

**COLORADO HEIGHTS UNIVERSITY  
STUDENT FINANCIAL AID INFORMATION**

Colorado Heights University recognizes that in many instances individuals and their families are not able to meet the entire cost of education. Therefore, the Financial Aid Office will assist students with the process of applying for federal student financial aid. Early planning and timely communication are important. This guide will help you complete the financial aid process.

Please contact:        **FINANCIAL AID OFFICE**  
                                 **ADMINISTRATION BUILDING ROOM 214**  
                                 **PHONE 303.937.4202**  
                                 **FAX 303.937.4023**  
                                 **EMAIL: [finaid@chu.edu](mailto:finaid@chu.edu)**

Our Federal School code is 032893

This handbook includes information on the following:

<b>STUDENT RIGHTS</b>	<b>FINANCIAL AID DISBURSEMENT</b>
<b>STUDENT RESPONSIBILITIES</b>	<b>SATISFACTORY PROGRESS POLICY</b>
<b>ELIGIBILITY REQUIREMENTS</b>	<b>APPEAL PROCEDURES</b>
<b>APPLYING FOR FINANCIAL AID</b>	<b>ASSESSMENT OF TUITION UPON WITHDRAWAL</b>
<b>VERIFICATION</b>	<b>RETURN OF TITLE IV FUNDS</b>
<b>COST BUDGETS</b>	<b>INSTITUTIONAL SCHOLARSHIPS</b>
<b>DETERMINING AWARD</b>	<b>GRANTS</b>
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**STUDENT RIGHTS**

You have the right to know:

- ◆ About Federal Student Aid program and institutional scholarships available.
- ◆ The deadlines for submitting applications for financial aid programs.
- ◆ The cost of attending Colorado Heights University.
- ◆ All required institutional refund policies.
- ◆ What criteria Colorado Heights University uses to select financial aid recipients.
- ◆ How resources such as expected family contribution (EFC), income, assets, financial aid and scholarships are considered to calculate your financial need.
- ◆ How much financial need you have according to Colorado Heights University.
- ◆ How Colorado Heights University determines if you are making satisfactory progress in your course of study, and what happens to your financial assistance if you do not make satisfactory progress.

## **STUDENT RESPONSIBILITIES**

You have the responsibility to:

- ◆ Complete your Free Application for Federal Student Aid (FAFSA) on time.
- ◆ Complete your Free Application for Federal Student Aid (FAFSA) accurately. Errors cause delays and may prevent you from receiving funds timely.
- ◆ Promptly provide signatures or documents the Financial Aid Office requests. Read and understand all papers you are asked to sign, and keep copies for your records. Documents turned in to the Financial Aid Office are for office use only.
- ◆ Accept full responsibility for all agreements you sign.
- ◆ Notify Financial Aid Office of changes in your name, address, and/or student status.
- ◆ Know and adhere to Colorado Heights University Withdrawal and Refund Policies.
- ◆ Comply with the satisfactory progress criteria to retain your financial aid awards.
- ◆ Notify the Financial Aid Office if you receive assistance that was not reported on your application for financial aid.
- ◆ Enroll for classes that apply towards your certification or degree.
- ◆ Be aware that a drug related conviction, while receiving federal financial aid, will disqualify you for one year of aid or more.
- ◆ Provide true and accurate information on applications for federal financial aid funds.
- ◆ Any person, who knowingly and willfully makes false statements, furnishes false information and/or conceals material information when applying for or receiving financial aid is subject to severe penalties from the State of Colorado and/or federal government including fines and/or imprisonment.

## **ELIGIBILITY REQUIREMENTS**

You must meet certain requirements to be eligible for financial aid such as:

- ◆ United States citizen or eligible non-citizen.
- ◆ Admitted to Colorado Heights University.
- ◆ Enrolled in an eligible certificate or a degree program of study
- ◆ Not in default on a student loan or owe an overpayment of a federal grant

You certify the following when you complete and sign the Free Application for Federal Student Aid (FAFSA):

- ◆ The information provided on FAFSA is true and complete.
- ◆ All aid funds will be used for direct and indirect educational expenses only.
- ◆ You will not receive a Federal Pell Grant at more than one school for the same time period.
- ◆ The Secretary of Education has authority to verify information on the FAFSA with Internal Revenue Service.

