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Introduction

A high-quality, personalized education at DigiPen Institute of Technology is an investment in each student’s future success. We recognize that some students and their families may need assistance to meet some of their college costs. We encourage DigiPen Institute of Technology students to complete the Free Application for Federal Student Aid (FAFSA), which allows us to consider you for financial aid. The role of the Office of Financial Aid is to try to help fill the gap that exists between the cost of attendance and funds available from your family.

While we try to meet as much of your financial need as possible, funding is limited. In order to receive maximum consideration of your funding needs, you must meet important timelines and follow procedures.

This handbook is designed to provide you with information on the financial aid application process, what types of aid are available, the terms and conditions of the aid, and common questions students and families have related to financial aid at different stages of the process. More information can be found on the financial aid website (listed below) or by contacting the Office of Financial Aid directly.

If you have questions after you have read this handbook, contact the Office of Financial Aid.

Office of Financial Aid
9931 Willows Road NE
Redmond, WA 98052
Phone: (425) 629-5002 | Toll Free: (866) 478-5236
Email: faid@digipen.edu
www.digipen.edu

You may also stop by the office located on the 2nd floor of DigiPen’s Redmond Campus.

Office hours— 9:00 AM to 5:00 PM, Monday through Friday.

Advisors are available for in-person or phone appointments. You can schedule online to ensure someone is available.
Financial Aid Eligibility

All current and prospective DigiPen Institute of Technology students are encouraged to apply for financial aid by completing a FAFSA at fafsa.gov. The FAFSA is required for many forms of financial aid, including federal, state, and some institutional forms of aid. File a FAFSA every year to be considered for all available aid.

General eligibility requirements for financial aid are listed below. Not all of these requirements apply to all forms of financial aid.

- Be regularly admitted to DigiPen.
- Have a high school diploma or GED certificate.
- Be a U.S. citizen or an eligible non-citizen as defined by the Department of Education.
- Demonstrate financial need for some types of aid.
- Not owe a refund on or be in default on any Title IV or HEA grant or loan.
- Be making satisfactory academic progress toward a degree.
- Be registered with the Selective Service, if required to do so by law.
- For many types of aid, students must be enrolled full-time (12 credits undergraduate and 9 credits graduate\(^1\)); some forms of aid are available to students enrolled less than full time.
- For federal student loan eligibility, be enrolled at least halftime.
- For Washington State Aid, be a Washington resident as defined by state law.

Eligibility differs based on the type of aid and criteria set by the funding source. Eligibility criteria may include merit, financial need, unique student characteristics, or a combination of these criteria. See Types of Aid for specific eligibility criteria.

Financial aid is intended to pay for courses that are required to complete your declared degree(s), and/or major(s). If you are planning to take courses that do not directly fulfill an academic requirement, contact the Office of Financial Aid to determine how aid may be affected.

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\(^1\) Audited courses, courses not taken for credit, and courses outside of a student’s program are not included when determining enrollment status.

\(^2\) Minor courses are not eligible for federal financial aid. All minor courses will not count towards a student’s total enrollment level.
Cost of Attendance

The Cost of Attendance (COA) is a standardized set of budgets used as a basis for determining maximum aid eligibility. The COA generally includes tuition, fees, room and board, books and supplies, transportation expenses, and personal expenses. The COA can vary based on program of study, living arrangements while in school, and a wide variety of other factors. On a case by case basis, COA can also be increased to include expenses such as child care, insurance, computer purchase and additional fees. To request a COA increase, request a “Cost of Attendance Appeal” form from the Office of Financial Aid.

Institutional Charges

The following are prices for the 2020-21 academic year. Your cost of attendance may include these prices as well as out-of-pocket expenses, such as books, transportation, personal expenses and off-campus housing. You can see your individual cost of attendance in SRS.

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<tbody>
<tr>
<td>Full-time Undergraduate (16+ credit hours)</td>
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<td>Part-time Undergraduate (1 to 15 credit hours)</td>
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<tr>
<td>Graduate – Full-time MSCS (12+ credits)</td>
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<td>Graduate – Full-time MFA (12+ credits)</td>
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<td>Technology Fee</td>
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<th>ROOM AND BOARD</th>
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<td>Off-Campus Housing &amp; Food</td>
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<td>With Parents Housing &amp; Food</td>
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<th>OTHER EXPENSES</th>
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<td>Books &amp; Supplies (estimated; varies)</td>
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<tr>
<td>Loan Fees (Undergraduate)</td>
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<tr>
<td>Loan Fees (Graduate)</td>
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<tr>
<td>Personal Expenses (estimated; varies)</td>
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<tr>
<td>Transportation (estimated; varies)</td>
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Expected Family Contribution

The Expected Family Contribution (EFC) is the number used to determine your eligibility for need-based financial aid. This is determined based on the information you provide on the FAFSA. The EFC is calculated using the federal methodology formula which is approved by Congress. The formula takes several factors into consideration, including:

- Dependency status
- Family size
- Number of family members in college
- Student and parent/spouse income
- Student and parent/spouse assets

The EFC is not the amount of money that you or your family must provide. Rather, the EFC is an index that schools use to determine your eligibility for federal, state, and institutional aid.

Financial Need

Financial need is determined by the following formula:

\[
\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need (Need)}
\]

The Office of Financial Aid will use the results of this formula to create an award package for you with different types of available aid, including grants, scholarships, federal work-study, and subsidized loans. However, because funding is limited, your entire financial need may not be met. The remainder of your financial aid package can be filled with other types of loans or scholarships from outside organizations. You can see your individual need calculation in SRS.
Verification

Verification is a review process in which the Office of Financial Aid ensures the accuracy of the information on the student's FAFSA. During the verification process the student and family/spouse will be required to submit documentation for the amounts listed (or not listed) on the FAFSA.

If there is an asterisk next to the EFC figure on your Student Aid Report (SAR), then you have been selected for verification. You may also be selected for verification by DigiPen Institute of Technology. You will be notified by DigiPen if you are selected for verification.

The following documentation may be required as part of verification:

- Verification Worksheet
- Student (and spouse, if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your tax return transcript obtained at www.irs.gov/transcript
- Parent (if applicable) tax documentation – fulfilled by either returning to the FAFSA and completing the IRS Data Retrieval Process or by submitting a copy of your tax return transcript, obtained at www.irs.gov/transcript
- Additional documents, as necessary

The Office of Financial Aid will inform you via email of what forms and documents are required. Please submit only what is requested of you.

If any discrepancies are uncovered during verification, the Office of Financial Aid may require additional information for clarification. Such discrepancies may cause your final financial aid package to change from the initial offer.

If you choose not to submit the required documentation, you will no longer be eligible for federal or state aid.

Verification concerns applicants for most Federal Student Aid programs but is not required if the student will only receive a Parent or Graduate PLUS loan or Direct Unsubsidized loan because these loans are not based on need. However, a student cannot avoid verification by choosing to borrow a Direct Unsubsidized loan if he or she is eligible for a Direct Subsidized loan.

Deadlines

You must submit complete verification documents one month before your last date of enrollment for the 2020-21 year to receive aid for the year. Documents received after this deadline may not be processed.
**Professional Judgement**

We recognize that the FAFSA may not always portray an accurate picture of your financial situation. Although considerations for specific situations are limited, we may be able to give additional consideration as described below. If you believe you have a special circumstance, please contact the Office of Financial Aid and request a “Professional Judgement Appeal Form.”

