

# FINANCIAL INFORMATION

## Tuition and Fees for Undergraduates

At Southwest Baptist University we strive to partner with you and your family to make your Southwest Baptist University education a reality. Financial support, which the school receives from the Missouri Baptist Convention, the Bolivar community, alumni, and other sources, enables the institution to keep expenses for the student below that of most private, higher education institutions. **The University reserves the right to adjust or revise the charges at any time during the year.** Students are encouraged to keep their personal finances within moderate limits. The student should also budget for personal and transportation expenses as well as reasonable amounts for clothing, entertainment, and incidental expenses. All students, whether on or off campus, need to have adequate health insurance. Insurance may be purchased through the University if the student does not have health insurance otherwise.

The University does not provide banking services on campus. There are several banks in Bolivar, all of which provide for personal accounts. Brochures for these accounts can be found at the Cashiers' window in the foyer of the Sells Administration Building. An ATM is available on campus for the convenience of our students. All students working for the University will be paid by direct deposit. Therefore, for this purpose, student employees of the University must have an active checking or savings account on which their names show as one of the owners of the account.

**Enrollment Deposit** ..... \$150

### Undergraduate Tuition, Fees, and Room and Board in University Housing

	Per Semester	Total Fall/Spring
<b>Tuition</b> (12 - 18 hours)	\$9,180	\$18,360
Tuition above 18 hours - per credit hour- \$560		
<b>Room – Standard Dorm Room With Fees</b>	\$1,575	\$3,150
<b>Cafeteria – Standard 20 Meal Plan</b>	\$1,600	\$3,200
<b>Mandatory Fees – Student Services Fees</b>	\$395	\$790
<b>Total Tuition Room, Board and Fees for Standard Undergraduate Accommodations in University Housing*</b>	\$12,750	\$25,500

### Undergraduate Tuition, Fees, in Off-campus Housing

	Per Semester	Total Fall/Spring
<b>Tuition (12-18 hours)</b>	\$9,180	\$18,360
Tuition above 18 hours - per credit hour- \$560		
<b>Mandatory Fees – Student Services Fees</b>	\$395	\$790
<b>TOTAL Tuition &amp; Fees for Off-campus Housing*</b>	\$9,575	\$19,150

**NOTE:** All mandatory fees are non-refundable.

**NOTE:** The University charges, shown above, are prior to a student being awarded private or federal financial aid or University scholarships. See pp. 25 and following for this important information.

\*Amounts presented above do not include required course/lab fees. See course descriptions in catalog and/or semester course schedule listing (*The Course Source*).

**Undergraduate Tuition and Fees, Branch Campuses/Off-Campus Sites (all semesters)**

Tuition - per credit hour	
Mountain View .....	\$170
Salem .....	\$170
Springfield	
General courses .....	\$205
A.S.N. courses .....	\$405
B.S.N./HSC courses .....	\$310
ASN Special Assessment Fee per semester .	\$180
ASN Lab Fee per semester .....	\$160
Radiology courses .....	\$200
Professional fees for nursing courses are listed in the catalog description of courses.	
Auditing Fee .....	Half the credit hour tuition
Mandatory Fees - per semester	
Assessment fees	
Less than full time .....	\$20
Full time (12 hours or more) .....	\$25
Technology fee (12 or more hours per semester)	\$130
Technology fee (6 to 11 hours per semester) .....	\$110
Technology fee (Less than 6 hours per semester)	\$105

**All mandatory fees are non-refundable****J-Terms (January, June, July)****Summer (June and July) 2012 Costs (Bolivar campus)****Undergraduate**

Tuition.....	\$275 per credit hour
Dorm room.....	\$420 per term/\$110 per week
15 Meal Plan.....	\$430 per term/\$115 per week
Student Services fee.....	\$75 per term

**Winterfest (January) 2013 Costs (Bolivar campus)****Undergraduate**

Tuition.....	\$275 per credit hour
Dorm room.....	\$315 per term/\$115 per week
20 Meal Plan.....	\$430 per term/\$150 per week
Student Services fee.....	\$65 per term

**OLIS (Online Independent Study) Course Fees**

Tuition - per credit hour .....	\$170
Handling fee - per course, non-refundable.....	\$25
Extension fee - per credit hour, per course, non-refundable.....	\$25

**Online Course Fees**

Tuition - per credit hour .....	\$325
Student Technology fee - per term.....	\$30