## **APPLYING FOR FINANCIAL AID**

- ◆ Submit the Free Application for Federal Student Aid (FAFSA) to the United States Department of Education once a year to apply for financial aid at Colorado Heights University. You may apply for a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) prior to filling out the FAFSA. Submit the FAFSA as soon as possible after January 1st at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- ◆ List Colorado Heights University on the FAFSA to ensure that we receive your information. The Colorado Heights University federal school code is 032893.
- ◆ Shortly after you submit your FAFSA, you will receive a Student Aid Report (SAR). The SAR confirms that the Department of Education processed your FAFSA. If you need to make corrections, follow the instructions on the SAR.
- ◆ To check the status of your FAFSA application, you may call 1-800-4FEDAID, (1-800-433-3243) or check on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- ◆ Submit the FAFSA no later than 45 days prior to enrollment in the ESL program:
- ◆ The completion of the FAFSA requires federal tax return data. File your federal tax return as early as possible. If you have not yet filed a federal tax return, use accurate estimates, but be aware that subsequent adjustments may delay the processing of your financial aid application.
- ◆ Your financial aid application is complete when all required documents are in our office, all discrepancies have been resolved, and you have been accepted to Colorado Heights University.

## **VERIFICATION**

### What is Verification

Verification is the process by which schools review student financial aid applications for accuracy. If you are selected for verification, Colorado Heights University must collect the documents you used to complete the FAFSA and compare them with the information you provided on the FAFSA. You will not be able to receive financial aid until the verification process is complete. Requested documents must be submitted within 30 days of notification by Colorado Heights University that you have been selected for verification. Verification of required documents is generally completed in two weeks after submission of all documents. The following are examples of documents we may request:

- ◆ Signed copies of the students' and/or parents' federal income tax returns (Form 1040, 1040A or 1040 EZ) with all schedules not worksheets) for the prior year
- ◆ Parents' and/or students' W-2(s) for the prior year
- ◆ Verification Worksheets
- ◆ Income and expense statements
- ◆ Asset statements
- ◆ Personal statement

## **SELECTING RECIPIENTS**

Institutions that participate in Federal Title IV aid programs are required to perform verification on a selection of students. Colorado Heights University will verify all applications selected by Central Processing System (CPS). Colorado Heights University also reserves the right to select a student for verification. A SFA applicant at Colorado Heights University is defined as a recipient of Federal Title IV Aid who enrolled during the award year. Students typically are selected for verification for the following reasons: FAFSA appears to contain inconsistent information, student used estimated tax return information, or the student was randomly selected.

## **DISBURSEMENTS**

Students selected for verification will not have their aid disbursed until all required documents have been received and required processing completed. If a change in award has occurred upon completion of the verification, an e-mail notification will be sent within one week. Students selected for verification after disbursements have been made, will not have adjustments made to the disbursement. However, no subsequent disbursements will be made until the verification process is completed.

Financial aid is credited to your bill each term after the Registrar confirms your enrollment status and the Financial Aid Office determines your eligibility. Colorado Heights University refunds excess money to students, after payment of direct charges. Students may pick up refund checks at the Business Office, Administration Building, Room 215.

The cost of books and supplies for ESL students are included in the tuition charged and these materials are provided to students at the start of his or her classes.

Degree students eligible for Pell Grant will have funds available in the Business Office by the seventh day of a payment period or period of enrollment to obtain required books and supplies providing:

- A student provided all verification and other financial aid documentation to financial aid office if applicable
- Financial Aid Office received all necessary documentation to determine student's eligibility for Pell Funds
- Pell funds can be disbursed 10 days before the beginning of the payment period or period of enrollment
- If funds are disbursed student will have a credit balance
- The amount provided to student to purchase books and supplies is the lesser of the presumed credit balance or the amount needed by the student as determined in the cost of attendance

A student may opt out of receiving funds for books and supplies by sending an email to [finaid@chu.edu](mailto:finaid@chu.edu)

## **CONSEQUENCES OF THE FAILURE TO SUBMIT VERIFICATION DOCUMENTS**

The timeframe for submitting verification documents for Pell recipients is 30 days after the date of notification but no later than three weeks before the end of the current term of enrollment.

