

Financial Aid Handbook 2015–16

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Contact information

For questions about

Contact

General financial aid
Stafford loans
Scholarships
Church matching grant

Financial Aid Office
Daniel Grimes
800-964-2627 ext. 266
574-296-6266
dgrimes@ambs.edu

Student billingBusiness Office
Payment arrangements
Student account charges

Colleen White
800-964-2627 ext. 226
574-296-6226
cwhite@ambs.edu

FAFSA
(Free Application for Federal Student Aid)

www.fafsa.gov (application)
800-801-0576 (technical questions)

Direct loans
Student loan repayment plans
Loan forgiveness programs

Department of Education
studentloans.gov

Student loan amounts
Outstanding student loan balances
Student loan statuses
Student loan disbursements
Exit counseling

The National Student Loan Data System
www.nslds.ed.gov

Financial aid

PRINCIPLES OF FINANCIAL AID

The following principles serve as guidelines in the administration of the financial aid program:

1. The financial aid program is administered primarily on the basis of demonstrated need, which is defined as the difference between the cost of attending seminary and the amount of personal and other non-seminary resources available to the student. The financial aid application materials attempt to apply a consistent need analysis system to determine need.
2. The student must assume major responsibility in meeting the costs of schooling through savings and other assets, summer and part-time school-year employment (including spouse earnings), family assistance, and grants and loans from congregational, conference, and denominational sources.
3. The total amount of financial assistance offered a student will not exceed the amount of his or her need.

ELIGIBILITY

All admitted students are eligible to apply for AMBS financial aid. Financial aid is granted on a year-to-year basis, with reapplication and review each year. Aid is distributed according to demonstrated financial need, with higher amounts of aid given to students with greater need.

Mennonite students and international students studying full time (at least nine credit hours per semester) are eligible for AMBS grants of up to 50 percent of tuition. Other full-time students qualify for grants of up to 30 percent of tuition. All admitted students who are studying part time (fewer than nine credit hours per semester) receive half the amount of financial aid they would qualify for if they were full-time students. Non-admitted students taking one course are not eligible for aid.

Students will receive the same level of aid for intensive courses during Interterm and Summer School that they received during the previous semester. For example, if students taking nine or more hours in the fall (full time) move to less than full time in the spring semester, they will receive the full level of aid for Interterm just as they did during the fall, and they will receive the reduced level of aid from the spring semester for summer courses.

Students should expect to use a portion of their savings to pay the costs of their study. However, home equity and retirement savings will not decrease a student's eligibility for financial aid.

STUDENT RESPONSIBILITIES

1. Apply for aid each year by the financial aid application deadline of **April 15**.
2. Maintain a satisfactory academic standard (minimum GPA of 2.50).
3. Write notes or letters of appreciation to the donors of the funds if requested to do so. AMBS financial aid comes from a variety of sources, including gifts from churches and individual donors. Acknowledging their generosity helps ensure good relations with our supporters and builds good will toward the seminary.

TYPES OF AID

AMBS grants

AMBS provides some grant assistance for admitted students, based on need as determined by the financial aid application process. These awards are distributed from an AMBS financial aid fund made up of budgeted monies plus earnings from scholarship funds established by generous individuals and organizations.

Matching grant program

AMBS provides grants that match the assistance students receive from their congregations or conferences. Matching funds are not granted for study during Interterm and summer sessions. AMBS financial aid, including matching grants, will not exceed the cost of a student's tuition for the semester. The guidelines and eligibility for matching grants are as follows:

Eligibility

Full-time Mennonite students who qualify for financial aid at a rate of 40% to 50% of tuition:

The student will receive the percentage of aid for which he or she qualifies plus a dollar-for-dollar matching grant of up to \$1,000 per year (\$500 per term, maximum two terms) for contributions received from the congregation and/or conference.

Full-time Mennonite students who qualify for financial aid at a rate of less than 40% of tuition:

The student will receive the percentage of aid for which he or she qualifies plus a dollar-for-dollar matching grant of up to \$1,000 per year (\$500 per term, maximum two terms) and a 25% match on contributions beyond \$500 per term (maximum two terms) for contributions received from the congregation and/or conference.

Full-time other-than-Mennonite students who qualify for financial aid:

The student may receive up to 30% of tuition in AMBS financial aid plus a dollar-for-dollar matching grant of up to \$1,000 per year (\$500 per term, maximum two terms) and a 25% match on contributions beyond \$500 per term (maximum two terms) for contributions received from the congregation and/or conference

Part-time students:

A part-time admitted student may receive a 25% matching grant up to a maximum of \$125 per term, maximum two terms.

One-course, non-admitted students:

One-course students who have not been admitted are not eligible to receive AMBS matching grants.

