and are not treated as withdrawal.

A maximum duration period of leaves of absence granted to Title IV recipients is limited to 180 days (one semester) in any 12-month period. The 12-month period begins on the first day of the student's initial leave of absence. A student who submits a letter declaring his/her intention to take student's leave during the semester is granted the leave as of the next semester.

During the above leaves of absence students are not eligible to receive financial aid.

Exchange Programs/ Study Abroad Programs

International students

Students of schools other than JU may receive financial aid from their home schools while staying at JU under “study abroad” or “student exchange”. Home institutions certify and disburse funds.

Ask your home institution for more information.

JU students

JU may not make available Direct Loan Program funds to U.S. students who receive any portion of an educational program inside the United States. JU may not certify or disburse Direct Loan program funds under a "study abroad" or "student exchange" agreement for U.S. students to attend educational institutions located in the United States. However, independent research done by an individual student in the United States for not more than one academic year is permitted, if it is conducted during the dissertation phase of a doctoral program under the guidance of faculty, and the research can only be performed in a facility in the United States.

JU's students may receive financial aid under a “study abroad” or “student exchange” (e.g. Erasmus+, bilateral exchanges) provided that they attend an eligible institution outside the US ([international school that participate in the Federal Student Loan Programs](#)).

Remember: Inform your FAA about your plans in advance, because JU is required to sign a consortium agreement with the other institution and accept your study plan.

Withdrawal Procedure

Official withdrawal occurs when a student submits an official Letter or Request to withdraw from studies to Vice-Dean for Student Affairs of the respective faculty or the Vice-Director for Student Affairs of the respective institute. Once the letter of withdrawal is submitted, the head of the institute removes the student from the list of students in their department and notifies the Registrar of the change. The Registrar's office forwards the letter of withdrawal to the Financial Aid Administrator (FAA).

For official withdrawals, the Return of Title IV funds calculation must be performed and the student notified of any overpayment within 30 days of the date the institution determined the student withdrew.

Withdrawal date determination (in general):

- 1/ The date the student submits a letter of withdrawal.
- 2/ The date the student was expelled/dismissed from the university.
- 3/ If the student ceases attendance without providing official letter of withdrawal, the student may be administratively withdrawn and the withdrawal date will be one of the following:
 - a) The date the student last attended class or participated in an academically-related activity. **Academically-related activities** are defined as - an exam, tutorial, online instruction, submitting an assignment, or attending a study group assigned by JU. Academic counseling and academic advising are **not** considered academically-related activities;
 - b) The mid-point date of the student's payment period.
- 4/ If a student does not return from an approved leave of absence, the date that the institution determines the student began the leave of absence.
- 5/ If a student takes a leave of absence that is not approved by student's primary academic unit head or designee, the date that the student began the leave of absence.
- 6/ The date the student died, if the student passed away during the semester.

The FAA shall report withdrawals to the National Student Clearinghouse and run the calculation of Title IV returns to determine if the student has withdrawn before completing more than 60% of the semester in which the Title IV funds were disbursed. For unofficial withdrawals, the withdrawal date used to determine the refund shall be established with the last date of an **academically-related** activity if this date is verified by an employee provided they have sufficient knowledge of a student's academic participation. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance.

The FAA will determine the withdrawal date for Title IV recipients who have unofficially withdraw no later than 30 days after the end of the semester in which the student unofficially withdrew, or the end of the academic year in which the student unofficially withdrew, whichever is earlier.

Return of Title IV (R2T4) policies

The United States U.S. Department of Education mandates that any Title IV aid received by a student who subsequently withdraws from all courses in a term must be returned in accordance with the Return of Title IV (R2T4) policies set forth by the federal government. Jagiellonian University is responsible for calculating how much aid has been “earned” by the student based on the number of days of attendance and how much aid needs to be returned to the United State government, either by the school, the student, or both. Any Title IV loan funds deemed to have been disbursed in excess of said “earned” eligibility must be repaid to the Department in a timely manner in accordance with the regulations of the Department, and the provisions of the policies herein.