FWS and Direct Stafford Subsidized Loan recipients must complete verification within 30 days of notification, but no later than three weeks before the end of the current term of enrollment.

If the student selected for verification does not provide the required documentation by deadline, then the University cannot:

- Disburse any Federal Pell Grant funds
- Allow the student to continue employment in an FWS (Federal Work-Study) job
- Certify a Direct Stafford Loan application for the student.
- Disburse Direct Stafford Loan funds to the student.
- Future registration of classes may be delayed.

## **NOTIFICATION METHODS**

If you are selected for Verification, you will find out in several ways:

1. When you receive your Student Aid Report (SAR) from the Department of Education, you will see a comment stating "Your FAFSA has been selected for a review process called verification. Your school has the authority to collect certain financial documents from you."
2. Once the Financial Aid Office receives your Institutional Student Information Record (ISIR), an email or letter "Missing Information" will be sent to you indicating what information and documents are needed. After all requested information is submitted to the Financial Aid Office, your file will be reviewed. If the Financial Aid Office has further questions regarding your file, you will be contacted for additional clarification or document requests. It is your responsibility to respond to these requests. If you do not turn in the required information, your file will be held until all missing information has been received. You are encouraged to contact the Financial Aid Office at any time with verification questions.

## **REFERRALS**

If it is determined that a student has received funds which they were not eligible to receive, the student must repay the amount. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education.

## DETERMING FINANCIAL NEED

The Department of Education determines how much you and your parents are expected to contribute to your education, according to your FAFSA information. They consider income, family size, number of family members in college, whether both parents work, assets, etc. to determine the amount of your Expected Family Contribution (EFC).

We subtract the EFC and your anticipated resources from your cost budget to determine your financial need. If your resources are less than your budget, you have financial need as defined by the Department of Education.

## COST BUDGETS

We have different cost budgets because of differences in housing costs, tuition, and transportation expenses. The budget is based on a full time enrollment. The following are the estimated student cost budgets for the ESL and BA/MBA programs for Spring 2011 semester that begins in January 2011 and ends in May 2011:

### ESL: IN-STATE

	<b>On Campus</b>	<b>Off Campus</b>
Tuition	\$4,511.00	\$4,511.00
Fees	340.00	340.00
Books/Supplies	Included in tuition	Included in tuition
Room	3,000.00	4,300.00
Board	1,500.00	1,500.00
Personal/Misc.	2,500.00	2,500.00
Transportation	2,880.00	4,320.00
<b>TOTAL</b>	<b>\$ 14,731.00</b>	<b>\$ 17,471.00</b>

### BA Degree: IN-STATE

	<b>On Campus</b>	<b>Off Campus</b>
Tuition	\$4,176.00	\$4,176.00
Fees	380.00	380.00
Books/Supplies	650.00	650.00
Room	3,000.00	4,300.00
Board	1,500.00	1,500.00
Personal/Misc.	2,500.00	2,500.00
Transportation	2,880.00	4,320.00
<b>TOTAL</b>	<b>\$ 15,086.00</b>	<b>\$ 17,826.00</b>

**MBA Degree: IN-STATE**

	<b>On Campus</b>	<b>Off Campus</b>
Tuition	\$6,462.00	\$6,462.00
Fees	420.00	420.00
Books/Supplies	780.00	780.00
Room	3,000.00	4,300.00
Board	1,500.00	1,718.00
Personal/Misc.	2,500.00	2,500.00
Transportation	2,880.00	4,320.00
<b>TOTAL</b>	<b>\$ 17,542.00</b>	<b>\$ 20,500.00</b>

Note: Awards may be revised (higher or lower) due to changes in resources and /or budget information.

**DETERMINING AWARD AMOUNTS**

The Financial Aid Office determines a student's financial aid award after reviewing the results of their FAFSA. Applications are reviewed as they are completed and funds are awarded on a first-come, first- served basis to students with the greatest need.

Financial aid awards may include a combination of scholarships and grants.

**FINANCIAL AID DISBURSEMENT**

Financial aid is credited to your bill each term after the Registrar confirms your enrollment status and the Financial Aid Office determines your eligibility. Colorado Heights University refunds excess money to students, after payment of direct charges. Students may pick up refund checks at the Business Office, Administration Building, Room 215.