**Examples of Circumstances Considered**

- Unusual cost of attendance components over and above the normal COA such as health insurance, child care, disability related expenses, etc.
- Catastrophic medical/dental care expenses
- Loss or reduction of income (layoff, illness, forced reduction of hours, temporary employment, etc.) or benefits (unemployment, disability, social security, child support, alimony, etc.)
- Non-reoccurring payments received
- Death, divorce, separation

**Examples of Circumstances Not Considered**

- Increase of standard living expenses
- Purchasing material items such as a car, home appliances, vacations, second homes
- Reduction of assets
- Credit issues, line of credit changes, previous student loan debt, etc.
- Siblings or parents who are also attending college. Siblings are already taken into account on the FAFSA.

Decisions are final and will be communicated directly to the student. Any additional funding awarded is only available for the academic year for which the special circumstance is approved. Special circumstances must be reviewed annually. Please do not submit documents unless instructed by our office.

You will be notified of all changes made throughout the process. Aid may be increased, remain the same, or be decreased as a result of this process. Additional aid is not guaranteed.
Types of Aid

Financial aid includes any scholarship, grant, loan, or employment that helps students whose personal and family resources cannot meet the full cost of attending DigiPen Institute of Technology. Aid can be need-based (awarded because of your financial need) or it can be merit-based (awarded because of your unique talents or academic ability).

Scholarships

Generally, scholarships are reserved for students with special qualifications, such as academic, artistic or other talent and do not have to be repaid. Awards are also available for students who are interested in particular fields of study, who are members of underrepresented groups, who live in certain areas of the country or who demonstrate financial need.

DIGIPEN SCHOLARSHIPS

DigiPen Institute of Technology has several merit scholarships awarded to students based on academic ability.

_DigiPen Merit Scholarships_

If you qualify and are awarded a merit scholarship, your acceptance letter from the Office of Admissions will include the amount of your scholarship.

If you choose to apply for additional financial aid, the merit scholarship will be incorporated into your financial aid package and listed on your financial aid offer letter.

Application Procedures

Students who apply for admission to DigiPen are automatically considered for merit scholarships. A separate application is not required.

Criteria for Renewal

Merit awards are available for 8 semesters (fall and spring) of academic study at DigiPen Institute of Technology. Students utilizing less than 8 semesters of eligibility will not be eligible for an increased merit scholarship during their last semester prior to graduation.

To be eligible for renewal, students must:

- Be enrolled full-time\(^3\), and
- Meet all components of the _Financial Aid Satisfactory Academic Progress Policy_,
- Students who completely withdraw from DigiPen will lose their DIT scholarship moving forward\(^4\).

\(^3\) Full-time enrollment is 12 credits for undergraduates and 9 credits for graduate students. In the final term before graduation, students can receive their merit scholarship at less than full time enrollment only if they need less than 12 credits to complete their degree.

\(^4\) Students who are on an approved hardship withdrawal are eligible to have their merit scholarship reinstated upon their return to DigiPen as long as they return within one calendar year.
• Students who are enrolled less than full time due to completing an internship with DigiPen, will not receive their merit scholarship during the term of their internship. However, their merit scholarship will be reinstated upon their return to full time enrollment.

**DigiPen Bridge Scholarships**

 Incoming students with exceptional financial need are able to apply for the DigiPen Bridge Scholarship.

**Application Procedures**

• Students are able to fill out the Bridge Scholarship Application starting October 1st of each year.
• Final deadline for Bridge Scholarship is April 1st each year.

**Criteria for Renewal**

Bridge Scholarships are renewable for up to 8 semesters (fall and spring) of academic study at DigiPen Institute of Technology.

To be eligible for renewal, students must:

• Be enrolled full-time\(^5\), and
• Meet all components of the *Financial Aid Satisfactory Academic Progress Policy*,
• Students who completely withdraw from DigiPen will lose their DIT scholarship moving forward\(^6\).
• Students who are enrolled less than full time due to completing an internship with DigiPen, will not receive their merit scholarship during the term of their internship. However, their merit scholarship will be reinstated upon their return to full time enrollment.

**Diversity, Equity and Inclusion Scholarship**

The DigiPen Diversity, Equity, and Inclusion Scholarship supports DigiPen’s commitment to using education as a social equalizer and ensuring that all students have equitable access to DigiPen’s education. The following factors may be considered in the selection process:

• Complete the Diversity, Equity and Inclusion Scholarship Essay online when applying to DigiPen.
• Personal Background, extra-curriculars, awards, or community service.
• Part of an underserved group, including but not limited to:
  • Women in STEM
  • Historically underrepresented minority students
  • Students who are the first in their family to pursue a college degree
  • Youth in foster care
  • LGBTQIA+ students
  • Students with disabilities

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\(^5\) Full-time enrollment is 12 credits for undergraduates and 9 credits for graduate students. In the final term before graduation, students can receive their merit scholarship at less than full time enrollment only if they need less than 12 credits to complete their degree.

\(^6\) Students who are on an approved hardship withdrawal are eligible to have their merit scholarship reinstated upon their return to DigiPen as long as they return within one calendar year.
Criteria for Renewal

Diversity Scholarships are renewable for up to 8 semesters (fall and spring) of academic study at DigiPen Institute of Technology.

To be eligible for renewal, students must:

- Be enrolled full-time, and
- Meet all components of the Financial Aid Satisfactory Academic Progress Policy,
- Students who completely withdraw from DigiPen will lose their DIT scholarship moving forward.
- Students who are enrolled less than full time due to completing an internship with DigiPen, will not receive their scholarship during the term of their internship. However, their scholarship will be reinstated upon their return to full time enrollment.

Continuing Student Scholarships

Continuing DigiPen students (graduate and undergraduate) who complete a continuing student scholarship application can apply for three continuing student scholarships.

- DigiPen Continuing Student Academic Success Scholarship
- DigiPen Continuing Student Financial Stimulus Scholarship
- DigiPen Continuing Student Leadership Scholarship

Application Procedures

- Complete the Continuing Student Scholarship Application available starting October 1st of each year.

Selection Criteria – Academic Success Scholarship

- Be a currently matriculated freshman, sophomore, junior, senior or graduate student at DigiPen
- Demonstrate continued academic success.

Selection Criteria – Financial Stimulus Scholarship

- Be a currently matriculated freshman, sophomore, junior, senior or graduate student at DigiPen
- Demonstrate considerable financial need.

Selection Criteria – Leadership Scholarship

- Be a currently matriculated freshman, sophomore, junior, senior or graduate student at DigiPen
- Demonstrate leadership skills through active participation in campus activities.

Award Amounts

- $2,500 per semester (fall and spring)
- Determined based on the selection criteria listed above

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7 Full-time enrollment is 12 credits for undergraduates and 9 credits for graduate students. In the final term before graduation, students can receive their merit scholarship at less than full time enrollment only if they need less than 12 credits to complete their degree.
8 Students who are on an approved hardship withdrawal are eligible to have their merit scholarship reinstated upon their return to DigiPen as long as they return within one calendar year.
Criteria for Renewal

Continuing Student Scholarships are awarded for one year and not guaranteed in subsequent years. Students will need to reapply each year to be considered for these scholarships.

International Transfer Scholarships

In an effort to promote diversity on campus and encourage the development of talent from around the world, ISS is happy to offer the following merit-based transfer scholarship.

Application Procedures

Transfer Students who apply for admission to DigiPen are automatically considered for International Transfer Scholarships. A separate application is not required.