**Part-Time (less than 12 hours)****Student Fees (Bolivar campus)**

Undergraduate tuition - per credit hour.....	\$715
Undergraduate audit - per credit hour .....	\$358
Dually Enrolled tuition - per credit hour.....	\$215
Polk County Opportunity tuition - per credit hour ...	\$215
Student Services fee - per semester	
1-5 hours .....	\$160
6-11 hours .....	\$364

**All mandatory fees are non-refundable.****Special Fees (Non Refundable)**

(Charged to students using the designated service)

Change of final examination fee .....	\$30
Department exam testing fee .....	\$30
Transcribing fee - per credit hour .....	\$40
Dishonored check fee.....	\$25
Lab/course fees .....	see course descriptions
Late registration fee .....	\$175
Fee for withdrawal from class after last day	
to add classes - per class .....	\$25
Student teaching fee.....	\$300

**Applied Music Fees**

Private lessons - per hour per semester .....	\$175
Practice room fee - per semester.....	\$25

**Graduation Fees**

Associate of Arts.....	\$65
Associate of Applied Science .....	\$65
Associate of Science in Nursing* .....	\$135
Associate of Science .....	\$65
Bachelor of Arts.....	\$65
Bachelor of Science .....	\$65
Bachelor of Applied Science .....	\$65
Bachelor of Science in Nursing** .....	\$120
Bachelor of Music.....	\$65
Master and Specialist .....	\$75
Doctor of Physical Therapy .....	\$180

\*Includes fees for photos for Missouri State Board of Nursing NCLEX Application and ASN nursing pin.

\*\*Includes fee for BSN nursing pin.

## Registration Procedures

### Registration (Bolivar campus only)

The registration process consists of the following events:

1. **Paying a \$150** registration pre-payment.
2. **Registering for classes** with advisor.
3. **Receiving a billing packet** that contains the bill for the classes chosen, a schedule of chosen classes, payment plan information, and other pertinent information relating to finalizing the registration process.
4. **Finalizing registration** by making full payment of the bill or making financial arrangements for full payment of the bill through scholarships, federal financial aid, or an acceptable payment plan. The billing packet will have a due date for completion, which must be met to avoid a late registration fee.

### Registration (Springfield campus/College of Nursing only)

The registration process consists of the following events:

1. **Students are required to register during the published registration period.** All other registrations are considered late registrations (see Late Registration Finalization for Springfield/CON campus for details).
2. **Current SBU Springfield/CON ASNBSN/HSC students** may self-register online if their account is in good standing and they have met with their academic advisor prior to registration. Pre-nursing and all other students are required to meet with an academic advisor and are not eligible to self-register online.
3. **Receiving a billing packet** that contains the bill for the classes chosen, a schedule of chosen classes, payment plan information, and other pertinent information relating to finalizing the registration process.
4. **Finalizing registration** by making full payment of the bill or making financial arrangements for full payment of the bill through scholarships, federal financial aid, or an acceptable payment plan. The billing packet will have a due date for completion.

### Late Registration Finalization (Springfield campus/College of Nursing only)

Any student who has not registered during the published registration period is considered a late registration. Late registrations may require proof of financial aid eligibility and/or payment may be required by the published payment deadline.

### Registration at Branch Campuses

For information about registration at branch campuses and off-campus sites, prospective students should contact specific branch campuses and off-campus program sites.

### Late Registration Finalization

Late registration finalization is permitted after classes begin until the published last date to add classes. **However, students failing to finalize registration by the due date will be billed a late registration fee of \$175.**

Those students not registered by the first day of classes will **not** be immediately billed the \$175 fee. However, the students should be prepared to register and finalize registration at the time of selecting their classes. The late registration fee of \$175 will be billed to those students not registering by the first day of classes if finalization of registration **has not been completed within one week** from the date of registration.

## Payment of Accounts

All charges for tuition, fees, and room and board are due in full at the beginning of each semester. These expenses will be reduced by any appropriate financial aid (scholarships, federal aid, etc.) and loans. The net amount due can be set up on a pre-approved payment arrangement as provided by the University. Complete information on such payment arrangements may be made with the University's Credit and Collections Manager.