**SATISFACTORY PROGRESS POLICY**

All students receiving any type of financial aid must meet the standards of progress outlined in the Colorado Heights catalog. The financial aid satisfactory progress requirements are the same as the Colorado Heights Academic standards of progress. Please refer to [CHU Catalog](#) for detailed policy.

CHU’s Satisfactory Academic Progress standards have been established to ensure the quality of educational programs offered and to ensure the responsible disbursement and administration of Federal Title IV Financial Aid. Standards of Satisfactory Academic Progress are applied to all students enrolled in CHU’s English as a Second Language (ESL), Bachelor of Arts (BA) and Master of Business Administration (MBA) Programs.

Only students who are making Satisfactory Academic Progress (SAP) as defined by this policy are considered to be in good standing and eligible to receive Federal Financial Aid.

In order to successfully complete an academic program at CHU, students must earn an institutionally defined number of semester credit hours. In addition, they must earn a minimum cumulative grade point average (CGPA). The table below explains the minimum credit and GPA requirements for CHU's four programs.

<b>Program</b>	<b>Semester Credits Needed to Graduate</b>	<b>Minimum CGPA</b>
ESL	43.20	2.0
BA	120.00	2.0
MBA	39.00	3.0

Semester credit hours are considered earned semester credit hours when students earn a minimum grade of D- in a class.

When a student does NOT earn at least the minimum grade, the credit(s) are considered attempted semester credit hours, but NOT earned semester credit hours. For example, a student who enrolls in a 3 semester credit class and earns an "F" grade at the end of the semester attempted 3 credit hours, but earned 0 credit hours.

### **FINANCIAL AID APPEAL PROCEDURES**

You may appeal due to mitigating circumstances and request reinstatement of your financial aid privileges. Supporting documentation, such as a physician's statement confirming medical reasons, may accompany your written appeal. Appeals should be submitted in writing to the Financial Aid Office. If you write an appeal, you will be notified of our decision in writing, with a new Award Letter, or by e-mail to your Colorado Heights University e-mail address.

In addition, you are eligible for reinstatement after you complete one full-time enrollment term with passing grades and attain the required satisfactory academic progress. You will need to pay for the courses you take while under suspension.

You must inform Financial Aid Office in writing about grade changes that result in reinstatement of your financial aid privileges. If you are reinstated from financial aid suspension, you will retain your eligibility for participation in the federal student aid programs.

### **ASSESSMENT OF TUITION UPON WITHDRAWAL**

Students who are registered for classes and decide not to attend have the responsibility to cancel classes before the first day of the relevant term. Non-attendance does not constitute cancellation or withdrawal. Tuition and fees for official withdrawals are adjusted according to Colorado Heights University Withdrawal Fee and Tuition Refund policy below:

- ◆ If the student withdraws within the **FIRST** week from the official start date of the semester; the student will owe **NO** tuition but must pay a \$100 Withdrawal Fee.
- ◆ If the student withdraws within the **SECOND** week from the official start of the semester; the student will owe 50% of the total tuition and must pay a \$100 Withdrawal Fee.
- ◆ If the student withdraws within the **THIRD** week from the official start of the semester; the student will owe 100% of the total tuition and must also pay a \$100 Withdrawal Fee.

## **SCHOLARSHIPS**

Students who are given Colorado Heights University scholarships and grants but withdraw from the university will be assessed the **FULL** tuition for that semester without the inclusion of the award.

### **Dormitory/On-Campus Residence**

Students who are required to stay in Colorado Heights University dormitories by policy will be responsible for the full 5-month semester charges regardless of when they withdraw.

## **PROPER WITHDRAWAL**

Students who wish to withdraw under the aforementioned policy must submit an official withdrawal form to the Business Office within the specified period of time. For example: Students who wish to withdraw during the **FIRST** week of the enrollment period must submit an official withdrawal form during the **FIRST** week of the enrollment period and so on. If a student leaves the university without officially withdrawing or if a student drops a class without completing the appropriate paperwork in time, **NO** refund will be assessed.

### **PELL Grant Recipients (FAFSA)**

If a student applies for and receives funds from the Federal Pell Award Program and then withdraws during the semester for which they were awarded, an assessment will be made according to government policy of how much the student will owe the school if a return of Title IV is required. Students will then be responsible for paying the remaining balance on their account.