- Level One: GPA 3.7 and above - $5,000/year
- Level Two: GPA 3.2 and above - $2,000/year

Any F-1 international student who:

- Has completed a minimum of 45 quarter/30 semester credits of college level classes at any US college(s) and earned the required GPA in the last 24 months in any field of study.
- Has maintained F-1 status without any legal violation while enrolled at the US college(s) and holds the valid legal F-1 status until matriculated into DigiPen.
- Does not qualify for Financial Aid.

Criteria for Renewal

Transfer Scholarships are renewable for up to 8 semesters (fall and spring) of academic study at DigiPen Institute of Technology.

To be eligible for renewal, students must:

- Be enrolled full-time\(^9\), and
- Meet all components of the Financial Aid Satisfactory Academic Progress Policy,
- Students who completely withdraw from DigiPen will lose their DIT scholarship moving forward. \(^10\)

Shield Scholarship

The Shield Scholarship provides aid a semester at a time for students who may need additional assistance within an academic year after completing a Free Application for Federal Financial Aid (FAFSA) and exhausting all other financial assistance options.

- Max Award: Awarded on a case-by-case basis. Varies by financial need.
- Rolling Deadline: Scholarship applications are reviewed on a rolling basis and will close once all funds are awarded for the year.
- Degree Restrictions: None

\(^9\) Full-time enrollment is 12 credits for undergraduates and 9 credits for graduate students. In the final term before graduation, students can receive their merit scholarship at less than full time enrollment only if they need less than 12 credits to complete their degree.

\(^10\) Students who are on an approved hardship withdrawal are eligible to have their merit scholarship reinstated upon their return to DigiPen as long as they return within one calendar year.
Application Procedures

This scholarship is open to incoming and current DigiPen students. Both U.S. citizens and international students may apply. To apply for a Shield Scholarship:

- Incoming students will first need to complete the Bridge Scholarship application (when available).
- Matriculated students will first need to complete the application for a Continuing Student Scholarship for the next aid year (when available).

Jim Johnson Memorial Scholarship

For new and continuing undergraduate and graduate students in either the BFA in Digital Art and Animation or MFA in Digital Arts programs who demonstrate talent, creativity, and a sense of adventure and courage in pursuit of a degree in digital art.

PRIVATE/OUTSIDE SCHOLARSHIPS

Private scholarships come from a wide variety of sources. Look for scholarships from your high school, local clubs, national organizations, foundations, and many others. Scholarship search services provide students with an efficient way to search for scholarships. Scholarship search services should be free. We discourage students from paying for these services. If you receive a private scholarship, notify the Office of Financial Aid in writing. Your award may need to be adjusted in order to stay within federal guidelines. Whenever possible, we will reduce loans and work-study first.

Grants

Grants are a form of financial aid, based on financial need, which you do not have to repay.

FEDERAL PELL GRANT

Application Procedures

To be considered for a Federal Pell Grant, students must:

- File a FAFSA; and
- Complete verification, if selected.

Selection Criteria

To qualify for a Federal Pell Grant, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Demonstrate financial need; and
- Be an undergraduate student enrolled at a qualifying college working on a first baccalaureate degree11

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11 Students may only receive the equivalent of 12 full time semesters of Pell Grant throughout their academic career.
Award Amount

- Depends on EFC and level of enrollment (full time, ¾ time, ½ time, less than ½ time)
- Maximum scheduled award for 2020-21 is $6,345
- Students may receive up to 150% of their scheduled award, depending on enrollment term and level

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year;
- Continue to demonstrate sufficient financial need;
- Continue to meet all other eligibility criteria prescribed by the Department of Education; and
- Meet all components of the Financial Aid Satisfactory Academic Progress Policy each term.

Pell-eligible students may receive a credit balance refund to purchase textbooks and required supplies from the bookstore at DigiPen Institute of Technology.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Application Procedures

To be considered for a Federal Opportunity Grant, students must:

- File a FAFSA; and
- Complete verification, if selected.

Selection Criteria

To qualify, you must:

- Meet all eligibility requirements to receive Title IV Aid;
- Demonstrate financial need;
- Be an undergraduate student enrolled at a qualifying college working on a first baccalaureate degree; and
- Be a Federal Pell Grant recipient.

Award Amount

- Up to $2,000
- Funds are awarded on a first come, first served basis and funding is limited

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year;
- Continue to demonstrate sufficient financial need;
- Continue to meet all other eligibility criteria prescribed by the Department of Education; and
- Meet all components of the Financial Aid Satisfactory Academic Progress policy each term.

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12 Funds are limited and awarded to students with the lowest EFC first.
FEDERAL IRAQ AND AFGHANISTAN SERVICE GRANT

Application Procedures
To be considered for a Federal Iraq and Afghanistan Service Grant, students must:

- File a FAFSA; and
- Complete verification, if selected

Selection Criteria
To qualify, a student must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be an undergraduate student enrolled at a qualifying college working on a first baccalaureate degree¹³;
- Not be eligible for a Federal Pell Grant based on EFC but meet all other requirements for a Federal Pell Grant;
- Have a parent or guardian who was a member of the US armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11; and
- Be under 24 years old or enrolled in college at least part-time at the time of the parent’s/guardian’s death.

Award Amount

- Maximum scheduled award for 2020-21 is $6,345
- Depends on level of enrollment (full time, ¾ time, ½ time, less than ½ time)

Criteria for Renewal
To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year;
- Continue to meet all other eligibility criteria prescribed by the Department of Education

WASHINGTON COLLEGE GRANT

The Washington College Grant is based on financial need as determined by completion of the FAFSA, Renewal FAFSA application, or Washington State Financial Aid Application (WASFA). Funding is limited and Washington residents should complete an application (FAFSA or WASFA) as early as possible to ensure maximum consideration.

Application Procedures
To be considered for a Washington College Grant, students must:

- File a FAFSA or the WASFA by June 30th of the current year; and
- Complete verification, if selected.
- Complete Washington Residency Form and supply the requested supporting documentation

¹³ Students may only receive the equivalent of 12 full time semesters of Iraq and Afghanistan Service Grant throughout their academic career.
Selection Criteria

To qualify for a Washington College Grant, students must:

- Meet all eligibility requirements to receive state financial aid;
- Demonstrate financial need;
- Be a resident of the state of Washington for at least one year prior to starting attendance at an eligible Washington institution

Award Amounts

- Up to $8,517 per academic year
- Amounts vary depending on the Median Family Income of the student’s family and enrollment status

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA or WASFA in a subsequent aid year;
- Continue to meet all other eligibility requirements; and
- Meet all components of the Washington State Satisfactory Academic Progress policy each term

Students can receive up to 10 semesters of Washington College Grant.

WASHINGTON COLLEGE BOUND SCHOLARSHIP

The Washington College Bound Scholarship (WCBS) is based on financial need as determined by completion of the FAFSA, Renewal FAFSA application, or Washington State Financial Aid Application (WASFA). Funding is limited and Washington residents should complete an application (FAFSA or WASFA) as early as possible to ensure maximum consideration.

