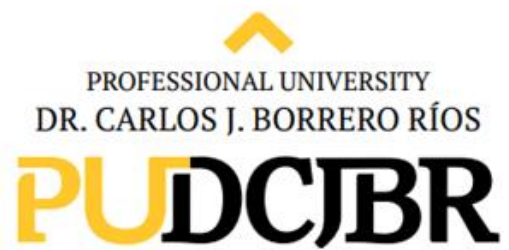


Academic Year
2024-2025



Financial Aid Office Manual
Consumer Student Guide
Rev. 03/2024
EV/JCA

Professional University Dr. Carlos J. Borrero Ríos

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Institutional Mission

Our mission is to educate and train professionals by providing an evidence-based education of excellence that guides them to perform their responsibilities in a safe, ethical manner and with humane sensitivity. The Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR) wants to aid in the strengthening of a workforce capable of responding and adapting to the rapid social changes and the specific needs of diverse populations with up-to-date knowledge and skills. We want to offer high quality academic programs that will help shape professionals with the skills required by the present and future job markets. We want to serve as a teaching center of excellence for professionals to help keep them updated throughout their developing careers.

What is Financial Aid?

Financial Aid is money that helps students pay for college. It includes grants, scholarships, student loans and work study program. Financial Aid offices are regulated under the Higher Education Opportunity Act of 2008 (HEA as amended). This requires the institution to provide financial aid to prospective and active students.

To qualify for financial aid, the student needs to complete the Free Application of Student Financial Aid, better known as FAFSA. Our institutional code is: **042789**. For the 2023-2024 academic year, about 88% of our students were participants in the Title IV funds program.

Important dates to complete FAFSA

Start/End	Dates to submit FAFSA	Income	Academic Year
July 1st, 2024, to June 30,2025	December 31, 2024, to June 30, 2025	2022	2024-2025

Student Eligibility

Who is eligible?

Students with financial need who complete the FAFSA application for the academic year are enrolled in an eligible program under Title V funds.

- Process to apply for financial aid:
- Complete the FAFSA for available in www.fafsa.ed.gov and expect the Student Aid Report (SAR).
- Apply for the institutional loan application and expect the Award Letter notification.
- Students will receive the award disbursement and reimbursement (if applicable) after 30 days from the beginning of each term.

For more information: www.studentaid.gov

PUDCJBR Offer

The institution offers academic the following academic degrees:

- Associate degrees in: Audio Engineering, Filmmaking and Video Production, Coding and Medical Billing Specialist, Surgical Technology and Sciences in Respiratory Care.
- Bachelor of Science in Nursing
- Master's degree in science of Anesthesia
- Master's degree of Science in Nursing with specialty in Critical Care
- Doctor of Nurse Anesthesia Practice

FEDERAL PELL GRANT:

Aid grant awarded to undergraduate students with financial need and enrolled in associate or bachelor's degree. This aid doesn't have to be repaid and the amounts can change every year. For 2024-2025 academic year, the maximum amount is \$7,395. This will depend on the student Student Aid Index (SAI), cost of attendance and enrollment intensity. The student will have 600.000% of eligibility or six years to qualify for it and may not receive Pell Grant funds from more than one school at a time.

DIRECT SUBSIDIZED LOAN:

Eligible undergraduate students can borrow money from the U.S. Department of Education demonstrating financial need to help cover college expenses. For the 2024-2025 academic year, the interest rate is 5.50% and the maximum amount the student can borrow will depend on the year in school and the dependency status, but the ranges are in \$3,500 to \$5,500 per year. Interest rate may change according to DEF updates.

DIRECT UNSUBSIDIZED LOAN:

Available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The amount you the student can borrow is based on the cost of attendance and other financial aid you receive. The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, the interest will accumulate and be capitalized, that increases the principal amount of your loan.

In the case of undergraduates' students, the interest rate is 5.50% and the maximum amount which the student is eligible will depend on grade level and dependency status between \$2,000 to \$7,000.

For the graduates' students, the interest rate is 7.05% and the maximum amount eligible for up to \$20,500. The total amount that a graduate professional independent student can borrow can't exceed \$138,500 (not more than \$65,500 in undergraduates' programs) in all student life. Interest rate may change according to DEF updates.