### Student's Financial Responsibility

ANY STUDENT WHO IS FOUND TO BE NEGLIGENT IN MAKING ADEQUATE ARRANGEMENTS TO PAY HIS OR HER ACCOUNT OR IS NEGLIGENT IN ABIDING BY THE ARRANGEMENTS MADE TO PAY HIS OR HER ACCOUNT ARE SUBJECT TO IMMEDIATE DISMISSAL. **No student is permitted to finalize registration until all account balances have been settled or satisfactory arrangements have been made with the Credit and Collections Manager.** To aid students in paying accounts, the University offers a variety of financial avenues (see scholarships, loans, grants, and work study). Interest will be charged on unpaid balances at an annual rate of 9%. Delinquent accounts requiring additional collection efforts will be subject to the costs incurred for collection, including, but not limited to, legal fees and collection agency costs.

## Tuition Refund Policy

The University has three basic semester terms: (1) Fall/spring semester, (2) Winterfest/four-week summer term, and (3) eight-week summer term. These are generally defined as:

1. Fall/spring semester: 16 week semester having 75 class days (15 weeks of five days each) and final exams
2. Winterfest/four-week summer term: three or four week term having 15 class days and final exams
3. Eight-week summer term: eight-week term having 31 days of classes and final exams

The following refund policy relates to the above structure:

	Fall/Spring	Winterfest/Four-Week	Eight-Week
Prior to first day of class	100%	100%	100%
During first 5 class days of semester or term	100%	75%	100%
During next 5 class days of semester or term	75%	50%	75%
During next 5 class days of semester or term	50%	0%	25%

Classes may meet on a regular basis throughout the week or on a once-per-week basis. This policy counts class days as if all classes were meeting daily. Therefore, if classes for the term begin on Tuesday for a given term or semester, then from that first Tuesday through the following Monday will count as the first five class days. If classes for a given term or semester begin on Monday, but the first class is not until Friday, for purposes of the refund calculation, by the end of that Friday, the first five class days of the term will have expired.

Other classes that meet on a term that is not defined above (one weekend, etc.) will be allowed a 100% refund if the withdrawal occurs before the first class. Withdrawals during the term will be proportionately based on the fall/spring chart.

### Registration Pre-payment Refund (Bolivar campus)

A registration pre-payment of \$150 is required for all students registering for classes in the fall. The deadline for the request for a refund must be made by the following dates:

Fall semester ..... July 1

### OLIS Course Refunds

Refunds on the tuition charges for **OLIS courses** will be according to the following schedule:

From date of registration:  
 0 to 30 calendar days ..... 100% tuition  
 After 30 calendar days ..... No refund

### Housing and Board Refunds

Refund on housing and board (cafeteria plan) charges, excluding the housing deposit, will be according to the following schedule:

Withdrawal from school or from housing:

Prior to the start of classes ..... 100% refund  
 Before the fifth class day ..... 90% refund  
 After the fifth class day ..... No refund

### Special Circumstance Tuition Refunds

Students may request the special circumstances refund withdrawal calculation if they must withdraw for the following reasons:

1. Illness, certified by a physician (copy of physician's request to withdraw required)
2. Students called into active military duty (copy of orders required)

The tuition, room and board charges will be refunded based on the percent of the term attended. Financial assistance will be cancelled based on institutional and federal policies. (Students should contact the Office of Financial Aid for further details).

The Special Circumstance Request Form must be submitted prior to the end of classes for the term in which the special circumstance occurs.

### Cancellation of Federal Financial Assistance

Students who have been awarded federal financial assistance from the University and withdraw from school or cease to attend classes are subject to the cancellation of their federal financial assistance and the removal of the awards previously credited to their accounts. **Non-attendance of classes does not constitute official withdrawal from the University. Students must complete the official withdrawal process through the University. Applicable refunds for students receiving federal and/or state financial aid funds will be calculated in reference to the student's last date of documented attendance.**

**Warning:** Students who drop classes during the institutional refund period which causes their enrollment to be other than full-time status will be considered ineligible for full federal financial assistance awards. Federal financial assistance credit will be removed from a student's account in accordance to the lower number of credit hours.

Cancellation of federal financial assistance will be made in accordance with current federal regulations and will be processed by the Office of Financial Aid. For information concerning the current federal financial assistance cancellation policies, students should contact the Director of Financial Aid.

### **Cancellation of Other Financial Assistance and Scholarships**

Scholarship and other institutional awards are subject to cancellation and the removal of credit from the students account if they withdraw from school, cease to attend classes or are deemed ineligible due to their status of less than full-time. (Exception: Students attending other than the Bolivar campus may be eligible to receive limited private scholarship awards if attending less than full-time.)

