

**Unity Point Des Moines  
School of Radiologic Technology  
Financial Aid Handbook**

**Unity Point-Des Moines  
School of Radiologic Technology  
Student Financial Aid Handbook**

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## Introduction

**Congratulations** on your decision to pursue your academic career at the Unity Point School of Radiologic Technology.

Unity Point School of Radiologic Technology Financial Aid Office in accordance with the Iowa Code of Conduct will be student focused and our office environment will be distinguished by providing efficient and effective service. In all areas of our fund distribution, we shall be fair, honest and efficient. We focus on establishing aid eligibility, awarding scholarships, grants, and loans to eligible students, and providing financial aid counseling to students and families for the resolution of problems associated with financing an education. We serve as the primary advocate for students and families, assisting them in securing necessary financial resources.

### Contact Information

Please contact the Financial Aid Office with any questions or concern that you have in regards to this handbook

#### Financial Aid Director

Lynette Van Donselaar  
515-205-2523  
Lynette.VanDonselaar@unitypoint.org

If calling by phone please leave a detailed message. The Financial Aid Director works part-time from home and will return your call as soon as possible. If needed a time will be set-up for the Financial Aid Director to meet you on-campus.

## Eligibility Requirements

In order to be eligible for any type of federal financial aid you must:

- be accepted to and enrolled at least half-time in a degree program at Unity Point School of Radiologic Technology
- make **Satisfactory Academic Progress (SAP)**. (see [Student's Responsibility to Keep Aid](#))
- be a United States citizen or an eligible noncitizen
- provide all requested documentation. Your financial aid application cannot be processed without necessary documents.
- not be in default on a federal student loan or owe a repayment on a federal grant at any institution or the U.S. Department of Education.
- if male, be registered with selective service
- have a valid Social Security Number

## Applying For Aid

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

To apply for financial aid, you must complete a **Free Application for Federal Student Aid** (FAFSA). The FAFSA may be filed on the web at no cost. The advantages to filing your FAFSA on the Web include a faster processing time and interactive editing of your answers to lessen the chance of your application being rejected. Before attempting to complete the FAFSA, you will need to have your **Federal PIN number**. The **Federal PIN** will allow you to sign your application electronically, and if you are a continuing applicant, access your FAFSA Renewal on the web. Parents of dependent students will also need a **Federal PIN** so that they too can sign the FAFSA online. You should complete the application as early as possible, after October 1<sup>st</sup> to receive optimum consideration for financial aid resources. Please be sure to include UnityPoint Health School of Radiologic Technology in the school code section. The school code is 006267.

**Remember that your FAFSA is a snapshot of your status as of the date you complete the application. If you make a mistake, a correction may be made only to correct the error, not to update or add new information.**

## Completing Your File

UnityPoint Health School of Radiologic Technology is required to complete verification on a select number of their FAFSA applicants. The students are selected by either the US Department of Education or Unity Point Health School of Radiologic Technology. Students chosen for verification will need to submit some or all of the following:

- ✓ **Verification Packet**
- ✓ **Student's tax return transcript from the IRS**
- ✓ **Parent's tax return transcript from the IRS if the student is considered a dependent for financial aid purposes.**

Applicants should be aware that, until all required documentation has been received and accepted by the Financial Aid office, no Title IV money will be offered or disbursed. This documentation must be submitted within fourteen days of the request of by the end of the academic year, whichever comes first.

**ALL STUDENTS WILL BE NOTIFIED BY MAIL IN REGARDS TO WHAT IS NEEDED TO COMPLETE THEIR FILE. ONCE AGAIN NO AID WILL BE OFFERED UNTIL ALL REQUESTED DOCUMENTATIONS ARE RETURNED TO THE FINANCIAL AID OFFICE.**

## Need Determination

Once the student's file is complete then it is time to determine your eligibility for financial aid. The process of determining your eligibility for financial aid, commonly referred to as *need analysis*, has been legislated by the U.S. Congress using the information contained in the FAFSA. If the need analysis shows that the cost of education exceeds the amount you and your family can contribute, you will qualify for financial aid based on need. Non-need based loans are also available.