A Return of Title IV Funds calculation must be performed when any student who received, or was eligible to receive, Title IV aid ceases attendance in all classes prior to completing the payment period. **A return calculation is not required if the student:**

- 1/ Continues to attend at least one class,**
- 2/ Never began attendance at the school,**
- 3/ Is on an approved leave of absence,**
- 4/ Did not receive, and is not eligible to receive, any Title IV aid.**

Return calculations are done on a payment period basis with the period defined as the term (semester) in which the student received Title IV funds. The period used for calculations also must be used for Title IV aid and institutional charges included in the return calculation. If a tuition fee is charged for an entire program at the beginning of the first payment period, the FAA while running return calculations must prorate charges and aid based on the payment period in which the student withdraws.

When the student withdraws during the payment period the FAA shall apply a specific formula to determine the amount of Title IV assistance earned up to that point. If less assistance is received than what was earned, the student may qualify for those funds. If more assistance is received than earned, the unearned funds must be returned by the school and/or student to the appropriate federal program(s).

The FAA is responsible for:

- 1/ Performing R2T4 calculations and activities in an accurate and timely manner per federal regulations,
- 2/ Adhering to the financial aid and R2T4 policies, requirements, and procedures,

- 3/ Providing superior customer service and efficiency in response to student and staff inquiries,
- 4/ Staying informed and responsive to new and updated program regulations.

Return of Title IV Funds Formula in Detail

1/ Determine the amount of Title IV Aid received by the student

This includes the net amount of aid that has been disbursed and aid that could have been disbursed for the semester in which the student withdrew from the following Title IV programs: Direct Subsidized loans, Direct Unsubsidized loans.

- a) A student's Title IV aid is counted as aid disbursed in the calculation if it has been paid directly to the student or credited to the student's account to pay school charges. The amount of aid disbursed is based on when the school determined the student withdrew.
- b) "Aid that could have been disbursed" is defined as aid for which the student was eligible to receive at the time of withdrawal. Late disbursement rules apply to aid that could have been disbursed. Inadvertent overpayments are also included in the Return of Title IV Aid calculation as aid that could have been disbursed.
- c) If aid that could have been disbursed during a previous payment period (completed by the student) is received in a subsequent period during which the student withdrew, the aid is not considered "aid disbursed" or "aid that could have been disbursed" in the period during which the student withdrew and it is not included in the R2T4 calculation.

2/ Determine percentage* of aid earned

a) Determine student's withdrawal date.

For official withdrawals, the withdrawal date is the date the student began the withdrawal process (as noted on the letter of withdrawal from the study) or otherwise provided official notification of intent to withdraw.

For unofficial withdrawals, the withdrawal date is either the midpoint of the semester, or the last date of attendance at an academically-related activity as documented by the school.

b) Determine the percentage of payment period (semester) completed.

Divide the number of days attended (including the day the student withdrew) by the number of days in the semester. This percentage is the percentage of payment period (semester) completed and the percentage of Title IV aid earned for the semester.

Withdrawal from all classes through and including the 60 percent point in each payment period or period of enrollment requires a Return of Title IV Funds calculation. Students withdrawing from all classes after the 60 percent point are considered to have earned 100 percent of the Title IV funds disbursed. The school is required to determine if a post-withdrawal disbursement is necessary, regardless of the percentage of the period completed.

*Percentages are rounded to three decimal places. For example, 0.5516 would be 0.552 or 55.2%.

Number of Days in Semester

The earned percentage is based on **calendar** days in the semester, including weekends. Only scheduled breaks of at least 5 days will be excluded. The length of the break is determined by counting from the first day of the break up to the next day on which classes are offered. The weekends preceding and following the break are counted as part of the break, unless Saturday classes are scheduled. If Saturday classes are scheduled in the weekend preceding the break, only the Sunday would be counted as part of the break. If Saturday classes are scheduled in the weekend following the break, neither Saturday nor Sunday is counted as part of the break.

