

FINANCIAL AID

Scholarship money is available for students of The Theological Institute based on need. Students should contact the Administrative Assistant for the respective degree programs at the Institute office to apply for scholarships or to inquire about educational loans.

The Archdiocese has established, on behalf of Saint John's Seminary, the Promise for Tomorrow Scholarship Fund for those serving the Church in the Archdiocese of Boston. Students from other dioceses may also be considered for financial aid. These scholarships assist needy students in the degree programs. In addition to need-based aid, the Promise for Tomorrow Scholarship Fund offers two merit-based scholarships, generally awarded in May: the "Outstanding Parish Service Scholarship" for the M.A.M. degree, and the "New Evangelization Scholarship" for the M.T.S. degree. More information is available under The Theological Institute heading at sjs.edu.

Saint John's Seminary offers Catholic school teachers a 50% tuition scholarship.

The Theological Institute also participates in federal student financial aid programs. In order to have an objective criterion for determining eligibility, the standard Free Application for Federal Student Aid (FAFSA) form should be filed by anyone wishing to participate in these programs. Students are encouraged to apply for financial aid a month before tuition bills are issued at the beginning of each semester.

ADMISSIONS POLICY

General admissions requirements for the degree programs of the Theological Institute are completely identified in the subsequent section. Additional admissions information relating to federal financial aid are as follows:

The Theological Institute of Saint John's Seminary is a private, nonprofit institution operating with the approval of the state of Massachusetts. The graduate degree programs of The Theological Institute, the Master of Arts in Ministry (M.A.M.) and the Master of Theological Studies for the New Evangelization (M.T.S.), are open to all laypersons, permanent deacons, and religious, without regard to race, gender, national origin, age, disabilities, or veteran status.

Since the Institute grants only graduate degrees, it admits as regular students only persons who have previously earned a bachelor's degree from an accredited institution.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress for students receiving Title IV federal student financial aid is reviewed annually and determined according to the following guidelines:

The Code of Federal Regulations, title 34, section 668.34 requires that an institution establish, publish, and apply reasonable standards for measuring whether a student is maintaining satisfactory progress (SAP) in his or her course of study in order for the student to receive financial aid under a Title IV program of the Higher Education Act.

All federal financial aid recipients must progress at a reasonable rate (make satisfactory progress) toward achieving a degree. This requirement applies to all terms regardless of whether or not the student received federal financial aid.

The financial aid satisfactory academic progress evaluation will take place once a year and will begin 4 weeks after the end of the spring semester. This evaluation process will use academic standards, pace towards completion, and maximum timeframe as benchmarks.

Regarding academic standards, The Theological Institute has identified conditions under which students may be placed on Academic Probation, which are listed below.

Academic Probation: A satisfactory academic record may contain no more than one grade below C- and no F's in any one semester. A student who does not achieve a satisfactory record in any semester will be placed on academic probation for the following semester. A student on academic probation who fails to obtain a satisfactory record during his or her probationary semester will not be allowed to continue in the degree program except upon a favorable vote of the Faculty Council or Educational Affairs Committee. During academic probation, the student's is allowed to participate in federal student aid until the results of the probationary term are available.

Pace of completion requires students to progress through their educational program at a pace that ensures they will complete the program within the maximum timeframe. The pace is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Students must successfully complete a minimum of 67% of their cumulative attempted credits (including any, failures, or transferred or withdrawn credits).

Maximum timeframe to receive financial aid is determined by calculating the total number of credits required for the degree divided by the number of credits to maintain half-time status to qualify for financial aid. There may be special circumstances such as program change or an illness that would prevent a student from completing his or her program of study within the normal time frame. In such individual circumstances, the academic expectations will be evaluated by the Associate Dean.

Satisfactory Academic Progress Student Notification: Students who receive federal financial aid and who do not maintain satisfactory academic progress annually will be notified in writing by the Associate Dean that future federal financial aid may be in jeopardy and be given the next semester to meet academic standards set forth from the Associate Dean.

Pass/Fail and Incompletes: An Incomplete is recorded when the student does not fulfill a major requirement of the course before the beginning of the examination period or has not taken the semester examination. In such cases, an "Incomplete" is recorded rather than a failure only when the student has obtained prior permission of the Dean of Faculty and the consent of the professor to delay completion of the required work. The work must be made up by the end of the subsequent semester; otherwise, the grade becomes an "F", which will negatively impact the

satisfactory academic record of the student. The Director of Admissions and Records will record an "Incomplete" only when it has received specific notification from the Dean of Faculty.

Withdrawal from Course(s): Withdrawal from a course is permitted up until the fifth week of class with no approval and no record on their transcript. After the fifth week of classes, a withdrawal from a course will be recorded on the academic transcript of the student. The student must petition the Associate Dean to withdraw from a course after the fifth week. The notation WA indicates an Academic Withdrawal approved by the administration. A WF, or Withdrawal Failing, will be recorded for students who fail to petition the Associate Dean for withdrawal after the fifth week of classes. It should be noted that withdrawing from a course could cause the student to fall below the minimum number of credits to qualify for Title IV federal student aid, and jeopardize the award.

Transfer Credits: Credits earned at another accredited institution may be transferred for credit subject to the following conditions:

- (a) such credits were earned within six years prior to matriculation at Saint John's Seminary or the Theological Institute
- (b) such credits have not been used to earn another degree
- (c) the course contained content suitable for application to the student's program at Saint John's, or the Theological Institute according to the judgment of the Educational Affairs Committee
- (d) a grade of "B" or better was earned.

It is the student's responsibility to request that an official copy of transcripts be sent directly to the Director of Admissions and Records from each institution previously attended. No more than nine transfer credits may be applied to the Master of Arts in Ministry or Master of Theological Studies degrees.

Since transfer credits are typically earned prior to a student matriculating to Saint John's Seminary's Theological Institute, there is no impact on Title IV federal financial aid. Title IV federal financial aid is based on the number of credits taken at the Theological Institute's approved programs and is not applicable to courses taken outside these programs.

VI. In addition to the grievance Policy found on page 17, student may appeal to Massachusetts Department of Higher Education to address an unresolved complaint. They can be found at: <http://www.mass.edu/forstufam/complaints/complaints.asp>.

RETURN OF TITLE IV FUNDS

Federal Regulations Governing Refunds

If a student does not wish to leave any resulting credit balance on his or her account for subsequent use, he or she should request a refund through the Business Office. If a student has a credit balance as a result of federal financial aid and he or she does not request a refund, the Institute will, within four weeks, send the credit balance to his/her address on record.

Federal regulations establish procedural guidelines applicable to the treatment of refunds whenever the student has been the recipient of financial assistance through any program

authorized under Title IV of the Higher Education Act of 1965. These guidelines pertain to the Federal Perkins Loan, the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal College Work-Study, and the Federal Stafford and PLUS Loan. The Theological Institute only participates in the Federal Stafford Direct Unsubsidized program for its graduate students. In such cases, the regulations require that a portion of any refund be returned according to federal guidelines. Students receiving Federal Title IV funds are subject to the following withdrawal/refund process for those funds: The Institute is required to return to the federal aid programs the amount of aid received that was in excess of the aid "earned" for the time period the student remained enrolled. Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received.

Returning funds to these programs could result in a balance coming due to the University on the student's account. Further, if a student withdraws, the institution must determine if any cash disbursement of Title IV funds, made directly to the student by the institution for non-instructional purposes, is an overpayment that must be repaid to the Title IV program. Institute policy developed to comply with the regulations at Saint John's Seminary will be available upon request from the Director of Admissions Office.