### Cost of Attendance

A standardized set of budgets is used as the basis for determining the Cost of Attendance (COA). The budgets vary based on your living arrangements while in school, living with parents or living off-campus (away from family). The Cost of Attendance is an estimate of what it will cost to attend UnityPoint Health School of Radiologic Technology. In determining this amount, both direct costs (those due to UnityPoint Health School of Radiologic Technology) and indirect costs (additional expenses not directly due to UnityPoint Health School of Radiologic Technology) are used. Included in the total are the following categories: tuition and fees, room and meals, books and supplies, personal/miscellaneous expenses, and transportation. Please keep in mind that this is an estimate and you should develop your own personal budget/cost of attendance. Periodically a financial aid survey is conducted in order to keep the indirect costs as accurate as possible.

## Expected Family Contribution (EFC)

**Your Expected Family Contribution (EFC)** reflects your (and your family's) ability to contribute to the cost of attendance. The calculations used to determine the EFC are based on the federally mandated formula known as federal methodology. The formula uses the information you supplied on your Free Application for Federal Student Aid (FAFSA). If you filed your FAFSA electronically, this figure was previously provided to you.

The following equation is used in determining financial aid eligibility:

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ - \text{Estimated Family Contribution (EFC)} \\ \hline \text{Financial Need} \end{array}$$

## Types of Aid

Once your financial need is determined, based on the need analysis, your resulting financial aid eligibility can be covered by different types of awards listed on the following pages.

### Grants

**Federal Pell Grants**, based on exceptional need, are awarded to undergraduate students who are U.S. citizens or eligible non-citizens, and who have not earned a Bachelor's degree. Students who file the FAFSA are automatically considered for Pell Grants and you are eligible based on the results of the FAFSA.

### Direct Stafford Loans

The Federal Direct Stafford Loan Program consists of low-interest subsidized and unsubsidized loans financed by the Department of Education. Loans are available to undergraduate students who are U.S. citizens or eligible non-citizens. The interest rate varies depending on the type of loan you borrow. For the current interest rate please go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Loan repayment begins six months after graduation, or dropping below half-time enrollment.

**Subsidized Federal Direct Stafford Loans** are awarded to students with financial need. Interest is paid by the government until six months after you leave school or drop below half-time enrollment status.

**Unsubsidized Federal Direct Stafford Loans** are available to all students regardless of income. Interest accrues from the date of disbursement, but the extra costs of accrual can be avoided by making regular interest payments while in school.

## ANNUAL LIMITS

<i>Dependent Students</i>	<i>Subsidized Amount</i>	<i>Unsubsidized Amount</i>
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000

  

<i>Independent Students</i>	<i>Subsidized Amount</i>	<i>Unsubsidized Amount</i>
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000

### *Aggregate Loan Limits*

Undergraduate Dependent Students: \$31,000 (no more than \$23,000 in subsidized)

Undergraduate Independent Students: \$57,500 (no more than \$23,000 in subsidized)

Subsidized and Unsubsidized Stafford Loans can be combined as long as the maximum annual and aggregate limits for the Stafford Loan Program have not been exceeded. Maximum combined funding is based on grade level and student classification.

### **Federal PLUS Loans**

Federal PLUS Loans are designed to help parents (or legal guardians) of undergraduate dependent students meet their educational costs. This is a loan that is taken out by the parent of a dependent student and then the parent is responsible for repayment. Parents may borrow up to the cost of education for the academic year, less any other financial aid received.

#### Interest Rate

Please go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for current interest rate.

#### Repayment

There is no grace period so the parent must begin repayment 60 days after the loan is fully disbursed. The parent can apply for an in-school deferment through the Department of Education that will defer repayment until their son/daughter graduates or drops below half-time.

#### Qualification

To qualify for the PLUS loan, parents must have a satisfactory credit history. Individuals who don't pass the credit check are eligible to obtain a co-signer and reapply. If parent does NOT want to pursue a co-signer, the student would be eligible for additional unsubsidized loan funds of up to \$4,000.

#### Applying

Parents can apply for the PLUS loan by filling out the PLUS loan application. Students may obtain this application by going to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### Master Promissory Note

Once the PLUS application has been completed by the parent and the application has been approved, the parent will need to complete a **Parent Master Promissory Note**.

## Private Loans

Private loans are not awarded as part of the original aid package, but are initiated by the student in the event that the funds from the FAFSA does not provide enough funds to cover their educational costs. **Students should be sure they have used all funds through the FAFSA before pursuing any private loans.** The total of all aid, including private loans, cannot exceed the student's yearly budget.