3/ Determine the amount of aid earned by the student.

Multiply the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed for the period.

4/ Compare the amount earned to the amount disbursed.

If earned aid exceeds disbursed aid, a post-withdrawal late disbursement is due the student. If disbursed aid exceeds earned aid, funds must be returned to the Title IV programs.

5/ Determine if the student is due post-withdrawal disbursement or if Title IV aid must be returned.

Subtract the Title IV aid actually disbursed from the amount of Title IV aid earned. If aid disbursed is greater than aid earned, funds must be returned to the Title IV programs. If aid disbursed is less than aid earned, the student may be due a post-withdrawal disbursement.

Title IV funds to be returned by the school and student must be credited to outstanding balances for the semester for which a Return of Title IV funds is required in the following order:

- a) Unsubsidized Direct Loan,
- b) Subsidized Direct Loan.

Amount due from school (may be rounded to the nearest dollar):

- a) Determine the amount of institutional charges the student incurred for the current semester.
- b) Multiply the unearned aid percentage by the amount of institutional charges.
- c) School is responsible for returning the lesser of the two amounts (a or b).
- d) Timeframe for the Return of Title IV Funds to the Federal programs: Return of Title IV Funds process will begin as soon as possible after it is determined that a student has withdrawn or ceased attendance; JU must determine the withdrawal date for a student who withdrew without providing notification no later than 30 days after the end of the semester; JU must return funds no later than 45 days after the date the College determined that the student withdrew.

Subtract amount due from school (from above) from the amount of Title IV aid to be returned. Student is responsible for returning this amount. Amounts to be returned to loan programs will be repaid in accordance with the terms of the loan.

Post-Withdrawal Disbursement of Loan Funds

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. Upon receipt of a timely response from the student (14 days from date of notification), JU will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student.

Note: There are some Title IV funds that a student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, the student will not receive any Direct Loans funds that would have been received if the student remained enrolled past the 30th day. JU maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If JU decides not to make this post-withdrawal disbursement, it will inform the student in writing.

Consumer Information

The FAA responsibilities in regard to the Return of Title IV funds policy include:

- 1/ Providing each student with the information given in this policy,
- 2/ Identifying students affected by this policy and completing the Return of Title IV Funds calculation,
- 3/ Informing the student of the result of the Return of title IV Funds calculation and any balance owed to the University as a result of a required return of funds,

- 4/ Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date,
- 5/ Notifying student of eligibility for a Post-Withdrawal Disbursement, if applicable,
- 6/ Informing the student of the authorities designated to receive official letters of withdrawal from the study.

Any written notice required from the FAA pursuant to the R2T4 policy with regard to a student's rights and responsibilities, shall be provided to the specific address retained in the registrar's record by email, facsimile, mail or hand delivery.

Notification	Requirement	Deadline
Written notification providing the student the opportunity to accept all or part of a Post - withdrawal disbursement of Title IV loan funds to the student's account.	<ul style="list-style-type: none"> - Identify type and amount of the Title IV loan funds that will make up the Post - withdrawal disbursement not credited to student's account. - Explain that student may accept all or part of the disbursement. 	Within 30 days of the school's determination that the student withdrew
Written notification of the student's eligibility for a direct Post -withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges.	<ul style="list-style-type: none"> - Advise student that no postwithdrawal disbursement of Title IV loan funds will be made unless school receives response within the timeframe established by the school. 	

Example of R2T4 Calculation

Below there is an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student has withdrawn.

John Smith submitted his official letter of withdrawal from studies to the Vice-Dean for Student Affairs of his faculty on November 12th and stopped attending classes the same day.

The term began on October 1st and was 128 days long.