Before dropping a class or withdrawing from school, students should consult with their academic advisor, and contact the Office of Financial Aid to determine the financial impact of their decision.

#### **1) Dropping Classes**

Students who drop a class during the institutional refund period will lose eligibility for scholarships, should that dropped class put them below the hour requirements as specified for that scholarship.

#### **2) Withdrawing from School**

Students who withdraw from school during the institutional refund period will have scholarships prorated based on the tuition refund for that semester. Students who withdraw after the institutional refund period will maintain scholarships that have been awarded for the semester.

### **Transcripts**

Requests for transcripts must be made in person or on the web via the National Student Clearinghouse. Requests are on the website <http://www.sbuniv.edu/Reg/transcript.HTM>. Click on National Student Clearinghouse, which is highlighted in blue. On their website, scroll down and click on the bottom Order Transcript.

No transcript will be released until all accounts at the University have been paid in full. Additionally, Perkins/National Direct Student Loan repayments must be current and student loan exit interviews must be completed.

Transcript fees are as follows:

Official Transcripts in person are \$8.00 for 24 to 48 hour delivery; \$15 for immediate delivery. The official transcript is printed on security paper with the University Seal and the signature of the Registrar. Unofficial Transcript - hand delivered in person - \$5.00; \$7.00 if we fax it. The unofficial transcript does not carry the University Seal or the signature of the Registrar.

## **University Scholarships**

Southwest Baptist University provides scholarships to worthy undergraduate students attending the Bolivar campus who are of high scholastic rank and to those in certain special categories. Requests for scholarships should be addressed to the Office of Admissions, unless otherwise indicated in the provisions for a particular scholarship.

### **General Regulations**

1. Undergraduate scholarship recipients must be enrolled full time (12 hours or more) at the **Bolivar campus** to qualify for scholarships unless otherwise stated in the individual description of the scholarship. Exception: Students enrolled in at least 6 credit hours of undergraduate classroom course work during the final semester of their degree program prior to graduation may receive all institutional scholarships for which they are eligible up to their charges for that semester.
2. Students will receive the scholarships for which they are eligible and recommended, provided (a) they have supplied all necessary information and required forms within the deadline dates and (b) their total financial aid provided by the University does not exceed their college costs (as indicated by the catalog) or violate the conditions for receiving the assistance.
3. Scholarships are awarded on an annual basis reflecting credits earned in the fall and spring semesters only and not for the January or summer terms. Renewal, where applicable, is on an annual basis. Because recipients of scholarships normally can complete their degrees in eight semesters, recipients are ineligible for scholarships beyond the tenth semester, regardless of whether they have received 10 semester awards under the scholarship. **Scholarships are not available for graduate studies.**

4. Failure to abide by regulations regarding academic achievement and conduct may result in cancellation of the scholarship.
5. Scholarship awards are subject to cancellation and the removal of credit from students' accounts if they withdraw from school, cease to attend classes, or are deemed ineligible due to failure to maintain full-time status. (See Cancellation of Scholarships Policy.)
6. Deadlines for submitting applications, required documents, or data have been set by the administration of the University. Failure to adhere to the criteria for each scholarship may make students ineligible to receive awards at a later date.
7. All scholarships provided by the University, other than those funded through other sources, are subject to future action by the University, either to limit or discontinue the same.
8. All scholarships require a 2.00 minimum GPA for renewal, unless otherwise stated.
9. Institutional and non-institutional aid may not exceed the total cost of attendance. In such instances, institutional aid will be reduced.
10. Scholarships and grants received by degree-seeking students are tax free to the extent used for tuition, fees, books, and supplies during the grant period. To determine potential tax liability, students and their families should consult a personal tax advisor or view IRS Publication 520 on the Internal Revenue Service Web site at [www.irs.gov](http://www.irs.gov).

Scholarship assistance for qualified students, as described below, originates from many sources. Many individuals and organizations have made generous gifts to Southwest Baptist University. Therefore, recipients of scholarships should demonstrate fidelity to the University, denomination, and Christian ideals that have prompted individuals and organizations to provide these scholarships.