Application Procedures

To be considered for a Washington College Bound Scholarship, students must:

- Have applied for WCBS by June 30 of their 9th grade year
- Take the WCBS pledge to confirm that they meet eligibility requirements
- File a FAFSA or the WASFA by June 30th of the current year; and
- Complete verification, if selected.
- Complete Washington Residency Form and supply the requested supporting documentation

Selection Criteria

To qualify for a Washington College Bound Scholarship, students must:

- Attend an eligible college and start attending within one year of high school graduation
- Meet all eligibility requirements to receive state financial aid;
- Demonstrate financial need;
- Be a resident of the state of Washington for at least one year prior to starting attendance at an eligible Washington institution or have DACA status
Award Amounts

- Up to $6,794 per academic year
- Amounts vary depending on the Median Family Income of the student’s family and enrollment status

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA or WASFA in a subsequent aid year;
- Continue to meet all other eligibility requirements; and
- Meet all components of the Washington State Satisfactory Academic Progress policy each term

Students can receive up to 8 semesters of Washington College Bound Scholarship.

DIGIPEN MOMENTUM PROGRAM

The DigiPen Momentum Program is available for the 20-21 academic year and will be funded through the CARES Act’s Higher Education Emergency Relief Fund (HEERF) and funds provided by DigiPen. Students who are experiencing unexpected and undue financial hardships in the following categories may be eligible for funds through the Momentum Program:

- Retake tuition for non-passing Emergency No Credit or Emergency Withdrawal (ENC/EW) grades due to COVID-19-related issues
- Food-related expenses
- Housing costs (including rent, mortgage, utilities, etc.)
- Physical moving expenses
- Healthcare costs
- Other unlisted costs and expenses

Deadlines

Funds are awarded on a first-come, first-served basis. HEERF funds will be awarded until exhausted and need to be awarded within one calendar year of the signing of the Certification and Agreement. ENC/EW retake grants funded by DigiPen will only be paid for the following semesters: summer 2020, fall 2020, and spring 2021.

Eligibility Criteria for Title IV Eligible Students

(Emergency Grant and ENC/EW Retake Grants)

- Be a current/matriculated student
- Completion of a FAFSA
- Title IV eligible:
  - Be enrolled or accepted for enrollment in a degree or certificate program
  - Not enrolled in elementary or secondary school
  - Be meeting satisfactory academic progress for currently enrolled students
  - Not owe a refund on Title IV grants
  - Not be in default on Title IV loans
• File a certification “as part of the original financial aid application process” that includes:
  ▪ A statement of educational purpose
  ▪ Student’s Social Security Number
• Be a U.S. citizen or national, permanent resident, or other eligible non-citizen
• Have returned fraudulently obtained Title IV funds if convicted of — or pleaded guilty or no contest to — charges
• Not have fraudulently received Title IV loans in excess of annual or aggregate limits
• Have returned Title IV fraudulently obtained if convicted of or pleaded guilty to charges. Not have fraudulently received Title IV loans in excess of annual or aggregate limits
• Have repaid Title IV loan amounts in excess of annual or aggregate limits if obtained inadvertently
• Have Selective Service registration verified (Title IV aid ineligibility for failure to register is in the Selective Service Act §3811(f))
• Have Social Security Number verified
• Not have a federal or state conviction for drug possession or sale, with certain time limitations
  • Completion of a Momentum Program Application online
  • Have been affected financially from the disruption of campus operations due to COVID-19

Eligibility Criteria for Non-Title-IV Students

(ENC/EW Retake Grants Funded Solely with DigiPen Funds)

• Be a current/matriculated student
• Complete a Momentum Program Application online
• Have been affected financially from the disruption of campus operations due to COVID-19

Emergency Grant for ENC/EW Retake

Students who are determined to be Title IV eligible and have selected that they need to retake an ENC/EW course will be awarded with funds from the HEERF. Once all HEERF funds are exhausted, ENC/EW retake charges will be covered by DigiPen funds. Students who are not eligible for Title IV aid can still receive emergency grants for ENC/EW retakes through non-HEERF funds.

Students who have received an ENC or EW grade and are retaking the course during the summer 2020, fall 2020, or spring 2021 semesters.
Loans

An education loan is a form of financial aid that must be repaid, with interest. Education loans come in three major categories: student loans (e.g. Direct Subsidized/Unsubsidized, and Direct Graduate PLUS loans), parent loans (e.g. Direct Parent PLUS loans) and private loans (also called alternative loans). For more information on applying for loans, go to https://www.digipen.edu/admissions/financial-aid/types-of-financial-aid/loans.

DIRECT SUBSIDIZED STUDENT LOAN

Direct Subsidized loans are need-based and the U.S. Department of Education pays the interest while you are enrolled in school at least half time. Borrowers may receive the interest subsidy for up to 150% of the published length of their program (6 years for most students at DigiPen Institute of Technology; varies by program and student type). Payments are automatically deferred while you are in school at least half time. The interest rate for loans first disbursed after July 1, 2020, is fixed at 2.75%. The origination fee for loans first disbursed after October 1, 2019, is 1.059%. The origination fee for loans first disbursed after October 1, 2020, is TBD. Interest rates and origination fees are subject to change. Federal student loans have a six-month grace period after graduation and standard 10-year repayment terms.

Application Procedures

To be considered for a Direct Subsidized Student Loan, students must:

- File a FAFSA;
- Complete verification, if selected;
- Accept the loan via SRS;
- Complete Loan Entrance Counseling14 (first time borrowers only); and
- Sign a Master Promissory Note (first time borrowers only).

Selection Criteria

To qualify for a Direct Subsidized Student Loan, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be an undergraduate student enrolled at least half time (6 credits);
- Demonstrate financial need;
- Not have exceeded his/her aggregate loan limits; and
- Not have received Direct Subsidized Loans for more than 150% of the published length of the student’s program of study (applies to new borrowers as of July 1, 2013).

Award Amounts

- Award amounts vary by dependency status, level, and enrollment. See the chart below for award amounts and aggregate limits.

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14 Loan Exit Counseling is required when a student borrower has dropped below half-time enrollment, withdraws, or graduates, even if the student plans to return to DigiPen or attend another university.
Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year and continue to meet all eligibility requirements; and
- Meet all components of the Financial Aid Satisfactory Academic Progress policy each term.

DIRECT UNSUBSIDIZED STUDENT LOAN

Direct Unsubsidized loans are non-need-based and the borrower is responsible for the interest while he or she is in school. Payments are automatically deferred while you are in school at least half time. The interest rate for loans for undergraduate students first disbursed after July 1, 2020, is fixed at 2.75%. The interest rate for loans for graduate students first disbursed after July 1, 2020, is fixed at 4.30%. The origination fee for loans first disbursed after October 1, 2019, is 1.059%. The origination fee for loans first disbursed after October 1, 2020, is TBD. Interest rates and origination fees are subject to change. Federal student loans have a six-month grace period after graduation and standard 10-year repayment terms.

Application Procedures

To be considered for a Direct Unsubsidized Student Loan, students must:

- File a FAFSA;
- Complete verification, if selected;
- Accept the loan via SRS;
- Complete Loan Entrance Counseling15 (first time borrowers only); and
- Sign a Master Promissory Note (first time borrowers only).

Selection Criteria

To qualify for a Direct Unsubsidized Student Loan, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be an undergraduate or graduate student enrolled at least half time (6 credits undergraduate; 5 credits graduate); and
- Not have exceeded his/her aggregate loan limits.

Award Amounts

- Award amounts vary by dependency status and enrollment level. See the chart below for award amounts and aggregate limits.

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year and continue to meet all eligibility requirements; and
- Meet all components of the Financial Aid Satisfactory Academic Progress policy each term.