John originally received:

Direct Subsidized Loan	\$3,500
Direct Unsubsidized Loan	\$2,000
Total aid - winter term	\$5,500

The institutional costs were \$1,400

1/ John has attended 43 days and has earned 33.6% of his financial aid (43 days divided by 128 days equals 33.6%).

2/ The amount of Title IV aid that is unearned is $66.4\% \times \$5,500 = \$3,652$

3/ The amount of federal aid earned is $33.6\% \times \$5,500 = \$1,848$

4/ JU is responsible for returning the lesser of unearned Title IV aid (\$3,652 from point 2) OR unearned institutional charges ($\$1,400 \times 66.4\% = \929.60)

5/ John Smith is then liable for the difference between the two amounts:
 $\$3,652 - \$929.60 = \$2,722.40$

Exit Counselling

You will also have to complete [Exit Counselling](#) before you complete your course to ensure that you understand the repayment terms of your loan. This must be completed before you receive the final instalment of your loan.

Repayment Period

Repayments of your Direct Loans normally start six months after completion of your course, withdrawing or dropping below 50% attendance.

You can find out more about repayment options before receiving a Direct Loan by going to [Federal Student Aid website](#). You can also contact the Federal Student Aid Center on 001 800 4 FED AID (001 800 433 3243).

1098-T Form

JU does not complete the 1098-T Form. As a foreign educational institution JU is not required to obtain an EIN (Employer Identification Number) which is needed to complete the Form.

Copyright Infringement Policies and Sanctions

Plagiarism

For information regarding plagiarism, please refer to [JU Welcome Guide](#).

Summary of Civil and Criminal Penalties for Violation of US Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the [website of the U.S. Copyright Office](#).

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1/ The right to inspect and review the student's education records within 45 days after the day Jagiellonian University (JU) receives a request for access. A student should submit to the registrar, dean, head of the academic department, financial aid administrator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2/ The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask JU to amend a record should write [the school official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed.

If JU decides not to amend the record as requested, JU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3/ The right to provide written consent before JU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

JU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by JU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of JU who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for JU.

4/ The right to file a complaint with the U.S. Department of Education concerning alleged failures by JU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

a) To other school officials, including teachers, within JU whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)),