## **Academic Scholarships First-time Freshmen Students**

### **J.R. Maupin Founders Award**

This academic award, named for one of SBU's founders, is a full-tuition scholarship. To be eligible to apply for this scholarship, students must show academic excellence of a 3.85 GPA and a 30+ ACT/1340 + SAT. Eligible students receive an application for the scholarship shortly after admission. Students must complete the scholarship application process to be considered for one of the scholarships offered. Students receiving this scholarship are not eligible for any other SBU scholarship funds. All J.R. Maupin applicants are guaranteed the Ingman Distinguished Scholars Award. Students must be enrolled full-time, and maintain a 3.25 cumulative GPA for annual renewal.

### **Dutile Scholars Award**

This academic scholarship is valued between \$500-\$2500. If you qualify for the Ingman Distinguished Scholars Award, then you may apply for this scholarship. To apply, complete the Scholars Application prior to the deadline and attend Scholars Day.

### **Ingman Distinguished Scholars Award**

This academic scholarship is valued at \$9,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### **Pike Scholars Award**

This academic scholarship is valued at \$8,500. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### **Board of Trustees Scholars Award**

This academic scholarship is valued at \$8,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### **Presidential Scholars Award**

This academic scholarship is valued at \$7,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### **SBU Achievement Grant**

This grant is valued at \$4,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

## Academic Scholarships Transfer Students

### J.C. Pike Transfer Award

This academic scholarship is valued at \$7,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### Board of Trustees Transfer Award

This academic scholarship is valued at \$6,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### Presidential Transfer Award

This academic scholarship is valued at \$5,000. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

### SBU Transfer Grant

This grant is valued at \$3,500. Students must be enrolled full-time and maintain a 2.00 cumulative GPA for annual renewal.

## Church-Related Scholarships

### Church-Related Vocation Scholarship

The Church-Related Vocation Scholarship is \$2,000 per year. Recipients of this award must major in Biblical Studies, Christian Ministries, Religious Studies, Intercultural Studies, Church Music or Church Recreation. Students must submit applications and other required supporting documentation. Recipients are expected to participate in Southwest Baptist University's In-Service Training Program and must complete The Baptist Denomination (THE 3023).

### Dependent of Church Minister Scholarship

The Dependent of Church Minister Scholarship is an annual award of \$1,000. In order to qualify the student must meet one of the following criteria: 1) Spouse or dependent unmarried son/daughter of person engaged as church-related vocation professional, or 2) spouse or dependent unmarried son/daughter of retired or deceased church-related vocation professional (as long as the deceased person's spouse has not remarried), or 3) spouse of church-related vocation majors enrolled at Southwest Baptist University. Application required.

## Performance Scholarships

### Art Scholarship

Art scholarships are available to students who demonstrate outstanding ability in art. Recipients are required to major in art. Scholarships are awarded on the basis of portfolio review, past achievements in art, recommendation from high school art teacher, and academic record, including high school and ACT scores. Scholarship forms may be obtained from the Department of Art or by going to <http://www.sbuniv.edu/art/shipinfo.htm>. Inquiries should be directed to the Department of Art. Portfolios and applications are due by the end of the fall semester for the following academic year.

### Athletic Scholarship

Scholarships are available to selected individuals who exhibit athletic skill and academic promise. Satisfactory academic progress must be shown each year in order for aid to be continued. Scholarships are offered to men for basketball, football, baseball, golf, cross country/track, and tennis programs. Scholarships are offered to women for basketball, softball, volleyball, cross country/track, soccer, and tennis programs. Questions concerning athletic scholarships should be directed to the coach of each particular sport or to the Director of Athletics.

### Music Scholarship

Scholarships are available to selected students who demonstrate special skill in voice, piano, organ, strings, or wind/percussion instruments. Auditions are required. Information concerning procedures, dates of auditions, and requirements may be obtained by contacting the Department of Music. To retain a music performance scholarship, students must satisfactorily perform in their appropriate ensembles and maintain a GPA of at least 2.00.

### **Speech and Debate Scholarship**

Scholarships are available to students who demonstrate outstanding abilities in individual speaking and/or debate. Recipients are not required to major or minor in communication but are expected to participate as active and productive members of the intercollegiate speech and debate team. Scholarships are awarded on the basis of past achievements, grades, recommendations, the potential for strong team citizenship, and promise of success. Inquiries should be directed to Dr. David Bailey, Director of Forensics and Chair of the Bob R. Derryberry School of Communication Arts. Awards are approved on a semester basis for selected students who maintain at least a 3.00 GPA.