	Undergraduate Students				Graduate Students	
	Dependent ¹		Independent ²		Annual Limit	Max Subsidized
	Annual Limit	Max Subsidized	Annual Limit	Max Subsidized		
1 st year	\$5,500	\$3,500	\$9,500	\$3,500	\$20,500 for each year	
2 nd year	\$6,500	\$4,500	\$10,500	\$4,500		
3 rd year and beyond	\$7,500	\$5,500	\$12,500	\$5,500		
Total Loan Debt Limit	\$31,000	\$23,000	\$57,700	\$23,000	\$138,500 ³	\$65,500

Figure 1: Annual Loan Limits

Student Responsibilities and Rights to know.

Students are responsible for:

- Pay attention to all information received by the offices when documents and information are requested.
- Deliver all documents required by the Financial Student Aid Officer, comply with the deadlines established.
- Applying for Federal Student Aid.
- Keeping personal financial aid records.
- Reading, understanding, and complying with the information that appears on all forms that the student signs.
- Reading, understand and comply with the published Satisfactory Academic Progress (SAP) policy for FSA recipients.
- Read and understand the school's Return of Title IV Funds policies.
- Reporting changes in name, postal mailing and email address and phone number to the FSA Office.
- Notify status as student in a new institution to the lenders or agencies of your loan holders.
- Repaying loans on time.
- Graduate student: it is your responsibility to research the criteria of each program before signing any document.
- Complete all the procedures required for Federal Student Aid: FAFSA, Entrance Interview, Master Promissory Note, Annual Student Loan Acknowledgement, and the Institutional Loan Application for Direct Unsubsidized Student Loan.

Student eligibility:

- Be U.S. Citizen or permanent resident.
- Valid Social Security Number.
- Enrolled in an eligible program leading to an academic degree.
- Be enrolled at least half-time for graduates' professionals' students under loan program.
- Maintain satisfactory academic progress.

- Complete verification process if selected.

Note:

On December 27, 2020, the FAFSA announces the suspension of the requirement that male students register with the Selective Service before the age of 26 and the suspension of eligibility for Title IV aid for drug-related convictions that occurred while receiving Title IV aid.

The verification is required by the U.S. Department of Education to validated identify or clarify the income information of the student. The student is selected for the process in no specific order and is mandatory the competition of it for the undergraduates 'programs.

Verification

V1 – Standard Verification Group

- Tax fillers – adjusted gross income, income tax paid, untaxed portions of IRA distributions and pensions, tax exempt interest income, education tax credits.
- Nontax fillers - income earned from work.
- Tax and nontax fillers - number of household members, number in college

V4 – Custom Verification Group

- Identity/statement of Educational Purpose

V5 – Aggregate Verification Group

- All information required to verified in groups V1 and V5

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the process a school uses to determine if a student is meeting all his or her educational requirements and is on target to graduate on time with a degree or certificate. This process is determined by school policies and procedures and students must comply with it to continue receiving federal student aid. The PUDCJBR has established the following:

Good standing: **qualify**

NPAS-Probation: **not qualify.**

Warning: **not qualify**

NPAS-Dismissal: **not qualify**

Undergraduates' students must obtain a 2.00 GPA in the first year and 2.50 GPA in the second year until graduation.

Graduates' students must obtain a 2.50 GPA in the first year and 3.00 GPA in the second year until graduation. For more information, please see the institutional catalog or visit <https://studentaid.gov/understand-aid/eligibility/staying-eligible>.

Student Loans

For new students:

Welcome and orientation – New students have the right to know and understand the responsibility of making a student loan. Also being conscious about the using of the funds for educational purposes. Students need to be aware of not exceeding the 600% or 6 years of Pell Grant eligibility and the maximum amount of loans available for life.

The Financial Aid Office have a serous of documents that can help the students with this information and the U.S. Department of Education has available the www.studentaid.gov were the student can find any additional information s needed.

NSLDS evaluation:

To ensure the student eligibility for Title V funds, it's important to verify the financial history on the National Student Loans Data System:

- LEU: Lifetime Eligibility Used of Pell
- Default: the status of previous loans
- Enrollment: unusual enrollments status, annual and aggregate loan limit, lenders, repayments, consolidation, reaffirmation, among others.
- TML: Transfers Monitoring List

Requirements:

- Complete Entrance Counseling

- Complete Master Promissory Note

For active students:

The process is continuous but needs to renewal de FAFSA application of the academic year in course and complete the Annual Student Loan Acknowledge.

Note: Academic Year is referring to the period of academic terms of the institution.