b) To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)),

c) To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35),

d) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount

of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)),

e) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6)),

f) To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)),

g) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)),

h) To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)),

i) To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)),

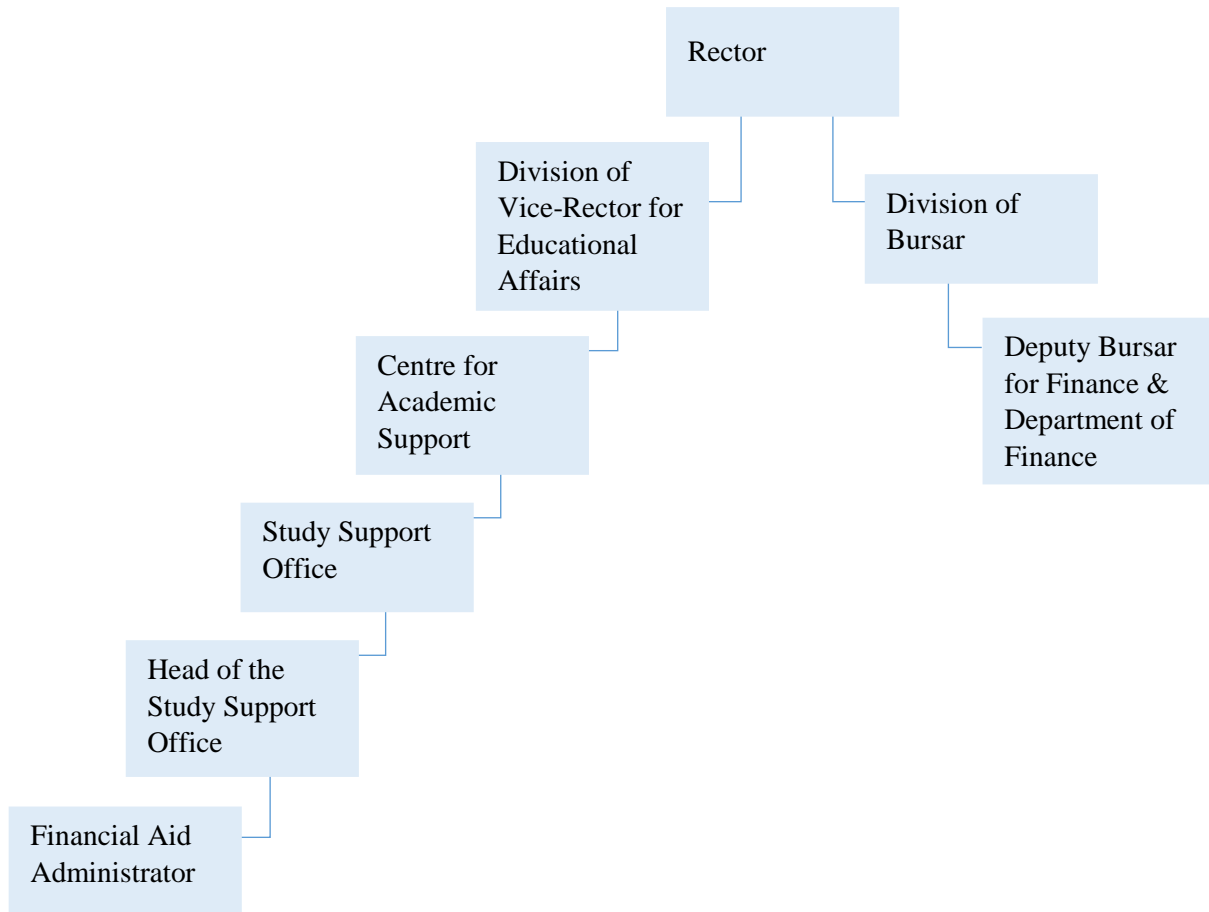
j) Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)),

k) To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13)),

l) To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14)),

m) To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

Adequate Staffing and Checks and Balances Procedure



Academic or Education Personnel/ Registrar:

The duties and powers of the academic registrars are set out in the University's statutes, including supervision and management of all administrative and operational functions of an institute's office. The registrar ensures the integrity, accuracy and security of all academic records of current and former students; builds secure student data files and sets policy and procedures for their responsible use; certifies the conformity of the documents with a student record; maintains up-to-date student's status, course schedules, catalogues, final examination schedules. The Registrar is responsible for the processes of the evaluation of transfer credits, the articulation of graduation and certification of baccalaureate and associate degrees, enrollment and degree verification, issuing of official transcripts etc.

Financial Aid Administrator

Ewa Stankiewicz

e-mail: ewa.stankiewicz@uj.edu.pl

tel. +48 12 663 1149

Jagiellonian University in Kraków

Study Support Office

25/3 Straszewskiego

31-113 Kraków, Poland

Financial Aid Administrator remains under administrative authority of the Vice-Rector for Educational Affairs and is subordinate to the Study Support Office. Functional separation from JU Division of Material Assistance (providing institutional financial aid funded directly by JU from a variety of programs for students meeting specific eligibility criteria for individual aid programs) ensures that Financial Aid Administrator is solely focused on administering Title IV programs in accordance with all applicable statutory and regulatory provisions.

Financial Aid Administrator is given most of the responsibility for administering FSA programs, but their role in the University's fiscal operation is limited. There must be some shared functions and responsibilities with other departments. All roles should be clearly defined.

Duties and Responsibilities of a Financial Aid Administrator:

The primary responsibilities of the Financial Aid Administrator are to administer the Federal Title IV programs in accordance with regulations and award financial aid funds in an equitable manner, assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, and complete federally mandated reports and design and implement systems to accomplish these tasks.