---

15 Loan Exit Counseling is required when a student borrower has dropped below half-time enrollment, withdraws, or graduates, even if the student plans to return to DigiPen or attend another university.
DIRECT STUDENT LOAN ANNUAL AND AGGREGATE LIMITS

<table>
<thead>
<tr>
<th>DEPENDENT</th>
<th>ANNUAL LOAN LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen (0-29 credits)</td>
<td>$5,500 (up to $3,500 can be subsidized)</td>
</tr>
<tr>
<td>Sophomore (30-59 credits)</td>
<td>$6,500 (up to $4,500 can be subsidized)</td>
</tr>
<tr>
<td>Junior (60-89 credits)</td>
<td>$7,500 (up to $5,500 can be subsidized)</td>
</tr>
<tr>
<td>Senior (90+ credits)</td>
<td>$7,500 (up to $5,500 can be subsidized)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INDEPENDENT¹⁶</th>
<th>ANNUAL LOAN LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen (0-29 credits)</td>
<td>$9,500 (up to $3,500 can be subsidized)</td>
</tr>
<tr>
<td>Sophomore (30-59 credits)</td>
<td>$10,500 (up to $4,500 can be subsidized)</td>
</tr>
<tr>
<td>Junior (60-89 credits)</td>
<td>$12,500 (up to $5,500 can be subsidized)</td>
</tr>
<tr>
<td>Senior (90+ credits)</td>
<td>$12,500 (up to $5,500 can be subsidized)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE OR PROFESSIONAL</th>
<th>ANNUAL LOAN LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any year</td>
<td>$20,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIFETIME AGGREGATE LIMITS</th>
<th>ANNUAL LOAN LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (dependent)</td>
<td>$31,000 (up to $23,000 can be subsidized)</td>
</tr>
<tr>
<td>Undergraduate (independent)</td>
<td>$57,500 (up to $23,000 can be subsidized)</td>
</tr>
<tr>
<td>Graduate or Professional¹⁷</td>
<td>$138,500 (up to $65,500 can be subsidized)</td>
</tr>
</tbody>
</table>

DIRECT GRADUATE PLUS LOAN

Direct Graduate PLUS loans are non-need-based and the borrower is responsible for the interest while he or she is in school. Payments begin when the loan is disbursed but may be deferred while the student is in school at least half time. The interest rate for loans first disbursed after July 1, 2019, is fixed at 5.30%. The origination fee for loans first disbursed after October 1, 2019, is 4.236%. The origination fee for loans first disbursed after October 1, 2020, is TBD. Interest rates and origination fees are subject to change. Federal student loans have a six-month grace period after graduation and standard 10-year repayment terms.

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¹⁶ Independent loan limits also apply to undergraduate students whose parents are unable to borrow through the PLUS program because of a credit denial.

¹⁷ Aggregate loan limits for graduate students include loans received for undergraduate course work.
Application Procedures

To be considered for a Direct Graduate PLUS Loan, students must:

- File a FAFSA;
- Accept the loan via SRS;
- Complete a **Graduate PLUS Loan Application**, which includes a credit check;
- Complete **Loan Entrance Counseling**\(^{18}\) (first time borrowers only); and
- Sign a **Master Promissory Note** (first time borrowers only).

Selection Criteria

To qualify for a Direct Graduate PLUS Loan, students must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be a graduate student enrolled at least half time (5 credits); and
- Meet the credit requirements.

Award Amounts

- Up to the full cost of attendance, less other financial aid, including other loans

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year and continue to meet all other eligibility requirements;
- Complete a Graduate PLUS Loan Application, which includes a credit check; and
- Meet all components of the **Financial Aid Satisfactory Academic Progress** policy each term.

**DIRECT PARENT PLUS LOAN**

Direct Parent PLUS loans are non-need-based and the borrower is responsible for the interest while his or her student beneficiary is in school. Payments begin when the loan is fully disbursed but may be deferred while the student beneficiary is in school at least half time. The interest rate for loans first disbursed after July 1, 2020, is fixed at 5.30%. The origination fee for loans first disbursed after October 1, 2019, is 4.236%. The origination fee for loans first disbursed after October 1, 2020, is TBD. Interest rates and origination fees are subject to change.

Application Procedures

To be considered for a Direct Parent PLUS Loan, students must:

- File a FAFSA; and
- Accept the loan SRS

To be considered for a Direct Parent PLUS Loan, parents must:

- Complete a **Parent PLUS Loan Application**, which includes a credit check; and
- Sign a **Master Promissory Note**.

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\(^{18}\) Loan Exit Counseling is required when a student borrower has dropped below half-time enrollment, withdraws, or graduates, even if the student plans to return to DigiPen or attend another DigiPen.
Selection Criteria

To qualify for a Direct Parent PLUS Loan, parents must:

- Meet all eligibility requirements to receive Title IV Aid;
- Be the parent (biological, step, or adoptive) of an undergraduate student enrolled at least half time (6 credits); and
- Meet the credit requirements.

Award Amounts

- Up to the full cost of attendance, less other financial aid, including other loans

Criteria for Renewal

To be eligible for renewal, students must:

- File a FAFSA in a subsequent aid year and continue to meet all other eligibility requirements;
- Complete a Parent PLUS Loan Application, which includes a credit check; and
- Meet all components of the Financial Aid Satisfactory Academic Progress policy each term.

PRIVATE EDUCATION LOANS

Private Education Loans, also known as Alternative Education Loans, help bridge the gap between the actual cost of your education and Federal loan limits. Eligibility for private student loans often depends on your credit score and usually requires a co-signer. More information can be found on the financial aid website at [https://www.digipen.edu/admissions/financial-aid/types-of-financial-aid/loans](https://www.digipen.edu/admissions/financial-aid/types-of-financial-aid/loans).

Application procedures and qualification criteria vary by lender. The private loan process from applying for the loan to funds arriving at DigiPen may take several weeks. Students should start the process early to ensure funds are available at the start of each semester. We encourage students to consider Direct Subsidized and Unsubsidized loans first, as they generally have lower fixed interest rates and more flexible repayment options. Additionally, federal student loans offer deferment options and income based repayment plans.

DIRECT TO CONSUMER LOANS (DTC LOAN)

Direct to consumer loans are education loans that are sent directly to the student and/or parent. We strongly advise against this type of loan. You are required to inform the Office of Financial Aid if you have received this type of loan as it must be included in your overall aid package. Securing a DTC loan without consulting with the Office of Financial Aid could jeopardize other aid in your award package, including scholarships, grants, and loans with better terms.
Code of Conduct for Our Financial Aid Staff

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

1. Refrain from taking any action for his or her personal benefit.
2. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
3. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
5. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
6. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
7. Refrain from directing borrowers to particular lenders, or refusing or delaying loan certifications.
8. Refrain from offering funds for private loans.
9. Refrain from participating in contracting arrangements providing financial benefit from any lender or affiliate of a lender.
10. Refrain from having a call center or providing financial aid staffing assistance. Refrain from having any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans; and
11. Refrain from receiving compensation for service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.
12. Refrain from receiving gifts from a lender, guaranty agency, or loan servicer.
13. Ban on revenue-sharing arrangements with any lender,
14. Ban on steering borrowers to particular lenders or delaying loan certifications, and
15. Ban on offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement.
Communication with Students

All correspondence from the Office of Financial Aid will be sent to the student. If the parent or spouse of a student wants to receive information about a student’s financial aid package, it is the student’s responsibility to forward that information to the appropriate party.