Students receiving federal (Title IV) financial aid who withdraw before the 60% point in the term will be subject to the Return of Title IV Funds Policy. This is independent of Colorado Heights University calculation for refund of tuition and fees.

## **CURRENCY OF REFUNDS**

ALL refunds will be in U.S. Dollars.

- ◆ The Board of Trustees reserves the right to change any fee at any time without formal notice whenever conditions warrant such a change.

## **RETURN OF TITLE IV FUNDS**

When a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. If the total amount of Title IV grant or loan assistance, or both, that the student earned is less than the amount of Title IV grant or loan assistance that was disbursed to the student or on behalf of the student, as of the date of the institution's determination that the student withdrew the difference between these amounts must be returned to the Title IV programs.

Federal student aid recipients who withdrew from all coursework during a term is subject to the Return of title IV Funds (R2T4) policy.

The CHU Office of Financial Aid calculates the return of title IV funds for any student who receives Title IV Aid and subsequently withdraws before the end of the enrollment period.

### **Eligible Student**

The student must be fully eligible to receive federal funds prior to the date of withdrawal, that is, the conditions that make a student eligible for a "late disbursement" must be met before the student withdrew in order for title IV aid to be considered "aid that could have been disbursed" and included in the title IV calculation. For example:

- The ISIR must have been processed with an official EFC.
- The student must be in good academic standing and have met academic progress requirement.
- A Direct loan must have been certified and originated.
- CHU can prove that the student has attended one class.

### **Deceased Student**

If a federal student aid recipient dies before completing the enrollment period:

- CHU will perform the return of Title IV funds calculation and return any Title IV funds for which it is responsible to return.
- Student's estate is not required to return any Title IV funds.
- No post-withdrawal disbursement may be made.

## **Attendance**

Federal student aid recipients are required to regularly attend class for the entire term. Financial aid is awarded on the assumption that financial aid recipients adhere to this requirement and CHU's Attendance Policy. Refer to [CHU Attendance Policy](#).

A student is considered to have withdrawn from a payment period or period of enrollment if the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete.

The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of a least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period.

The total number of calendar days in a payment period of enrollment does not include days in which the student was on an approved leave of absence.

## **Official Withdrawals**

The official withdrawal date used to determine the return of funds calculation is maintained in the registrar's office; however, the Financial Aid Office receives a bi-weekly list of students who have withdrawn. The "official" withdrawal date is the date the student signed the withdrawal form.

In the event that a student signs the official withdrawal form, yet delays in withdrawing and submits the withdrawal form at a later date, the withdrawal date is the date the student signed the form.

## **Unofficial Withdrawals**

Students who cease attendance in all of their classes during the term, and don't complete official withdrawal paperwork are considered unofficially withdrawn. CHU has a mechanism in place to identify these students. Registrar Office maintains attendance records and provides list of students that have been determined as unofficially withdrawn. The attendance review is conducted on a bi-weekly basis. In addition, when professors report grades at the end of the semester, they must report additional information for any student who is receiving a failing grade. Professors are required to report whether the student stopped attending and if so, the professor must indicate the last date of attendance.

The registrar's office provides a list to Financial Aid Office of all Title IV students who received a failing grade(s) due to attendance issues.

If a student did not begin attendance in any course during the term, she/he will receive a written notification that their financial aid award has been cancelled.

If a student has non-attendance hours, in addition to completed/withdrawn hours, eligibility is recalculated based upon the hours attempted. Any aid for which the students become ineligible is returned. If the student stopped attending all classes and had hours of non-attendance, a recalculation is first performed for the non-attendance hours. Any aid for which the student becomes ineligible is returned and the R2T4 is then recalculated based upon the recalculated eligibility.

### **Leave of Absence**

A leave of absence (LOA) is a temporary interruption in a student's program of study. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring CHU to perform a Return calculation. Refer to [CHU Leave of Absence Policy](#).

CHU will not make a Direct Loan disbursement to a student on LOA; however CHU will make a Pell Grant disbursement.

### **Aid Considered in the R2T4**

The following types of aid will be considered in the official and unofficial R2T4 calculation: Federal Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct Plus (including graduate) Loans.