The FSA office can require students to handle some information if the SAR shows comments that need to be resolved. A copy must remain in the student file such as:

- Social Security card
- Birth Certificate
- Valid identification card: license, real ID, resident's card, passport book or card.
- Citizenship Certificate
- Address evidence: water, electricity, or phone bill statement.

*SAR must be included in the file.

Required documents for completing the FAFSA form:

Income Evidence such as:

- Tax income
- Untaxed income: child support, veterans non education benefits, money received on student behalf, among others.

Cost of Attendance

The Cost of Attendance (COA) is an approximately amount of the income you will need to pay related to educational expenses. The total amount it will cost you to go to school is usually stated as a yearly figure. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible

study-abroad programs. For students attending half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses, and can also include room and board for up to three semesters or the equivalent at the institution. But no more than two of those semesters, or the equivalent, may be consecutive. Contact the financial aid administrator at the school if you are planning to attend school but have any unusual expenses that might affect your COA.

Conditions to maintain your financial aid:

- Maintain Satisfactory Academic Progress (SAP) in the study program leading to the academic degree to which it aspires to complete a degree according to the established institutional policies, upon completing each semester of studies. Failure to comply with this provision, the offer of financial assistance may be canceled.
- Enroll and maintain a minimum academic load of half time in all the terms enrolled leading to an academic degree, to be eligible for a federal loan for educational purposes.
- Inform the Financial Aid Office of any undeclared resources in an application that is acquired during the year, for example: employment, veteran, benefits of university employees, scholarships and incentives, and other help.
- The offer of financial aid is based on the enrollment estimates per semester during the academic year. Any change due to partial dismissal or abandonment of studies may need to be adjusted, canceled, or required to return part or all the aid received.
- According to the Institutional Catalog, an enrolled student who misses classes for the first two weeks will be classified as “no show” and the aid will be automatically cancelled. Active students who miss two consecutive classes will be administrative withdrawn (WA). If students present evidence of justification, they will be reinstated.
- If the student provides false or incomplete information in the Institutional Application or in the Free Application for Federal Student Aid (FAFSA), will be obliged to pay part or all the financial aid that has been granted.

The law governing the Direct Loan Program requires a school to consider a student's Estimated Financial Assistance (EFA). To determine eligibility for non-need-based federal aid, the EFA is the only component deducted from the COA.

- EFA includes:

- Direct Loan Program
- AmeriCorps benefits, with one exception: not counted as EFA for subsidized Direct Loans
- Other education loans
- School and other scholarship and grant aid including fellowships and assistantships, waiver of tuition and fees.

Note: PUDCJBR in compliance with the ED do not exceed the student’s COA, only though there are exceptions. When a student has received aid that exceeds the cost of attendance, the aid package may have to be adjusted.

Cost of education:

Associate’s Program	Bachelor’s Program	Master’s Program	Doctorate’s Program
Depending on program selection	121 credits	77 credits MSA 41 MSN	34 – Special Program 131 – Regular Program
Tuition - \$170	Tuition - \$190	Tuition - \$280	Tuition - \$500 local students \$800 U.S. students
Fee - \$600	Fee - \$600	Fee - \$600	Fee - \$600
Application form - \$0	Application form - \$0	Application form - \$75	Application form - \$100

Professional Judgment Policy

Professional Judgment (PJ) can be defined as: “Applying knowledge, skills and experience, in a way that is also informed by professional standards / knowledge, laws and ethical principles, to develop an opinion or decision about what should be done to best serve clients”. This judgement allows professionals to utilize their understanding of the context of the situation and client / service user, their professional knowledge, and their training in order to identify concerns and take relevant action.

The FAFSA Simplification Act (the Act) distinguishes between different categories of professional judgment by amending section 479A of the HEA.

- *Special Circumstances* refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the EFC calculation.
- *Unusual Circumstances* refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration), more commonly referred to as a dependency override.

A student may have both a special circumstance and an unusual circumstance. Financial aid administrators (FAAs) may make adjustments that are appropriate to each student's situation with appropriate documentation. The UPDCJBR validates the FAFSA Simplification Act and implemented guides for the 2023-24 Award Year. For more information:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2023-2024/application-and-verification-guide/ch5-special-cases>.

Enrollment and less than half time Policy

To disburse any financial aid, the student must be enrolled in as follows:

- Undergraduate student: at least 3 credit hours for receiving Pell Grant and 6 credit hours for Direct Loan.
- Graduate student: must be enrolled in the selected curriculum (part or full time).