For new students who do not have access to the DigiPen network and a DigiPen e-mail account, the office communicates via the email listed on the FAFSA (when available) or provided on the admissions application. For students who have network access and a DigiPen e-mail account, the office communicates via e-mail notifications and SRS. It is important for students to check their DigiPen e-mail account regularly—even over breaks—to be sure they receive correspondence from the Office of Financial Aid.

All paper letters will be mailed to the permanent address in DigiPen’s database for the student. It is important for you to update your address with the Registrar’s Office to ensure correspondence is sent to the correct address.

FERPA

The Federal Educational Rights and Privacy Act (FERPA) limits the information DigiPen can release without the student’s permission. The student is the only person we can discuss financial information with unless we are given written authorization to speak to a specific person (for example, a parent or spouse). If you would like the Office of Financial Aid to be able to speak with another individual regarding your file, please set up a FERPA release in SRS. Setting up FERPA release will give your parent, legal guardian, spouse, coach, etc. the ability to call and gain specific information regarding your student account.
# Important Deadlines

DigiPen Institute of Technology has a priority filing deadline for scholarship and aid consideration. For maximum possible consideration, we must receive the FAFSA by February 1st each year. File early to meet the priority deadline. If you miss the February 1st priority filing deadline you will still be considered for financial aid. However, some types of aid have limited funds that are depleted after the first priority group is awarded.

## 2020-2021 Financial Aid Calendar

<table>
<thead>
<tr>
<th>ACADEMIC YEAR DATES + DEADLINES</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAFSA</strong> available for coming aid year. Complete the FAFSA as early in October as possible for maximum consideration.</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>DigiPen Scholarship Applications open for the next academic year</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td><strong>Priority FAFSA receipt deadline.</strong> FAFSA must be received by the Office of Financial Aid for maximum consideration. You may still complete a FAFSA after this date and be considered for aid, however, your aid maybe delayed.</td>
<td>February 1, 2020</td>
</tr>
<tr>
<td>Priority deadline for DigiPen Bridge Scholarship Application. Scholarships are awarded on a first-come-first-serve basis.</td>
<td>February 1, 2020</td>
</tr>
<tr>
<td>Deadline for <strong>DigiPen Continuing Student Scholarships</strong> each calendar year. Scholarship applications are reviewed on a first-come-first-served basis.</td>
<td>April 1, 2020</td>
</tr>
<tr>
<td>Priority deadline for all students to complete loan application processes for most loans (Direct Subsidized/Unsubsidized, PLUS, Grad PLUS, and Alternative loans) for fall semester.</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Priority deadline for all students to submit additional information, verification materials (if selected) and any other forms the Office of Financial Aid has requested for students attending Fall/Spring semester.</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Fall semester <strong>Tuition due.</strong></td>
<td>August 21, 2020</td>
</tr>
<tr>
<td>Fall semester begins.</td>
<td>August 31, 2020</td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Fall <strong>undergraduate and graduate</strong> census date.</td>
<td>September 14, 2020</td>
</tr>
<tr>
<td><strong>Final deadline</strong> to submit loan applications (Direct Subsidized/Unsubsidized, PLUS, Grad PLUS, and Alternative loans) and/or changes for <strong>fall semester</strong>. Applications and/or changes submitted after this date may not be processed.</td>
<td>November 25, 2020</td>
</tr>
<tr>
<td><strong>Priority deadline</strong> for completing loan application processes (Direct Subsidized/Unsubsidized, PLUS, Grad PLUS, and Alternative loans) for <strong>spring semester</strong>.</td>
<td>November 25, 2020</td>
</tr>
<tr>
<td><strong>Final deadline</strong> to submit verification documents for students who will no longer be enrolled after the <strong>fall semester</strong>. Verification documents received after this date may not be processed.</td>
<td>November 25, 2020</td>
</tr>
<tr>
<td>Spring semester <strong>Tuition due</strong>.</td>
<td>December 15, 2020</td>
</tr>
<tr>
<td>First Day of <strong>Spring Semester</strong>.</td>
<td>January 4, 2020</td>
</tr>
<tr>
<td>Spring <strong>undergraduate and graduate</strong> census date.</td>
<td>January 18, 2021</td>
</tr>
<tr>
<td>Deadline to submit a complete a <strong>Professional Judgement request</strong> for consideration this academic year. Paperwork submitted after this date may not be processed.</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td><strong>Final deadline</strong> to submit loan applications (Direct Subsidized/Unsubsidized, PLUS, Grad PLUS, and Alternative loans) and/or changes for <strong>spring semester</strong>. Applications and/or changes submitted after this date may not be processed.</td>
<td>April 3, 2021</td>
</tr>
<tr>
<td><strong>Final deadline</strong> to submit verification documents for this academic year. Verification documents received after this date may not be processed.</td>
<td>April 3, 2021</td>
</tr>
</tbody>
</table>
## SUMMER DATES + DEADLINES

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAFSA</strong> available for summer. Complete the FAFSA as early in October as possible for maximum aid consideration.</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td><strong>Priority FAFSA receipt deadline.</strong> FAFSA must be received by the Office of Financial Aid for maximum consideration. You may still complete a FAFSA after this date and be considered for aid, however, your aid maybe delayed.</td>
<td>February 1, 2020</td>
</tr>
<tr>
<td><strong>Priority deadline</strong> for completing loan application processes (Direct Subsidized/Unsubsidized, PLUS, Grad PLUS, and Alternative loans) for summer semester.</td>
<td>April 6, 2021</td>
</tr>
<tr>
<td><strong>Priority deadline</strong> for submitting additional information, verification materials (if selected) and any other forms the Office of Financial Aid has requested for students attending summer classes.</td>
<td>April 6, 2021</td>
</tr>
<tr>
<td>Summer semester <strong>Tuition due.</strong></td>
<td>April 15, 2021</td>
</tr>
<tr>
<td>First day of <strong>Summer Semester.</strong></td>
<td>May 3, 2021</td>
</tr>
<tr>
<td>Summer <strong>undergraduate and graduate</strong> census date.</td>
<td>May 18, 2021</td>
</tr>
<tr>
<td>Deadline to receive completed verification documents or process loans for summer semester.</td>
<td>June 26, 2021</td>
</tr>
</tbody>
</table>

### Processing Time

It takes two to four weeks to process your financial aid application. The timeline for processing applications can be faster or slower depending on the time of year. If a fully completed FAFSA is received by February 1st, new students should receive an award offer prior to the May 1st decision deadline for new students. Aid applications received after February 1st are not guaranteed to be processed prior to the May 1st decision deadline.

The Office of Financial Aid will attempt to process as many applications as possible to assist students in receiving their financial aid prior to the beginning of any academic semester, but cannot guarantee when funds will be received. If financial aid funds of any kind have not been received and credited to a student’s account for any reason, resulting in a student’s account not being paid in full, the student must work with the Accounting Office to determine available options to avoid being assessed a late fee for non-payment.
Paying Your Bill

The Accounting Office sends bills based on the following approximate timeframe:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>BILLS MAILED</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Upon Approval of Registration by Registrar’s Office</td>
<td>August 21</td>
</tr>
<tr>
<td>Spring</td>
<td>Upon Approval of Registration by Registrar’s Office</td>
<td>December 15</td>
</tr>
<tr>
<td>Summer</td>
<td>Upon Approval of Registration by Registrar’s Office</td>
<td>April 15</td>
</tr>
</tbody>
</table>

Financial Aid Disbursements

Financial aid is disbursed directly to your Student Account. If all required paperwork is submitted and processed by the published deadlines, financial aid is disbursed based on the schedule below:

<table>
<thead>
<tr>
<th>TYPES OF AID</th>
<th>DISBURSEMENT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Scholarships/Waivers</td>
<td>Tuition Due Date</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>First day of classes</td>
</tr>
<tr>
<td>State Grants</td>
<td>At census day</td>
</tr>
<tr>
<td>Federal Direct Loans</td>
<td>First day of classes</td>
</tr>
<tr>
<td>All Other Aid</td>
<td>As funds are received</td>
</tr>
</tbody>
</table>

Funds unavailable for disbursement on these dates are disbursed on a rolling basis as they become available or as the student meets the requirements for the funds. Financial aid proceeds go to pay the balance on your student account first. Any excess proceeds are issued in a credit balance refund.