UnityPoint Health School of Radiologic Technology does not have a preferred lender list in regards to private loans. UnityPoint Health School of Radiologic technology does not endorse any lender and the borrower may choose any lender that will provide funding for a certificate program. The student will need to do a thorough web-based search for private loans that support a certificate program. Suggested lender selection criteria should include:

- ✓ Borrower Benefits
- ✓ Customer Service
- ✓ Limits on Loan sale
- ✓ Prior Business dealings with family/friends
- ✓ Consumer Complaints to Attorney General or Better Business Bureau (BBB)
- ✓ Lender's default rate
- ✓ Prior loan program experience
- ✓ Degree Requirements ensuring a certificate is listed.

## Outside Awards

An outside award is any grant, scholarship or loan not awarded by the UnityPoint Health School of Radiologic Technology Financial Aid Office. Students are expected to notify the Financial Aid Office about any expected award from an outside source. All outside awards are added to the aid package. In the event of a significant outside award, or if it raises the aid total over the amount of the cost of attendance, we may need to adjust the existing awards. We try to reduce the loans first, but each person's awards must be reviewed to determine the appropriate necessary action.

Examples of Outside Awards:

- Veteran's Benefits
- Outside Scholarships (church, work, local clubs etc.)
- Vocational Re-hab
- Job Training (WIA)
- Any other tuition assistance programs

## Award Letter

Once your file has been completed and all paperwork that has been requested has been received, an award letter will be sent to you that will show all aid that you qualify for based on the results of the FAFSA.

What should I do when I receive my financial aid award letter?

- ✓ Read your letter along with the contents of this handbook. Make sure you understand the terms of the awards offered.
- ✓ Consider the amount of debt you may incur. Review *Loan Debt*.
- ✓ Indicate your acceptance, decline or reduction of the loans offered to you.
- ✓ If accepting a loan and you are a first year student, complete the **Master Promissory Note** and **Entrance Counseling**, see **Master Promissory Note /Entrance Counseling**
- ✓ Notify the Financial Aid Office of any outside aid/scholarships you are awarded. Please review the

*Outside Awards* page in this handbook for possible suggestions.

- ✓ If the awards offered on your letter are not enough to cover your budget and you need additional assistance, please review *When Aid Does Not Cover the Budget*.
- ✓ Return one copy of the financial award letter with your signature and date. Please submit the signed copy as soon as possible. Your signature confirms your acceptance of all awards and allows us to finalize your aid.

If any future changes occur to your aid, we will provide you with a revised award letter. Please make sure you update any address, phone or email changes with the Financial Aid Office.

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### Master Promissory Note/Entrance Counseling

If you are accepting a loan on your award letter and you are taking out a loan for the first-time at UnityPoint Health School of Radiologic Technology you will need to complete a **Master Promissory Note** and **Entrance Counseling** on-line at [www.studentaid.ed.gov](http://www.studentaid.ed.gov) before you can receive any loan funds. You will need your **FAFSA PIN** number in order to complete both steps.

### Loan Debt

The good news is that loans are available to help most students pay for their education. But the amount of debt you will incur to attend UnityPoint Health School of Radiologic Technology and any other institution you attend should be carefully considered. It's a simple statement but true: loans **must be repaid**. Current credit card debt as well as undergraduate loans should also be taken into consideration. Before committing to loans, students need to understand the impact they will have in the future. Debt averages can vary, especially in light of varying program lengths. You can review your federal loan debt by accessing the **National Student Loan Database**. In addition, the **Federal Direct Loan Program** has a tool for calculating loan repayment and also explains the various repayment plans. The **Federal Direct Loan Program** repayment options are flexible, but the longer the repayment schedule, the more interest will accrue and the greater the total amount to be repaid.

#### Loan pre-payments

Both federal and private loans can be pre-paid, in part or in full, at any time without penalty. Pre-paying the interest or even the principal can lower the interest over the life of the loan.

#### Deferments for prior education loans

Students who are attending UnityPoint Health School of Radiologic Technology at least half-time are usually eligible to have any prior education loans put into deferment to stop payments (and interest charges on subsidized loans). Please also consult your individual lender. If you are eligible for a deferment, please submit your deferment form to the Financial Aid Office. A deferment cannot be completed until the student has officially registered. Once completed, the Financial Aid Office will mail your form directly to the lender and a copy will be placed in your file. Be aware that deferment policies can vary between lenders and new forms may be required each year of enrollment. Remember to follow-up with your lender to see if all requirements have been met.