### **Theatre Scholarship**

Theatre scholarships are available to students who demonstrate outstanding abilities in drama. Recipients are required to major or minor in theatre or communications and are expected to participate in university dramatic productions. Scholarships are awarded on the basis of past achievement, grades, recommendations, and promise of success. Inquiries should be directed to the Theatre Office. Recipients must maintain at least a 2.00 GPA.

## **Special Scholarships**

### **Church Matching Scholarship**

A student's **home** church may contribute any dollar amount the church chooses (fall and spring only); SBU will match those church funds with a maximum of \$500 (\$250 fall/\$250 spring). An agreement between SBU and the student's home church is required. Church funds and required form(s) must be received by SBU during the semester for which the funds are intended. To benefit the student, it is recommended that SBU receive church contributions and form(s) by July 1 for the fall semester/year and/or December 1 for the spring semester. An interested student must submit the name of his or her home church, the church address, and a contact person at the church to the Financial Aid Office. Required forms will be mailed annually to the home church in early May.

### **Dependent of Missionary Scholarship**

\$1000 annually if you have a parent or spouse who is currently serving on the mission field with the International Mission Board (IMB), North American Mission Board (NAMB), or another approved missions organization. The student must be enrolled full-time and maintain a 2.00 cumulative GPA.

### **Missouri Minority Teaching Scholarship**

The Missouri Minority Teaching Scholarship is a renewable (upon application for up to four years), \$3,000 scholarship. Two-thirds of the scholarship is paid by the State of Missouri and one-third is paid by the University. Application deadline of February 15 is established by the State of Missouri. Information regarding application procedures may be obtained from the Office of Teacher Education. Scholarship recipients must teach in a Missouri public school for five years after receiving certification or the scholarship converts to a loan that must be repaid. The Missouri Minority Teaching Scholarship is administered by the Missouri Department of Higher Education (MDHE).

### **SBU Sibling Scholarship**

SBU offers a scholarship to students who have an undergraduate sibling from the same household who will both be attending the Bolivar campus. The amount of the award is \$500 per year for each student. The scholarship will be renewed if the sibling continues to be a Bolivar student and/or graduates from SBU.

### **Other Institutional Scholarships**

Southwest Baptist offers a limited number of other institutional scholarships that are awarded by the Office of Financial Aid to incoming students with special needs. Students must be full-time and make academic progress for the award to be renewed. Renewal is also contingent upon the availability of funds.

## **Private Scholarships**

Friends of the University have provided both endowed and non-endowed scholarship funds for qualified undergraduate students attending the Bolivar campus. Current students may obtain complete information about private scholarships from Cindy Rice, Private Scholarship Coordinator. New students should contact their admissions representative.

A limited number of private scholarships are available to students attending branch campuses. Interested students may contact the branch campus of attendance for more information.

## Federal or State Assistance Programs

Southwest Baptist University offers a comprehensive financial assistance program designed to recognize student financial needs and to meet these needs with a combination of university, federal, state, and private assistance sources. Most assistance is awarded on the basis of financial need, and the total amount of assistance cannot exceed the cost of attendance. The assistance extended to students consists of loan, grant, and work programs that are administered by the Office of Financial Aid. Application for assistance is made by filing a Free Application for Federal Student Aid (FAFSA). If the student is selected for verification, the Office of Financial Aid will request additional information from the student/parent.

All assistance application forms must be completed before aid can be awarded by the University. Application for admission to SBU must also be in progress so that scholarship information can be compiled with financial assistance data. All questions concerning the application process, application deadlines, or the following available assistance programs should be directed to the Offices of Financial Aid or Admissions.

### Access Missouri Program

The Coordinating Board for Higher Education has established the Access Missouri Program for permanent residents of Missouri who will be attending college in Missouri on a full-time basis. Awards from this program may range up to \$4,600 and can be applied for by completing the FAFSA online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). FAFSA forms must be received by the federal processor by April 1.

### Federal Pell Grant

The Pell grant is funded by the U.S. Office of Education. Grants range up to \$5,550 and are dependent upon need, as determined by the FAFSA.

### Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grant funds are allocated to the University by the federal government and are awarded based on financial need. Grant awards are dependent upon the need of the student and the funds available. Students with the greatest financial need and who apply by the institutional deadline of March 15 have priority on receiving SEOG funds.

