

Financial Aid Information



East-West Healing Arts Institute

Financial Aid Information

General information

One of the most important investments you can ever make is for your education. Most people think they cannot afford the tuition, books, and other expenses. But remember, your education is an **investment that will repay you** over and over again. For those who qualify:

- **Grants are money for your education that you do not need to repay**
- **You do not need to start paying federal loans back until 6 months after graduation**

With this in mind, please read the following information thoroughly. The financial aid program at East-West Healing Arts Institute is designed to help you meet the cost of your massage education. We are committed to the equitable and consistent treatment of all Title IV Federal Student Aid applicants and recipients.

Federal Financial Aid Programs or Title IV funds are available. These include:

- Federal Pell Grants
- Federal Direct Student Loans
- Federal Parent-Plus Loans

Assistance is available to qualified students from other state or federal sources, such as:

- Veteran's Benefits (VA)
- Workforce Investment Act (WIA)

The **Federal Pell Grant** program is funded through appropriations by the United States Department of Education. This is money for your education that does not have to be paid back, and is available to qualifying students. New appropriations are made each year, as the amount of student awards may vary annually.

Federal loans available to qualified students and parents of students are **Federal Direct Student Loans** for students, and **Federal Parent-Plus Loans** for parents. These are low interest monies that are borrowed for the student's education and need to be paid back over time. Students may seek private loans through their bank or credit agency. East-West Healing Arts Institute does not have a preferred lender to suggest for students.

The student's financial need must be evaluated and eligibility determined for the Pell Grant first before other financial assistance can be determined. Students must complete an application form called the **Free Application for Federal Student Aid**- FAFSA. This application form can be accessed at www.fafsa.ed.gov. If you are found to be eligible, the funds are released to East-West Healing Arts Institute at regular intervals during the student's scheduled program. These monies are then disbursed to pay for your educational expenses.

You (the student) must budget yourself to meet payment dates and repay the loan(s) as quickly as possible. Should you change address, phone, or your name, you need to contact the holder of your student loan and our school. We require a loan exit counseling session before graduation to ensure successful repayment arrangements have been made. Both entrance and exit loan counseling can be accessed by logging in at <https://studentloans.gov>.

Grants

Federal Pell Grant Program: This program is provided by the Federal government to assist students with meeting their financial needs, and is limited to students seeking a first undergraduate degree. This grant does not have to be repaid. The amount of this grant is based on financial need and enrollment status.

Federal Direct Student Loans

Subsidized Federal Direct Student Loan: This loan is a long-term low interest student loan based on financial need. The government subsidizes, or pays the loan interest while the loan is in deferment, as well as the 6 month grace period following withdrawal or graduation from the program, or falling below at least ½ time attendance.

Unsubsidized Federal Direct Student Loan: The Unsubsidized Direct Loan is not based on financial need. It can be borrowed in combination with the Subsidized Direct Loan. It is also available to students who do not qualify for the full amount of a Subsidized Direct Loan. Interest on this loan accrues while it is in deferment and during the 6 month grace period following withdrawal or graduation from the program, or falling below at least ½ time attendance.

Federal Parent-PLUS Loan Program

PLUS stands for: 'Parents Loans for Undergraduate Students.' It is a loan that enables parents of dependent students to get guaranteed loans to assist with the post-secondary education expenses of their children. Approval is based on income and credit history.

Student Eligibility Requirements

Before receiving any financial assistance, a student must meet the general eligibility requirements listed in this section, as well as the requirements that are unique to each program; as listed in their respective subsections. Our financial aid representative will meet with you, ask questions to determine which program or programs you may qualify for and have you fill out a FAFSA. For more details on financial aid eligibility, please visit <https://studentaid.ed.gov>.