### When Aid Does Not Cover Expenses

UnityPoint Health School of Radiologic Technology Financial Aid Office awards aid based on both the student's need and our resources. In some cases, we may not be able to meet the full need of a student with federal loans and grants.

Because the disbursement method for financial aid is a relatively smooth process, it is easy to lose track of the debt you will incur (see *Loan Debt*). Eliminating even small expenses can save you money. When planning your living expenses, don't assume you need the full amount of the budget in your pocket. Plan your living expenses carefully. You may be able to live for less than the budgeted amount.

A good way to begin is to list every monthly expense you have and multiply the amount over a twelve-month period. This

may be easier once you have settled in at UnityPoint Health School of Radiologic Technology. Itemizing your expenses in this way can help you to see where you can cut costs. The **Federal Direct Loan** website includes a budget calculator that may help you figure not only your expenses, but also possible areas in which you can reduce your spending. We have listed some suggestions for lowering your expenses.

- ❖ Live with roommates in order to reduce the amount you pay in rent.
- ❖ Make sure your undergraduate loans are in deferment while you are in school. Most education loans offer in-school deferment.
- ❖ Pay interest monthly when it accrues on unsubsidized loans and/or private loans whenever possible.
- ❖ When relatives are looking for birthday or holiday gift ideas, suggest tuition payments, loan payments, movie passes, gift certificates to stores where you may regularly spend money. Compile a “wish list” and keep it handy.

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- ❖ Pay with cash or your debit card. Avoid using credit cards whenever possible.
- ❖ Use savings or cash-in stocks/investments or family assistance.
- ❖ Research outside award options (see *Outside Awards*)
- ❖ Consider borrowing private loans (see Types of Aid).
- ❖ If you are a dependent student consider a Federal Direct PLUS Loan (see Types of Aid)

### **Credit cards**

Whenever possible, stop using credit cards and pay down as much of the balance as you can before you enter school. Trends show a dramatic increase in student credit card debt. Credit card payments are not factored into your budget. Ideally, the credit cards should be saved for emergency purposes. If you find yourself using your credit card frequently for school supplies, reconsider educational loan options since they probably have lower rates and defer payment.

## **Receiving Your Financial Aid Assistance**

Once your aid has been processed, funds will be disbursed as soon as registration and class attendance can be confirmed. A letter will be sent to each student receiving financial aid informing them of the disbursement date for each semester. Your financial aid check will be given to the Education Director to be released to you. Please allow at least 14 days of processing time from the first day of class before you receive your financial aid check. **If you are receiving a loan for the first-time from any institution, the Federal Government regulations require that your loans NOT be disbursed until 30 days has elapsed into your first semester at UnityPoint Health School of Radiologic Technology.**

## **Student’s Responsibility To Keep Aid**

In order to continue to receive your aid for future semesters you will need to be making Satisfactory Academic Progress (SAP) at the end of each semester. Please review the following Satisfactory Academic Progress Policy, making sure you understand your responsibilities as a financial aid recipient. Please contact the Financial Aid Office if you have any questions:

### **SAP Policy**

#### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY & PROCEDURES**

To Remain Eligible to Receive ANY and ALL of your Financial Aid

1. You must maintain a 2.0 (“C”) cumulative (overall) Grade Point Average, AND
2. You must receive a passing grade (C or above) in 100% of courses each semester.  
Students are evaluated for SAP at the completion of each semester.

**Failure to maintain # 1 and # 2 above will place you on:**

Satisfactory Academic Progress (SAP): PROBATION (for the following semester)

(You can receive aid while on SAP PROBATION, but you've been warned  
you're at risk for losing your eligibility for all Financial Aid)

**Failure to maintain # 1 and # 2 above for TWO CONSECUTIVE SEMESTERS will place you on:**

Satisfactory Academic Progress (SAP): TERMINATION (for the following semester)

(You will receive NO AID for any future semesters until you've acquired the above SAP academic requirements.). If you have extenuating circumstances, you may appeal this decision. Please see section on Appeals on page

3. The maximum time frame for financial aid eligibility is 150% of the normal program length. Since 64 credit hours are required for certificate completion, students can receive financial aid for up to 96 attempted credits. Please note: Academic progress and financial aid eligibility are also subject to other Federal regulations wherever applicable.