### Federal College Work Study

Southwest Baptist University participates in the Federal College Work Study Program, which enables those students having financial need and seeking employment to have jobs on campus. Students must be qualified on the basis of financial need as well as ability to do a specific job. This program is designed to assist students in meeting their university expenses. All wages, hours of work, and job descriptions are controlled by federal regulations. Students are expected to abide by the guidelines of their particular work study assignments and to perform the duties satisfactorily as outlined by job supervisors. Federal College Work Study funds are limited. Prior to starting work, Human Resources must have on file a completed I-9 form and copies of two forms of identification.

### Entrance Interview

Southwest Baptist University must have on file an entrance interview before any student may receive funds from either the Perkins or direct loan programs.

### Federal Perkins Loan

Federal Perkins loans are available to qualifying students in amounts related to financial need. Applicants must be eligible citizens or eligible non-citizens who are making academic progress and show financial need based on their families' income and resources. No interest is charged or payment expected while students are carrying at least half of the normal full-time class load. Repayment begins, with interest accruing at 5% per year on the unpaid balance, nine months after students cease to be enrolled on a half-time basis. Payment schedules may extend to a maximum of 10 years, with at least 10% of the principal due each year. A minimum repayment of \$40 per month is required on loans made after July 1, 1972. Before funds can be issued, borrowers must sign promissory notes and affidavits of educational purpose. Some limited repayment deferments and cancellation benefits are available to students entering certain vocations.

### Federal Direct Subsidized Loan

Federal Direct Loans are available to students who are enrolled on at least a half-time basis and who demonstrate financial need. Eligible students may borrow up to \$3,500 for their first year of school (0-29 hours), \$4,500 for the second year (30-63 hours), and \$5,500 for the third (64-95 hours) fourth and fifth years (96+ hours) of school. Repayment begins six months after half-time enrollment status ceases, at a minimum rate of \$50 per month plus interest. The interest rate will not exceed 6.8%.

### Federal Direct Unsubsidized Loan

Many of the terms for the Federal Direct Unsubsidized Loan mirror those of the Federal Direct Subsidized Loan described above. Deferments are the same as for the Subsidized Loan; however, no in-school interest subsidies are provided by the federal government. The interest rate is currently at 6.8%. In addition to the Subsidized amounts, dependent undergraduates may borrow an additional \$2,000 per year in Unsubsidized Loans. Independent first- and second-year undergraduates and dependents whose parents have been denied a plus loan may borrow an additional \$4,000 in Unsubsidized loans. Independent third- and fourth-year undergraduates and dependents whose parents have been denied a plus loan may borrow an additional \$5,000 in Unsubsidized Loans.

### Direct Plus Loan (Parent loan)

The Parent Loan program was established to enable parents to borrow money to assist in the post-secondary educational expenses of their dependent sons and daughters. Eligible parents may borrow up to the total cost of attendance, less students' financial assistance per academic year on behalf of each dependent undergraduate student. The first payment is due within 60 days of the date the loan is disbursed. The interest rate is currently at 7.9%. Some deferment opportunities are available. Interested students should contact the Office of Financial Aid for information.

### Alternative Loan Program

A variety of alternative loans are available. Interested students should contact the Office of Financial Aid for information.

### Veterans' Benefits

The Registrar serves as certifying officer for eligible veterans and/or dependents of veterans. The certifying officer is the advisor and campus administrator of the Veterans' Educational Benefit programs. Questions regarding eligibility benefits and enrollment should be made directly to the certifying officer.

## Financial Assistance Academic Progress Policy

Full-time students normally acquire the number of credit hours necessary for graduation at Southwest Baptist University in eight semesters. Full-time students are those enrolled in 12 or more credit hours per semester. Students should complete a minimum of 16 credit hours every semester to graduate in eight semesters. Although some programs may require more than eight semesters to complete, eligibility for federal financial aid expires after 18 semesters for full-time students. This limit is prorated for longer periods of time for students enrolled less than full-time.

For students to be in acceptable academic standing in order to represent SBU in extra-class activities, they must achieve academic standing that is at or above the special guidance level for their class standing.