General Eligibility Provisions Include:

- Be enrolled or accepted for enrollment in an eligible program studying for a degree or certificate at an eligible institution of higher education (this includes our Massage Therapy program at East-West Healing Arts Institute)
- Be a citizen, national or permanent resident of the United States, or other eligible non-citizen
- Be a matriculated student- that is, a student who is going to school to graduate
- Register for the Selective Service- if you are a male
- Have a High School Diploma, GED, or College Degree
- Except as otherwise specifically provided, carry or plan to carry at least half the normal full-time workload for the course of study being pursued
- Maintain satisfactory academic progress in the course of study being pursued according to the standards and practices of the institution (see catalog)
- Not be in default on any Title IV loans, or owe a repayment on any Title IV grant- Pell, etc. received for attendance at the institution they plan to attend
- File with the postsecondary institution they plan to attend (or in the case of a loan or loan guaranteed with the lender) a statement of educational purpose which need not be notarized, stating that all funds received through Title IV programs will be used solely for educational or educationally related purposes
- Not be engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by financial aid
- Students that would like to order Direct Loans are required to attend loan entrance counseling with our financial aid representative. Entrance counseling can be accessed by logging in at <https://studentloans.gov>.

Application for Financial Aid

When applying for financial aid, please observe the following:

- An individual financial aid appointment is scheduled once the student has been determined as eligible for acceptance or has already been accepted into our school (this can be done after the student's initial interview and tour of our school's facility). The FAFSA- Free Application for Federal Student Aid, must be completed and sent out before this appointment, so the school has access to the student's corresponding ISIR. Students can access their FAFSA at www.fafsa.ed.gov. The Financial Aid Officer will notify eligible students if any additional documentation is needed.
- It is essential that the FAFSA application be completed after income tax forms for the preceding year have been filed.

- The paper SAR- Student Aid Report or the ISIR- Institutional Student Information Record is used to determine eligibility for all Federal and State financial aid programs. The report must be completed and submitted to our financial aid representative as soon as possible, regardless of the eligibility status. Official awards/loans cannot be estimated or made without the SAR or ISIR.

When Financial Aid Crosses Over 2 Award Years

A student receiving financial assistance for one award year is not automatically eligible for assistance the next year. To receive continued assistance for the following academic year, a student must:

- Complete a new FAFSA to establish eligibility
- Demonstrate financial need through the application process
- Comply with East-West Healing Arts Institute's standard of satisfactory academic progress
- Continue to be enrolled full-time at our school

Students Selected for Verification

Students who apply for Federal Student Aid may be randomly selected by the United States Department of Education for a verification process. Students are to submit certain information/documents to verify no later than two weeks within the program start date. Students selected for verification need to:

- Fill out a Verification form
- Bring in a copy of their federal income tax forms (if applicable)

If information alters award or loan amounts during the verification process, the student will be notified promptly.

Financial Aid Award Payments

Students will receive their financial aid awards in 2 disbursements according to the schedule below:

- **Federal Pell Grant:** Half of the award amount is disbursed after thirty days from the start of the program (0 – 400h), while the remainder is disbursed once the student has completed 400 hours of the required program time (401 – 800h). These monies are applied directly to the student's account.
- **Federal Direct Student Loans:** Half of the award amount is disbursed after thirty days from the start of the program (0 – 400h), while the remainder is disbursed once the student has completed 400 hours of the required program time (401 – 800h). These monies are applied directly to the student's account.
- **Federal Parent-PLUS Loan:** Half of the award amount is disbursed after thirty days from the start of the program (0 – 400h), while the remainder is disbursed once the student has completed 400 hours of the required program time (401 – 800h). These monies are applied directly to the student's account.

Any amounts of financial aid for which a student is eligible will first be applied to the tuition and fees, as well as any other charges incurred (e.g., bounced check fees, library fines, etc.).

Any financial aid for which you are eligible in excess of your tuition and fee costs, will be disbursed to you in the form of a check from East-West Healing Arts Institute within a reasonable amount of time- not to exceed 14 days. Missing documents from the students file or losing financial aid eligibility due to financial aid suspension may delay check disbursement.