Credit Balance Refunds

If your financial aid exceeds the charges on your student account, you may receive a refund. Refunds will not be issued before your first day of classes. Additional information can be found on the Accounting Website.
Financial Aid Satisfactory Academic Progress (SAP)

What is Satisfactory Academic Progress?

The Office of Financial Aid is required by federal and state regulations to determine if students receiving financial aid are making Satisfactory Academic Progress (SAP). In order to maintain eligibility for all forms of aid a student must be meeting specific standards for SAP. This is to ensure that all students are making progress towards degree completion. If a student fails to meet any one of these standards, he or she will be classified as not making Satisfactory Academic Progress.

What are the Minimum Requirements to Maintain SAP?

All students receiving federal aid are required to maintain the following minimum standards.

FEDERAL AID SAP STANDARDS

Undergraduate Students

Qualitative Standard (GPA) - Undergraduate students must maintain at least a 2.0 cumulative GPA.

Quantitative Standard (Pace) - All students must successfully complete two-thirds (67%) of total credits hours attempted (known as Pace: Percent of Attempted Credits Earned). Pace is determined by the following formula:

\[
\text{Pace} = \left( \frac{\text{Cumulative credits earned}}{\text{Cumulative credits attempted}} \right) \times 100
\]

Example, a student who has attempted 45 credit hours must have successfully completed at least 30 credit hours: \(\frac{30}{45} = 0.667\) or 67%. All attempted credits count toward PACE.

Maximum Timeframe - Undergraduate students may attempt no more than 150% of the maximum credits required to complete an academic program.

Graduate Students

Qualitative Standard (GPA) - Graduate students must maintain at least a 3.0 cumulative GPA.

Quantitative Standard (Pace) - Graduate students must complete at least 50% of attempted credits each semester

Maximum Timeframe - Graduate student must finish the program within the maximum timeframe of eight years.
WASHINGTON STATE SAP STANDARD

All students receiving the following state aid are required to maintain the SAP standards below:

- Washington College Grant and College Bound Scholarship

GPA Standard

All students are required to maintain a minimum GPA of 2.0 of higher.

Minimum Credits Completed

To establish and maintain eligibility for financial aid, students must pass a minimum number of credits each semester and a minimum number of credits for the academic year. Generally, students must pass half-time credits for each semester and the equivalent credits related to enrollment/financial aid status by the end of the academic year.

<table>
<thead>
<tr>
<th>You must complete:</th>
<th>Warning status if you only complete:</th>
<th>Termination status if you complete less than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (12+ credits)</td>
<td>12 credits/semester</td>
<td>6-11 credits/semester</td>
</tr>
<tr>
<td>3/4 time (9-11 credits)</td>
<td>9 credits/semester</td>
<td>5-8 credits/semester</td>
</tr>
<tr>
<td>1/2 time (6-8 credits)</td>
<td>6 credits/semester</td>
<td>3-5 credits/semester</td>
</tr>
<tr>
<td>Less than 6 credits</td>
<td>All credits registered</td>
<td>No warning semester available</td>
</tr>
</tbody>
</table>

Maximum Time Frame

Students can receive up to five years of full time WCG maximum usage (10 semesters) and up to four years of full time WCB maximum usage (8 semesters).

How Often is SAP Reviewed?

The Office of Financial Aid will review your progress at the end of each semester to determine whether you have met the minimum GPA, Credit Hour, and Pace standards. Failure to meet all of these standards will result in warning or termination (described below).
What is Financial Aid Warning and When Does it Occur?

**WARNING STATUS – FEDERAL AID**

Students who do not meet all of the SAP standards at the end of a semester and who were not already on warning in that semester will be placed on warning for the following semester and notified via email. This is an opportunity for the student to improve their academic performance to meet SAP standards. No appeal is necessary, and students can receive federal financial aid during the warning term. Students on warning are notified of their SAP status via email.

**WARNING STATUS – STATE AID**

Students who do not meet the State Satisfactory Academic Progress requirements outlined above will be put on their first warning status and receive a written warning that they must improve their academic performance in order to maintain state financial aid eligibility. Students on warning status for unsatisfactory academic progress must make satisfactory progress within their next two semesters of enrollment. Students must be enrolled in at least 3 credits to receive state aid and must complete all credits for which they receive financial aid with a cumulative GPA of 2.0 or higher.

What is Financial Aid Termination and When Does it Occur?

**TERMINATION STATUS – FEDERAL AID**

Students who do not meet the SAP standards at the end of a semester in which they were on warning will have their eligibility for federal student aid terminated. They will not be eligible for federal student aid until they are meeting SAP standards again or successfully appeal their termination. See the following section for more details on the appeal process.

**TERMINATION STATUS – STATE AID**

Students who have two consecutive warning semesters, or who fail to complete the minimum number of credits for which they have registered (see Completion of Credits table, above), will have their financial aid eligibility terminated. Students who lose eligibility must reinstate their eligibility using one of the two options described below.

What is SAP Probation Status?

**PROBATION STATUS - FEDERAL AID**

If a student successfully appeals their federal financial aid termination, they are placed on probation for one or more semesters as determined by the Office of Financial Aid. Students granted an appeal for a single semester must meet SAP standards by the end of that semester. Students granted probation for multiple semesters must meet the terms of their SAP Academic Plan. During probation semesters...
students are eligible to receive federal financial aid funds. If students do not meet the Academic Plan requirements, their eligibility for aid will be terminated until another appeal is granted or they are meeting SAP standards. See the following section for more details on the appeal process.

**How to Re-establish Eligibility after Financial Aid Termination?**

**SAP APPEAL & ACADEMIC PLANS - FEDERAL AID**

Appeals must be submitted in writing to the Office of Financial Aid outlining any extenuating circumstance(s) that influenced the student’s academic performance. Extenuating circumstances are those events that are beyond the student’s control (i.e. serious injury, illness or mental health condition, death of an immediate family member, etc.). The appeal should be typed and include:

- A description of the extenuating circumstance(s), documentation of circumstance(s); appeals without documentation will not be reviewed. Copy of Completed Academic Plan (if applicable) signed by an SSA.
- The purpose of an academic plan is to bring the student’s academic performance back within the required SAP standards by the end of one or more semesters. The plan is devised and approved by your Student Success Advisor (SSA).
- Detailed description of how the student plans to address this issue going forward.
- Signature and current contact information

The Financial Aid Appeals Committee will generally review the appeal within 5-10 business days of its receipt; the timeframe for rendering a decision may vary depending on when in the semester it is submitted, students will be notified by email if there will be a significant delay in review. Each appeal will be considered on a case-by-case basis. Students filing an appeal will be advised in writing of the decision via the contact information provided and their student e-mail account. The committee’s decision is final and cannot be appealed to a higher level. If the appeal is approved the student will be placed on probation and receive financial aid for the semester for which the appeal is submitted, their academic performance will be reviewed at the end of that semester to determine if they are meeting SAP standards or the terms of the SAP Academic Plan and are eligible to receive financial aid in the following semester. Students not meeting SAP standards or the terms of their SAP Academic Plan as applicable will have their eligibility for aid terminated until they are meeting SAP standards, or a new appeal is granted.