**Federal regulations governing the administration of the Federal Pell Grant, the Federal Perkins Loan, the Federal Supplemental Educational Grant (FSEOG), the Federal College Work-Study Program (FCWSP), the Federal Stafford Loan program and the Federal Parent Loan program (FPLUS) for undergraduate students require that eligible institutions define and enforce standards of progress for students receiving financial aid. To comply with that legislation, the following standards of satisfactory academic progress have been established at Southwest Baptist University. All recipients of the above mentioned forms of financial aid as well as all state and institutionally funded programs are subject to these standards for renewal of their financial aid. Institutional financial aid programs are available for eight semesters only. Unusual circumstances would justify an appeal to the Office of Financial Aid.**

### Minimum Standards Required

1. **Full-time students** should successfully complete at least 24 credit hours each academic year and maintain cumulative GPAs according to the schedule below. Students awarded by the semester (rather than annually) must complete a minimum of 12 hours per semester and follow the GPA requirements below.

At the end of	Credit Hours	Cumulative GPA
2 semesters	24	1.60
4 semesters	48	1.77
6 semesters	72	1.90
8 semesters	96	2.00
10 semesters	120	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

2. **Three-quarter time students** enrolled for 9, 10, or 11 credit hours must successfully complete at least 9 credit hours each semester and 18 credit hours each academic year and maintain cumulative GPAs according to the schedule below.

At the end of	Credit Hours	Cumulative GPA
2 semesters	18	1.60
4 semesters	36	1.77
6 semesters	54	1.77
8 semesters	72	1.90
10 semesters	90	2.00
12 semesters	108	2.00
14 semesters	126	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

3. **Half-time students** enrolled for 6, 7, or 8 credit hours must successfully complete at least 6 credit hours each semester and 12 credit hours each academic year and maintain cumulative GPAs according to the schedule below.

At the end of	Credit Hours	Cumulative GPA
2 semesters	12	1.60
4 semesters	24	1.77
6 semesters	36	1.77
8 semesters	48	1.85
10 semesters	60	1.85
12 semesters	72	1.85
14 semesters	84	1.90
16 semesters	96	2.00
18 semesters	108	2.00
20 semesters	120	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

4. Students who have attempted at least two semesters and are not making satisfactory academic progress (SAP) may submit a written appeal to the Office of Financial Aid. The appeal must include why the student failed to make SAP, and what has now changed that will allow the student to be successful at the next evaluation. If approved by the Office of Financial Aid, the student will be placed on probation and evaluated at the end of the next term. A letter will be sent to the student notifying them they are on probation and what is required to maintain aid eligibility. If the student continues to make progress, aid will be offered on a semester-by-semester basis until completion of coursework. If the student who is on probation fails to make SAP, they will have the right to appeal once again to the Office of Financial Aid. If circumstances warrant, they may be given another semester of probation.

If an appeal is denied the student will be asked to complete at their own expense at least one semester of coursework (half-time or greater standing) with at least a 2.00 GPA. Upon successful completion of coursework at their own expense and completion of a written appeal, the student will once again be offered aid on a semester-by-semester basis.

5. **Transfer and readmitted students** who have attended accredited post-secondary institutions will be eligible for financial aid if they are eligible to return to their institutions and meet the following conditions:

- a. Students who have attended college in a full-time capacity for one semester must have successfully completed 9 credit hours.
  - b. Students who have attended college in a full-time capacity for two semesters must have successfully completed at least 24 credit hours in the previous two semesters.
  - c. Part-time students enrolled on a three-quarter time basis (9, 10, or 11 credit hours) must have successfully completed at least 9 credit hours each semester and 18 credit hours each academic year. Part-time students enrolled on a half-time basis (6, 7, 8 credit hours) must have successfully completed at least 6 credit hours each semester and 12 credit hours each academic year.
6. For SAP purposes, awards for students with incompletes (I) may be held until the incomplete status is resolved. If the incomplete status extends into another payment period, the incomplete will be considered as hours attempted and not completed. SAP will be recalculated when and if the incomplete class receives a grade. Students who withdraw and desire to return will have the hours counted as attempted under the quantitative provision of academic progress.

### **Disbursement of Funds Policy**

Acceptance and authorization to credit Federal funds to the student's account is given by the award letter process. Funds are credited to the student's account on or as soon as possible after the first day of class assuming the student has been determined eligible and completed verification if necessary. The disbursement of Pell Grant funds at Branch Campuses is normally delayed until verification of student hours to assure accurate payment of funds. This normally occurs after the 3<sup>rd</sup> week of class. Students are always allowed to charge books against any pending Pell Grant credit.