Federal Direct Loan Deferment

Students who have Federal loans from previous educational programs and are currently enrolled in East-West Healing Arts Institute, may receive a deferment from their loan holder while enrolled in our Massage Therapy program. The Federal loan(s) becomes active and due for payment 6 months after graduation from our program or after dismissal/withdrawal or after the maximum time frame has occurred. For more details, please see <https://studentloans.gov>.

Federal Direct Loan Repayment

Once you have graduated (or withdrawn/been dismissed) from East-West Healing Arts Institute, or stopped attending at least ½ time, you will enter a six month Grace Period in regards to your Federal Direct Student Loans. Once these six months are up, you will be expected to make monthly payments to your loan servicer, the company that handles the billing and other services on your Federal Loans. You will be required to select and apply for a Repayment Plan

with your loan servicer. If you do not choose a different payment plan, you will be put on the Standard Repayment Plan. Repayment Plan options are as follows:

- **Standard Repayment Plan**- Payments are a fixed amount. You can have up to 10 years to repay your loans on this plan.
- **Graduated Repayment Plan**- Payments are lower at first and then increase, usually every two years. You can have up to 10 years to repay your loans on this plan.
- **Extended Repayment Plan**- Payments may be fixed or graduated. You can have up to 25 years to repay your loans on this plan. To qualify, you must have more than \$30,000 in outstanding Direct Loans.
- **Revised Pay As You Earn Repayment Plan**- Your monthly payments will be 10 percent of discretionary income. The payments are recalculated each year and are based on your updated income and family size. If you are married, both your and your spouse's income or loan debt will be considered, whether taxes are filed jointly or separately (with limited exceptions). Any outstanding balance on your loan will be forgiven if you have not repaid your loan in full after 20 or 25 years. Keep in mind, you may have to pay income tax on any amount that is forgiven.
- **Pay As You Earn Repayment Plan**- Your maximum monthly payment will be 10 percent of discretionary income. The payments are recalculated each year and are based on your updated income and family size. If you are married, your spouse's income or loan debt will be considered only if you file a joint tax return. Any outstanding balance on your loan will be forgiven if you have not repaid your loan in full after 20 years. Keep in mind, you may have to pay income tax on any amount that is forgiven.
- **Income-Based Repayment Plan**- Your monthly payment will be 10 or 15 percent of discretionary income. The payments are recalculated each year and are based on your updated income and family size. If you are married, your spouse's income or loan debt will be considered only if you file a joint tax return. Any outstanding balance on your loan will be forgiven if you have not repaid your loan in full after 20 or 25 years. Keep in mind, you may have to pay income tax on any amount that is forgiven. To qualify, you must have a high debt relative to your income.
- **Income-Contingent Repayment Plan**- Your monthly payment will be the lesser of 20 percent of discretionary income or the amount you would pay on a repayment plan with a fixed payment over 12 years, adjusted according to your income. The payments are recalculated each year and are based on your updated income, family size, and the total amount of your Direct Loans. If you are married, your spouse's income or loan debt will be considered only if you file a joint tax return or you choose to repay your Direct Loans jointly with your spouse. Any outstanding balance will be forgiven if you have not repaid your loan in full after 25 years. Keep in mind, you may have to pay income tax on the amount that is forgiven.

If you would like an estimation of what Repayment Plans you may be eligible for, and what a repayment schedule may look like, please visit <https://studentloans.gov/myDirectLoan/repaymentEstimator.action>.

Special Repayment Arrangements

Federal Consolidation Loan Program is an available program under which the student may be eligible to consolidate into one debt, multiple federal education loans received from different lenders. Consolidation permits multiple debts to be combined into one monthly payment. Depending on the amount borrowed, this program may provide an extension of the payment period. Please, check with your lender(s) or see <https://studentloans.gov> for more information.

Under certain circumstances, Military Personnel may have their loans repaid by the Secretary of Defense in accordance with 10 USC 2141. Questions can be answered through the local service recruiter.