The following types of aid will be considered in the eligibility recalculation for hours of non-attendance: Federal Pell Grant, Direct Subsidized loans, Direct Unsubsidized loans, and Direct Plus (including graduate) Loans.

### **Institutional Charges**

Institutional charges for R2T4 purposes at CHU consist of tuition, fees, room, and board. When determining the student's institutional charges, the charges present at the time the student withdrew or stopped attending class are used. The calculation assumes that Title IV funds are directly disbursed to a student only after all institutional charges have been covered, and that Title IV funds are the first resource applied to institutional charges. In this calculation, "institutional charges" comprise the amounts that had been assessed prior to the student's withdrawal, not a reduced amount that might result from CHU's refund policy.

### **Attendance and Earned/Unearned Percentage**

The type and amount of aid that must be returned to the aid programs is based on the percentage of aid that is considered to have been unearned at the point of withdrawal. Before calculating the unearned percentage, the earned percentage must first be calculated. This is calculated by dividing the number of days attended in the semester (excluding calendar breaks of five or more days) by the number of days in the semester (excluding calendar breaks of five or more days). Weekends are included in the calculation except where a break coinciding with a weekend exceeds five days.

Once the earned percentage has been calculated, it is then subtracted from 100 to get the unearned percentage. The unearned percentage is then multiplied by the Title IV assistance received to determine the amount of Title IV aid that is unearned and must be returned.

During the first 60% of the enrollment period, a student earns title IV funds in direct proportion to the length of time during the period she/he remains enrolled. To determine how much aid was earned, Financial Aid office counts number of days student attended prior to the withdrawal date. A student who remains enrolled beyond the 60% earns all aid for the period.

### **Unearned/Earned Aid and Return of Funds**

There are two types of unearned aid: unearned aid by the institution and unearned aid by the student.

**Unearned Aid by the Institution** represents the unearned aid applied toward institutional charges and is returned within 45 days of the institution's knowledge that the student withdrew. A charge is placed on the student's account in the business office for the portion of institutional charges that are no longer paid as a result of the return.

**Unearned Aid by the Student** represents the total unearned aid less the amount unearned by the institution. Because the student is no longer attending school, he/she will simply enter the "grace" period of the loans and the student will return no loan funds. In the case of grants, half of the grant is protected and excluded from the calculation. The student is will not be required to return any grant funds if the amount is \$50 or less. Any grant funds the student is required to return are automatically returned to the federal programs by CHU. The student is then billed for the amounts returned. Because CHU returns the funds, the student does not have an overpayment and is eligible to receive financial aid in future terms.

The following is the specified order for returning unearned aid: Direct Unsubsidized Loan, Direct Subsidized Loan, Direct Plus Loan (graduate), Direct Plus Loan (parent), Federal Pell Grant.

**Post-Withdrawal Disbursement** If the student has accepted his/her federal aid and it has not disbursed, the reason for the non-disbursal will be confirmed. If any of the following conditions have been met below the aid will be included in the "Aid that Could Have Disbursed" section of the calculation to determine if a post-withdrawal disbursement is due:

- a. **Federal Pell Grant**- ISIR received date with an "official" EFC preceding the withdrawal date and student meets all other eligibility criteria.
- b. **Direct Plus, Subsidized, and Unsubsidized Loans**- Loan had originated prior to withdrawal date and Master Promissory Note was signed prior to R2T4 calculation date.

If the post-withdrawal disbursement calculation indicates that a post withdrawal disbursement is due from grant funds and the student has outstanding institutional charges, the funds are automatically applied to the student's account in business office. If the calculation indicates that a post-withdrawal disbursement is due from loan funds or grant funds remain available after being applied to outstanding institutional charges, the student/parent is sent a letter notifying him/her of the amount available. The student/parent is asked to return the letter within 14 days indicating whether he/she wishes to receive the aid and if so, the amount. When a loan is offered, the letter contains language reminding the student of the loan obligation should he or she choose to receive it.

If the letter is not received within 14 days but is received within applicable late disbursement provisions outlined in 34 CFR 168.164 and the student/parent is requesting disbursement of the funds, CHU will disburse the funds.