Specific responsibilities include but are not limited to:

- 1/ Maintaining student financial aid records/files, and providing data for reports,
- 2/ Keeping current on changes in laws and regulations,
- 3/ Verifying application data on selected applicants,
- 4/ Determining students' eligibility for financial aid,
- 5/ Calculating student loan and grant awards,
- 6/ Making financial aid awards to students,

- 7/ Maintaining financial aid disbursement records,
- 8/ Monitoring financial aid awarding system processes,
- 9/ Monitoring financial aid operations,
- 10/ Monitoring the academic progress of aid recipients to make certain they meet Satisfactory Academic Progress; collecting progress reports for SAP,
- 11/ Providing effective communication with other offices in order to process applications and disburse funds in a timely manner,
- 12/ Calculating return of funds or overpayments when student withdraws,
- 13/ Maintaining up-to-date knowledge of relevant federal regulations,
- 14/ Coordinating fiscal matters with JU Department of Finances,
- 15/ Preparing Federal Title IV Reports,
- 16/ Preparing documents and file to present to auditors,
- 17/Assisting in the development and/or revisal of the written Policies and Procedures Manual.
- 18/ Other general office duties.

Fiscal Office Personnel – Deputy Bursar for Finances and Manager of the Department of Finances

The Department of Finance, headed by the Deputy Bursar for Finance, provides a critical service in managing federal financial aid programs. Overseeing the accounting, recordkeeping, and reporting functions related to University's use of federal funds requires detailed and complex accounting procedures.

The school ensures that its administrative procedures for the FSA program include an adequate system of internal checks and balances. The school established Department for Finances and Financial Aid Administrator with two separate functions which are performed by individuals who are not members of the same family and who do not exercise together substantial control over the school. This system separates the functions of authorizing payment and disbursing or delivering funds so that no one person or office exercises both functions for any student receiving FSA funds.

The Department's responsibilities are:

- 1/ Coordinating activities and cooperating with Financial Aid Administrator in disbursement of funds to students,
- 2/ Payment transfers (disbursing approved financial aid refunds; reconciling financial aid disbursements with amounts awarded by FA office),

- 2/ Managing student accounts,
- 3/ Overdue student's fees recovery,
- 4/ Projection of cash-flow needed to cover disbursements,
- 5/ Reconciling records to ensure that financial aid adjustments are properly recorded,
- 6/ Collecting payments from students who are in underpayment status,
- 7/ Maintaining a system of internal controls that includes adequate checks and balances,
- 8/ Disbursing funds to eligible students from FSA program accounts,
- 9/ Maintaining a cash management system to meet disbursement requirement requirements and federal laws and regulation,
- 10/ Reconciling cash between school records and bank statements and reports.

Type of financial aid delivery system used by the institution: **Disbursement is made via direct deposit to a student's bank account.**

Maitaining Records

Records of FSA recipients are located in the Study Support Office. The Financial Aid Adminitrator maintains a paper file folder of records for each student receiving financial aid. Student Aid file records are held in the Study Support for three years. Any records involved in any claim or expenditure, which have been questioned by federal audit, are retained until the issue is resolved.

The school shall maintain records for each FSA recipient that includes the following:

- 1/ The Student Aid Report (SAR) or Institutional Student Information (ISIR) used to determine a student's eligibility for FSA program funds,
- 2/ Application data submitted to the ED by the school on behalf of the student or parent,
- 3/ Documentation of all professional judgment decisions,
- 4/ Financial aid history information for transfer students,
- 5/ Cost of attendance information,
- 6/ Documentation of a student's SAP,
- 7/ Documentation of student's program of study and the courses in which the student was enrolled,
- 9/ Data used to establish student's admission, enrollment status, and period of enrollment,
- 10/ Required student certification statements and supporting documentation,
- 11/ Documents used to verify applicant data, and resolve conflicting information,
- 12/ Documentation relating to receipt of FSA fund,
- 13/ Documentation supporting the school's calculation of its completion or graduation rates, and transfer-out rates.