In addition, volunteers who complete service in an approved national community service project may earn an Educational Award, which may be used to repay a Federal Direct Loan. These and other additional special repayment circumstances will be explained by the student's individual lender/guarantor.

Loan Forbearance

Students unable to make scheduled loan payments may be granted forbearance, which may include:

- Payment reduction
- Loan extension, or
- Temporary hold or reduce payment from their loan holder as long as the student intends on repaying their loan.

Although loan holders are not required to grant forbearance, they may grant forbearance in cases of:

- Serious illness
- Extreme financial hardship, or
- Serving in a national service position for which the student receives a national service education award under the National and Community Service Trust Act of 1993. Lenders may require the student to provide reasons for the request and other information/documentation.

If you believe that you may qualify for loan forbearance, contact your individual loan holder and request Forbearance Information, and a Forbearance Request Form.

Default Loan Management

Students who apply for educational loans should be advised that both the Federal and State governments demand repayment of the loans and will not allow students to avoid their responsibilities. With passage of the Federal Debt Collection Act of 1984, the USDE may take the following action against student loan defaults:

- Submit the names of defaulters to a national credit bureau, which would pass them along to a regional credit bureau
- A collection agency will pursue defaulters
- The United States Justice Department may sue defaulters
- Wages may be withheld until the debt is paid in full
- For some types of student loans- including those not federally insured- the State may initiate actions to force defaulters to pay up.

How are awards determined?

When a student completes a FAFSA, their application is processed to calculate an EFC- Estimated Family Contribution- number. The Financial Aid Officer initially uses this number to determine what financial aid awards a student may qualify for. The EFC formula awards the neediest students, and supports equal educational opportunities and access to post-secondary education for all who apply. After an EFC number is calculated, the information that a student submitted on their FAFSA then goes to the Department of Education's Central Processing System (CPS) for further processing, to verify the submitted information with different government agencies, and to check for accuracy.

When CPS finishes processing the information, an In School Institutional Record (ISIR) is then sent back to the school. The Financial Aid Officer uses the information on the ISIR to determine what awards a student qualifies for, and to see if there are problems that need to be resolved with a student's eligibility to receive financial aid. The Cost of Attendance (COA) is estimated by the school and takes into account all expenses associated with attending school a student may have such as: tuition, books/supplies, fees, room and board, transportation, etc.

If you have any additional questions about financial aid, please contact our Financial Aid Representative at East-West Healing Arts Institute at (608) 240-1600 or financialaid@acupressureschool.com.

Probation/Termination/Dismissal

Students who fail to:

- Make arrangements for payment
- Remit payments in a timely manner, or
- Submit proper and accurate documents to process loans/grants within two weeks of school start date
- Make Satisfactory Academic Progress (SAP, see page 8)

may be placed on Financial Aid Probation or Financial Aid Suspension, and/or may be dismissed from the school. Any student on Financial Aid Suspension is not able to receive Title IV funds- Pell grants, Direct Loans, Parent-PLUS Loans.

Readmission/Reinstatement

Students who withdraw from the program or have been dismissed due to problems regarding:

- Attendance
- Academic Standing
- Financial Aid Information/documentation resulting in a loss of Federal Student Aid
- Payment of tuition and fees

A student that has withdrawn may apply to the school for readmission if they are confident that the issues contributing the student's withdrawal/dismissal are no longer a concern. The student would need to fill out an application, pay the registration fee and be accepted by into the next available program.

Readmission/reinstatement to East-West Healing Arts Institute after a student's withdrawal/dismissal is at the sole discretion of the school.

Refund/Return of Title IV Funds

Federal law requires that when you withdraw during a payment period or period of enrollment, the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. This calculation determines the percentage of earned aid and is based on the ratio of clock hours scheduled to be complete as of the withdrawal/ dismissal date divided by the total hours in the award period. If you received less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the Department of Education.

The amount of assistance that you have earned is determined on a pro-rate basis. That is, if you complete 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the payment period, you earn **all** of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of the excess funds.