**NEW APPEALS - FEDERAL AID**

If the student fails to meet the conditions of their appeal, they will have their eligibility for financial aid terminated. Students may submit a new appeal if their failure to meet the conditions of their previous appeal was due to a new extenuating circumstance. New appeals due to the same circumstance(s) as a prior appeal will not be granted. If the previous appeal required a SAP Academic Plan, a new SAP Academic Plan must be developed by the student and their SSA.

**RE-ESTABLISHING ELIGIBILITY WITHOUT AN APPEAL - FEDERAL AID**

If a student does not appeal termination, or their appeal is denied, they will regain eligibility for Federal Student Aid and WA State Aid in the first semester after they successfully meet DigiPen's SAP standards, assuming they still meet all other eligibility criteria to receive aid.
REINSTATE ELIGIBILITY – STATE AID

When state aid has been canceled due to unsatisfactory academic progress, students may use one of the following options to reinstate eligibility in their next semester of enrollment.

1. Students can re-establish their financial aid eligibility after successfully enrolling in and completing (without receiving state aid) at least 3 credits. Students must complete all credits with a cumulative GPA of 2.0 or higher.

2. Students may appeal the cancellation of their financial aid by indicating in writing to the Office of Financial Aid (a) reasons why they did not achieve academic standards and (b) reasons why their aid eligibility should not be terminated or should be reinstated. Students should include appropriate documentation (letters from physicians or instructors, etc.) to support the statements in an appeal. Each appeal will be considered as precedent. Financial aid cannot be reinstated for a prior semester.

Withdrawals

A withdrawal occurs when a student decides to drop all of his or her classes and leave DigiPen, either temporarily or permanently. The withdrawal process begins with the Registrar’s Office; they will provide you with the appropriate paperwork. There are some financial consequences to withdrawing outlined below. If you are unsure of how withdrawing from DigiPen will affect you financially, contact the Office of Financial Aid prior to withdrawing, when possible.

Definition of Withdrawal

Official Withdrawal – A withdrawal is considered official if the student completes all required withdrawal procedures.

Unofficial Withdrawal – A withdrawal is considered unofficial if the student quits attending or in any way participating in all courses before the end of the term and does not complete all required withdrawal procedures.

Categories of Unofficial Withdrawal

If DigiPen determines that a student did not begin the withdrawal process or otherwise notify DigiPen of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student’s control, the withdrawal date is the date DigiPen determines is related to that circumstance. If a student stops attending for 14 consecutive days, the Registrar’s Office will reach out the student to try and determine why they are not attending.

Procedure for Determining Withdrawal Date

Official Withdrawal – For purposes of the Return of Title IV Aid Formula, the withdrawal date will be the last date of attendance in any class. Students who are enrolled but not attending will have their financial aid cancelled.
## Institutional Refund Policy

Refunds are calculated from the date the Registrar’s Office receives a completed withdrawal application. You need to complete the appropriate paperwork by the deadlines specified to be eligible for a refund. The institutional refund policy applies if you are doing a full withdrawal only. If you are doing a partial withdrawal, contact the Accounting Office for further information. For the 2020-2021 academic year, the refund policy is as follows:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>100% REFUND</th>
<th>50% REFUND</th>
<th>NOT REFUND ELIGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>09/11/2020</td>
<td>09/29/2020</td>
<td>After 09/29/2020</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>01/15/2021</td>
<td>02/02/2021</td>
<td>After 02/02/2021</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>05/14/2021</td>
<td>06/01/2021</td>
<td>After 06/01/2021</td>
</tr>
</tbody>
</table>

Except for the registration fee, all other assessed fees are refunded on the same schedule as tuition payments.
Federal Return of Title IV Funds Policy

Financial aid funds are awarded to a student under the assumption that the student will attend DigiPen Institute of Technology for the entire term. If the student officially or unofficially withdraws from DigiPen during the term, the student is required to return the unearned part of the funds which were received to help pay educational expenses for the term. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

- All federal aid is considered earned if the student remains enrolled and attends at least one class such that he or she completes at least 60% of the term in which federal aid is received, and the student was eligible for the federal aid at the time the aid was applied to the account.
- A pro-rated portion of the federal aid received must be returned according to the Return of Title IV Funds Formula if the student officially or unofficially withdraws from DigiPen before completing 60% of the term.

If a student did not receive all of the funds that they earned prior to withdrawal, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student’s permission prior to disbursement. The student can choose to decline these loan funds to reduce unnecessary debt. The school may automatically use part or all of the post-withdrawal disbursement of grant funds to pay tuition, fees, and room and board charges. The school needs the student’s permission to use post-withdrawal disbursement funds to pay any other school charges.

Some Title IV funds that were scheduled for disbursement may not be available as a post-withdrawal disbursement because of other eligibility requirements. The requirements for Title IV program funds are separate from the institution’s refund policy. The student may still owe funds to DigiPen to cover unpaid institutional charges.

Funds have to be returned within 45 days of date of determination that a student withdrew. DigiPen Institute of Technology will return Title IV funds in the following order:

1. Unsubsidized Direct Student loans
2. Subsidized Direct Student loans
3. Direct PLUS loans
4. Federal Pell Grants
5. Federal SEOG
6. Federal TEACH Grants
7. Iraq and Afghanistan Service Grant

Return of State Financial Aid

State grant recipients who fail to commence attendance in their classes, or who receive funds based on fraudulent information, must repay 100% of the Washington College Grant (WCG) and College Bound Scholarship (CBS) received. If a student has commenced attendance in a term, they will not owe a repayment on the state aid that they receive, but will be subject to state aid SAP.
Return of Institutional Financial Aid

All institutional aid is considered earned if the student remains enrolled and attends at least one class through the 60% point of the semester. If the student does not complete 60% of the semester in at least one class, institutional aid is subject to return at the same rate as calculated in the Return of Title IV aid.

Return of Funding from Outside Sources

When a student who has received funding from an outside source (such as a scholarship organization) withdraws from DigiPen, return of those funds is subject to the guidelines of the organization. In some cases, all outside funds may need to be returned to the organization.

Return of Funding from Private Loans

When a student who has received funding from a private loan withdraws from DigiPen, DigiPen Institute of Technology will return any private loan funding not required to pay remaining institutional charges after all other adjustments have been made.
Special Programs/Populations

The Office of Financial Aid manages several special assistance programs. The Office of Financial Aid does not select recipients but does process awarded funds for these programs.

VA Tuition Benefits

Institutional scholarships may be reevaluated for students receiving VA tuition benefits. For more information on how VA Tuition Benefits may affect your financial aid, contact the Veterans Certifying Official at veteranbenefits@digipen.edu.

Please refer to DigiPen Institute of Technology VA Benefits Handbook with further questions.
Policies and Disclosures

As required by the Higher Education Opportunity Act – 2008, DigiPen Institute of Technology provides a variety of information to the campus community and prospective students. Links to these policies and reports and to the offices that provide them can be found on the financial aid website, digipen.edu/financial-aid. Print copies can be requested from the offices listed on the website.