### **Notification**

In addition to notifying students of potential eligibility, letters are mailed to all students and parents (Plus only) any time aid is returned as a result of the R2T4 calculation. Students and parents (Plus only) are also notified when the aid is adjusted as a result of non-attendance hours. The letters are mailed to the students' permanent address.

## **INSTITUTIONAL SCHOLARSHIPS**

Colorado Heights University offers merit-based scholarships to first time applicants and continuing students.

First time applicants must submit Admission Application and all documents required by the Admissions Office. If applicant is accepted into CHU BA or MBA Program, the Scholarship Selection Committee will review applicant's transcript from previous school(s) to determine eligibility and amount of scholarship. Each individual applicant will be notified of the scholarship offer along with the Admissions Acceptance Letter.

Scholarship offer will reflect total amount of scholarship to be applied to each of the next two subsequent semesters within the academic year.

Example: an applicant receives \$1,000 offer to be applied in two equal \$500 amounts for the next two semesters within the academic year.

- Following is the BA applicant scholarship chart based on CGPA and tuition for full-time enrollment:
  - 3.250-3.599 = 13% of tuition
  - 3.600-3.700 = 15% of tuition
  - 3.701-3.800 = 17% of tuition
  - 3.801-3.900 = 19% of tuition
  - 3.901-3.999 = 21% of tuition
  - 4.000 = 24% of tuition

- Following is the MBA applicant scholarship chart based on CGPA and tuition for full-time enrollment:
  - 3.250-3.749 = 10% of tuition
  - 3.750-3.799 = 15% of tuition
  - 3.800-3.899 = 18% of tuition
  - 3.900-3.999 = 20% of tuition
  - 4.000 = 24% of tuition

All continuing BA or MBA students are eligible for merit-based scholarship if they meet following requirements:

- Full time enrollment of 12 credit hours for the BA program and 9 credit hours for the MBA Program.
- Good standing with the Business Office as required by the Business Office Payment Policy at all times.
- BA returning students must meet minimum 3.600 CGPA for the previous academic year. Example: CGPA is 3.600 for academic year ending Spring 2011. Student is eligible for scholarship offer for Fall 2011 and Spring 2012. The total amount is applied in two equal semester amounts within the academic year.
- MBA returning student must meet minimum 3.750 CGPA for the previous academic year. Example: CGPA is 3.750 for academic year ending Spring 2011. Student is eligible for scholarship offer for Fall 2011 and Spring 2012. The total amount is applied in two equal semester amounts within the academic year.
- A student must remain full-time student for the academic year for which scholarship was offered.
- A student must remain in good standing with Business Office Payment Policy for the academic year for which scholarship was offered.
- The scholarship amount cannot be appealed, changed, transferred or postponed.
- Scholarship offered is good for one academic year. Should a student take a semester off or drops below full-time enrollment, a student will be re-evaluated for a scholarship prior to re-enrolling.
- Following is the BA returning student scholarship chart based on CGPA and tuition for full time enrollment:
  - 3.600-3.700 = 15% of tuition
  - 3.701-3.800 = 17% of tuition
  - 3.801-3.900 = 19% of tuition
  - 3.901-3.999 = 21% of tuition
  - 4.000 = 24% of tuition
- Following is the MBA returning student scholarship chart based on CGPA and tuition for full time enrollment:
  - 3.750-3.799 = 15% of tuition
  - 3.800-3.899 = 18% of tuition
  - 3.900-3.999 = 20% of tuition
  - 4.000 = 24% of tuition

- A scholarship offer will be communicated to each individual student recipient no later than the first day of the registration period.
- All scholarship decisions are made by the Scholarship Committee.
- All scholarship amounts are rounded-up or down to the nearest dollar.

## **GRANTS**

### Federal Pell Grant

The federal Pell Grant is for certificate and degree seeking undergraduate students who demonstrate high financial need on their FAFSA. Students who have completed the FAFSA process are automatically considered for the Pell Grant. Pell Grants range from \$555 to \$5,550. Students attending less than full-time may receive a proportionately reduced Federal Pell Grant.

The Office of Financial Aid sends you an Award Letter when we confirm your financial aid eligibility.

Pell Grant is disbursed in two equal installments during the award year. Disbursement will occur by the first day of classes each term, when enrollment and eligibility is confirmed. The University automatically credits the money to your bill and refunds the balance, if any, to you.