If a student earned less aid than was dispersed, funds will be returned to the US Department of Education in the following order: Unsubsidized Federal Direct Student Loan, Subsidized Federal Direct Student Loan, Federal Parent (PLUS) Loan, Federal Pell Grant. All funds required to be returned to the US Department of Education are charged to the student's tuition account balance and affects the amount of refund or balance owed by the student upon withdrawal/dismissal. Any tuition monies due to the school by the student who cancels, withdraws or is dismissed, not covered by Federal grants/loans, is due in full when the student leaves school.

Any monies paid to the school in excess of the sum due to the school by the student who cancels, withdraws or is dismissed, will be refunded within 40 days to the appropriate bank/lender on behalf of the student's account and the student will be notified.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note with the holder of the loan: scheduled payments over the term of loan.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are required to return 50% of the grant assistance that you receive. Any amount that you don't have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

If the calculation of Return to Title IV requires that the student return a portion of the financial aid that they received, the student has 45 days after notification to return the overpayment. Failure to do so may result in the student's ineligibility for federal student aid.

The student will receive a letter to their home mailing address when a calculation has been completed indicating the amount charged back, the current correct account balance, and the student's option for repayment.

If a student has earned more aid than has been disbursed, they are eligible for a post-withdrawal disbursement. Students will be notified that they are eligible for a post-withdrawal disbursement and must consent to disburse the funds to their student account.

A sample worksheet used to calculate Return to Title IV Funds by EWHAI is available at: <http://ifap.ed.gov/ifap/titleiv.jsp> and selecting "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program."

Questions about this policy should be directed to the Financial Aid Office at financialaid@acupressureschool.com or by phone at 608-240-1600.

Rights and Responsibilities of Students receiving Financial Assistance

Students have certain rights and responsibilities regarding maintaining eligibility for their Federal Student Aid as described below:

Satisfactory Academic progress

Federal regulations and accreditation standards require East-West Healing Arts Institute to monitor academic progress of all matriculated students toward completion of their program (graduation) unless enrolled in personal enrichment courses. This process is called Satisfactory Academic Progress (SAP). This policy is enforced in conjunction with all other school policies and procedures. SAP is monitored weekly using two factors; grades earned for each completed class and cumulative attendance rate (percent of scheduled hours attended).

Grading Policy Defined

Grades provide clear feedback on progress toward graduation. Successful completion of a course requires a grade of A, B, or C. Grades of D and F do not constitute successful completion of a course. Satisfactory Academic Progress is defined as a passing grade of 70% or more per course (C) and an appropriate rate of progress toward completion of the program (67% of scheduled hours completed). Students with unsatisfactory academic progress have the opportunity to work with the School Administrator to develop a plan utilizing one of the following options at the School Administrator's approval to improve their academic progress: taking an alternative quiz, exam, make-up time for hands-on homework, written assignments, case study, or clinic internship.

Students participating in the Title IV Federal Financial Aid Programs are required by Federal Law to maintain Satisfactory Academic Progress in order to remain eligible for Federal funding.

Monitoring Grades and SAP

SAP is monitored weekly. Minimum SAP requirements to maintain Financial Aid Eligibility include maintaining a 70% (C) or more per course and an appropriate rate of progress toward completion of the program (67% of scheduled hours completed). Federal regulations require the SAP be evaluated minimally at the end of a Title IV payment period (halfway through the program).

Attendance, Tardiness, Makeup and Tests

Students are required to sign an attendance sheet for every class they attend. No student is allowed to sign in for another student. Student attendance records are also maintained electronically. Students are required to attend 100% of their classes to successfully complete the full program. Students who are 10 or more minutes late for class or who return late from a scheduled break, including lunch will be considered tardy. For each term, two incidents of being tardy or leaving early in one class will count as one unexcused absence. Regular absence can lead to a variety of negative consequences up to and including dismissal from the program. The School Administrator will meet with the student regarding tardiness and this may result in a written warning or lead to probation. Students are required to make up all missed class hours, class work, and exams within three weeks of the missed class. If a student has extenuating circumstances, the student should meet with the School Administrator. As a requirement of graduation, all missed work must be made up prior to the end of the fourth week of Term V.