- Grades of F is counted in computing the student's cumulative GPA and as attempted credits but not as completed credits.
- For repeated coursework, the grade and the credits for the most recently attempted course will be counted for SAP purposes.
- Withdrawn, Incomplete, and Failures are considered attempted but not completed credits.
- Transfer credits that are accepted toward the certificate will be counted both as completed credits and attempted credits but will not be counted in computing the student's cumulative GPA.

4. Students are notified in writing within two (2) weeks of completion of each semester if they have failed to successfully complete the semester.

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*Appeals: Appeals must be filed, in writing, to the Radiology School Program Director within one (1) week of notification of failure to progress in the program. Appeals are handled on a case-by-case basis, and will require sufficient, tangible documentation in writing and solely in writing, from a "third-party" source, supporting and justifying an extenuating highly unusual circumstance(s) that significantly contributed to an adverse academic performance during BOTH of the preceding terms. Furthermore, you must explain in writing, the situation that caused the academic difficulties, explain why it was outside of your control, provide documentation, and furthermore explain why that extenuating factor is no longer present and is no longer likely to cause an academic problem.*

*Successful appeals allowing another term of probation eligibility are entirely at the discretion and professional judgment of the Financial Aid Director. The decision to hear and review this initial appeal's finding is solely at the discretion of the Financial Aid Director and Radiology School Program Director. (Allow two (2) weeks for a decision on all "SAP Appeals".)*

## **Effects of Withdrawing**

If a student withdraws completely, fails all classes or is dismissed from UnityPoint Health School of Radiologic Technology prior to completing 60% of the semester, the Higher Education amendments of 1998, Public Law 105-244 requires any federal Title IV financial aid received to be returned or repaid in accordance with federal policies.

Students will be notified if they are required to repay federal or state funds (grants and/or loans.) Failure to repay or make satisfactory payment arrangements will result in becoming ineligible to receive Federal Title IV funds at any institution.

In addition, UnityPoint Health School of Radiologic Technology is required to return any unearned portion of Title IV funds that have been used to pay tuition. Any outstanding balance resulting from such a return of funds will be the responsibility of the student. Repayment arrangements must be made with the Iowa Health – Des Moines Finance Office.

## **Special Circumstances**

If your or your parents' financial situation changes after you have filed the FAFSA, or at any time during the academic year, you should contact the Financial Aid Office for an Income Appeal Form. You will need to complete the Income Appeal Form and return it to the Financial Aid Office with supporting documentation. Changes in your financial situation include, but are not limited to, loss of employment, disability, illness, separation, divorce, or death.

## Exiting Counseling

All students who graduate, take a leave (even temporarily) or withdraw have a date when they were officially no longer attending UnityPoint Health School of Radiologic Technology. Generally, it is the end of the last day of the semester which you completed. However, if you take a leave of absence, the date will be determined by the timing of your leave. Separation may also occur from a loan standpoint if a student's enrollment drops below half-time status. At the time of the end of your enrollment/leave, you will need to complete an **Exit Interview** - an online review of your loans and responsibilities. This is required of all borrowers leaving UnityPoint Health School of Radiologic Technology.

All students may access the **National Student Loan Database** to review their federal loans. All federal loans are reported at this site, even loans from undergraduate or other graduate schools. Private loans are not reported to this site – you will need to contact that lending agency.

As a reminder, please be aware of common loan terms and functions:

**Grace period:** the time between the end of your enrollment and the beginning of repayment.

**Deferment/forbearance:** a temporary suspension of payments. Consult your lender for criteria and application. Once you graduate, a deferment or forbearance may only be used after the grace period has been exhausted.

**Capitalization:** the point at which loan interest is added to the principal of the federal loans.

## Code of Conduct for Educational Loans Summary

Iowa Code Section 261F.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, including the alumni association, booster club, and other organizations associated with **UnityPoint Health School of Radiologic Technology**, agree to the provisions of this Code of Conduct and will refrain from:

- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.

This institution is committed to providing the information and resources necessary to help every student achieve

educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

**A comprehensive Code of Conduct detailing permissible and impermissible activities has been provided to all of our officers, employees, and agents. You may review the detailed Code of Conduct on our website at**

**<http://www.unitypoint.org/desmoines/filesimages/Education%20Center/School%20of%20Radiology/ModelCodeofConduct%2011.21.pdf>**