Disbursements

Application and Disbursement

- Borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling online through www.studentaid.gov to disburse the loans corresponding to the academic term in course.
- Pell Grant participants must complete any pending process including Verification to receive the grant.
- They ensure that a student fully understands their rights and obligations as a student loan borrower. Returning and active students need to complete online at www.studentaid.gov

an Annual Student Loan Acknowledgment process before the first loan disbursement of every academic year.

Disbursement process:

- The granting of financial aid is based on each term of summer, fall and spring in one academic year.
- The annual amount to which the student is eligible will be divided among three quarters and the result disbursed in each academic period in which the student is enrolled.
- Summer term the calculation will be for two months.
- Prior to disbursement of funds, the Financial Aid Administration Department will reevaluate the student's eligibility.
- Disbursements will be credited directly to the student's account to cover tuition and fees.
- A cheque will be issued for the excess amount (if applicable) within the next 14 days from the date the account reflects the credit.

Note: In compliance with the federal regulations for the students whose participate for the first time in the Direct Loan Program, the delay for a disbursement is up to 30 days after the classes began.

Student Exit Process:

A student who is participant of the federal loans program, needs to complete the Exit Interview once the student has left school, dropped below half-time enrollment or graduated from school. The school must notify the student about the completion of this process via email or postal service. The student completes this process by accessing to <https://studentaid.gov/exit-counseling/> and will have 6 months of period grace before starting to make official loan payments.

Withdrawals and Return of Title IV

- Students have the right to withdraw from any course during the established time in the academic calendar.
- The student must complete the corresponding form and obtain the authorization from the professor and from the Program Director.

- Students have the right of total withdrawal at any moment and up to the last day of class of the corresponding payment period. This form will be submitted to the Register's Office.
- Withdrawals are classified into two categories: partial withdrawal and administrative withdrawal. This policy applies to both new and regular students enrolled in eligible programs leading to a degree who have filed a total withdrawal, have been suspended, or failed to complete the payment period.

Federal law requires the institution to:

- Calculate the amount of financial aid to which the student is eligible when the student does not complete the payment period.
- If the student received a lower amount than the one that was eligible, the student could receive the difference.
- If the student received more than was eligible, the institution or the student will have to return the excess to the U.S. Department of Education.
- If the student attends and then withdraws before completing the term, the percentage used to determine the applicable charges will be the days completed and the calculation will be based on the midpoint date as stipulated in the catalog.
- The last day of attendance will determine the days completed within the term.
- The Financial Student Aid office will carry out the reimbursement calculation doing the process online in the FAA platform from the Department and the funds will be returned by Finance Office through G5 system.
- If in the calculation of reimbursement, the student appears to have to return funds received during that academic term, will have 45 calendar days to refund funds or reach an agreement with Bursar Office through a payment plan.
- If the funds are not returned or an agreement with Bursar is not completed, the Financial Student Aid Office will have to inform the U.S. Department of Education of noncompliance.
- The student will lose eligibility for all TIV program funds and may not re-study with federal funds at any time.

What is FERPA Law?

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (ED). The Law provides the right to examine academic records, request, amend these records and limit the disclosure of the information contained therein. FERPA protect the students enrolled in a postsecondary institution regardless of their age or their status in relation to their parents' dependence.

Eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies. Eligible students have the right to request that a school correct a record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conduct certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, justice system, pursuant to specific State law.

UPDCJBR can disclose, without consent the following information contained in the student record:

- Student's name
- Contact address.
- Telephone number.
- Date and place of birth.
- Honors and awards
- Dates of attendance

Note: The student has the right to request the institution not to disclose directory information about them. If the student need information or a copy of any documents and cannot come in person, may send a family member with permission in a writing letter previously identified in their file with a valid id. The UPDCJBR must notify eligible students annually of their rights under FERPA Law and send the actual means of notification by email letter, inclusion in a bulletin board, student handbook or any other resources and is an institution discretion. The students' records related to Financial Aid Office will be maintained for a period. In case the UPDCJBR ceases operations, all the records will be sent to the Puerto Rico Board of Post-Secondary Institutions.

Visit your FSA Office, visit our web <https://upcibr.university/> if you need more information or other assistance with:

- Repaying process
- FSA ID situations
- Filling FAFSA on the web
- Guidance to complete the requirements procedures for Direct Loan Program
- Help you understand COA method that is used to calculate and manage the financial need each academic term.
- Information about your current federal loan's status.
- Among others related to Federal Students Aid.

Or visit the official site of Federal Student Aid www.studentaid.gov for more information.