If a student misses a class, the student is responsible for making up the course work and paying the making up charges. It is the student's responsibility to make arrangements with the instructor to make up all hours missed. Make-up requirements are determined by the instructor and may include making up the class the next time it is offered, tutoring (\$35 per hour tutoring fee will be charged by the instructor), and/or doing an assignment on campus (at no charge). The student will complete the assigned make-up work, verify a Make-up Sheet is filled out and signed by the instructor, and turn it in to the School Administrator. Classes must be made up prior to graduation and within the allotted 150% time frame for the program. Missing classes may postpone graduation due to enrollment and scheduling of classes. Students are strongly encouraged to meet with the School Administrator regarding any absences and their effect on progress through the program.

Financial Aid Probation

Students failing to meet the academic requirements will be placed on probation for one month. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 10 days of the end of the month.

Students will be able to receive aid for the probation month. However, for financial aid eligibility to continue, students must meet both the minimum academic requirements by the end of the probation month. The probation notice will inform the student what class(es) must be brought to a passing grade and/or the attendance that must be successfully achieved in order to meet the minimum academic requirements.

Financial Aid Suspension

If a student fails to meet minimum academic requirements for two consecutive months, the student will be notified in writing they have been placed on Financial Aid Suspension. The suspension notice will detail what class must be brought to a passing grade and attendance must be successfully achieved to meet the minimum academic requirements. Suspension notices are distributed within 10 days of the end of the month. Students remain suspended from financial aid, and are responsible for required tuition payments until they meet the minimum academic requirements or are dismissed.

Financial Aid Appeals Process

Students who have been placed on financial aid probation, or suspension, or who have exceeded the 150% maximum timeframe limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within 15 days of notification:

- A letter explaining the extenuating circumstances, and
- Third-party documentation supporting the reason for the appeal

The documentation will be reviewed and students will receive written notification of the result of their appeal within 15 business days from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the month listed in the notification. However, for financial aid eligibility to continue, students must meet the minimum academic requirements by the month specified in the notification. All results are final.

Other Sponsored Programs

Wisconsin G.I Bill (VA benefits)

The G.I Bill assigns specific benefits to people who have served in the military through the Department of Veteran Affairs (VA). These benefits can assist the student in paying for their educational expenses. Students wishing to apply are required to bring in a DD214 Form and transcripts for all previous attended education. For more information, please see www.benefits.va.gov.

Workforce Investment Act (WIA)

WIA funds are available for adults and dislocated worker programs through the United States Department of Labor, Department of Economic Development, Division of Workforce Development, and Department of Elementary and Secondary Education. This program was called JTPA- Job Training Program Assistance. These are coordinated with Pell grants for education and related costs. For more information, please see <https://dwd.wisconsin.gov>.

Contact Information

For more information or questions, go to:

East-West Healing Arts Institute

www.acupressureschool.com

608-240-1600

Terri Gomez
Admissions and School Administrator
terri@acupressureschool.com

Melanie Sivadas
Financial Aid Officer
financialaid@acupressureschool.com

Federal Student Aid

www.studentaid.gov

<https://studentaidhelp.ed.gov/>

studentaid@ed.gov

1-800-433-3243

1-800-730-8913 (for the hearing impaired)

Monday–Friday
8 a.m.–11 p.m. Eastern time (ET)

Saturday–Sunday
11 a.m.–5 p.m. Eastern time (ET)

National Student Loan Data System (NSLDS)

<https://nslds.ed.gov>

NSLDS@ed.gov

1-800-999-8219

Monday-Friday
8 a.m. –9 p.m. Eastern time (excluding Federal holidays)

Department of Education

<https://ed.gov>

<https://answers.ed.gov>

1-800-872-5327