Instructions

1. A church partnership form must be completed, including the appropriate church official's signature, and submitted to the financial aid office. Incomplete forms will not be processed.
2. Church partnership forms must be submitted by the April 15 financial aid deadline with the student's financial aid application.
3. Church contributions (checks/money orders) should be payable to AMBS with the student's name included in the "memo" portion or check stub.
4. Matching funds will not be applied to the student's account until funds are received from the church or conference.

5. Students must pay their balance in full by the first day of classes, so it is preferable that church contributions are also received by this time. However, if a church partnership form has been received for a student, he/she will not be assessed a late fee for the expected funds and respective matching grants until October 1 (for fall semester contributions) and March 1 (spring semester contributions). Funds allocated for interterm and summer terms must be received no later than one week after the term begins. If committed funds are not received by the respective dates, the student will be assessed a late fee of \$25 and held responsible for paying their outstanding balance. Church/conference contributions received after a semester has ended will not be matched.

Full-tuition scholarships

AMBS offers two types of full-tuition scholarships: **Church Leadership awards** and **Next Generation scholarships**. Recipients of these scholarships will be Mennonites who are members in good standing of a congregation in Mennonite Church Canada, Mennonite Church USA or a related Mennonite group. The decision to award a grant will be based on four factors:

1. Previous academic performance, based on information gained from transcripts and references including a minimum GPA of 3.5.
2. Leadership potential and demonstrated skills, based on information gained from references.
3. Personal character and emotional health, based on information gained from references
4. Recipients will be new students who have not been previously enrolled in AMBS courses.

The following understandings apply to the recipients of the **Church Leadership awards** and **Next Generation scholarships**:

1. Recipients will be enrolled as full-time students (full-time is defined as nine credit hours or more per semester plus one short-term course during Interterm or the summer).
2. Students in the M.Div. program are eligible to receive the award for three (3) years. Students in an M.A. program are eligible to receive the award for two (2) years. *(Note: to finish a degree in the allotted timeframe a student must complete a minimum of 30 credit hours per year, which generally consists of 12 hours per semester plus a short-term course during Interterm and another short-term course in the summer.)*
3. Eligibility from year to year will be based on satisfactory progress toward the completion of the degree, including:
 - Maintaining a 3.0 GPA
 - Continuing as a full-time student
 - Supporting and adhering to AMBS community life standards
 - Assuming leadership responsibilities on the AMBS campus
 - Recipients of the Next Generation Scholarship are required to live in AMBS campus housing in order to receive the additional amount of \$4,000/year
4. Recipients will not be eligible for need-based AMBS grants, including AMBS matching grants, in addition to the full-tuition award.

Church Leadership Award—Application deadline: Feb. 1

The Church Leadership Award is a scholarship program intended to encourage and support outstanding Mennonite students with gifts for ministry as they prepare to serve the church. This award provides a full-tuition grant to a new student beginning a Master's program. The recipient

may receive this grant for two or three years by meeting certain conditions. Awards are available based upon prior recipient's graduation.

Next Generation Scholarships—Application deadline: Feb. 1

The Earl and Florence Schlegel Next Generation Scholarship

The Werner K. Fransen Next Generation Scholarship

The Next Generation Scholarship is a scholarship program intended to encourage and support outstanding Mennonite students with gifts in church leadership. Each year, this scholarship provides a full-tuition grant and up to \$4,000 for expenses, such as fees and books, to a new student beginning the Master of Divinity program. The recipient may receive this scholarship for three years by meeting certain conditions. Awards are available based upon prior recipient's graduation.

Special scholarships—Application deadline: Feb. 1

Special scholarships may be awarded each year to students who met eligibility requirements for and applied to receive either a Church Leadership award or Next Generation scholarship but were not selected by the scholarship committee as a recipient of either. This award provides a grant of 60% of tuition to a beginning student in a master's program. The recipient may receive this grant for two or three years by meeting certain conditions.

The following understandings apply to the recipients of special scholarships:

- Recipients will be enrolled as full-time students (full-time is defined as nine credit hours or more per semester plus one short-term course during Interterm or the summer).
- Students in the M.Div. program are eligible to receive the award for three (3) years. Students in an M.A. program are eligible to receive the award for two (2) years.
- (Note: to finish a degree in the allotted timeframe a student must complete a minimum of 30 credit hours per year, which generally consists of 12 hours per semester plus a short-term course during Interterm and another short-term course in the summer.)
- Eligibility from year to year will be based on satisfactory progress toward the completion of the degree, including:
 - Maintaining a 3.0 GPA
 - Continuing as a full-time student
 - Supporting and adhering to AMBS community life standards
- Recipients will not be eligible for need-based AMBS grants, including AMBS matching grants, in addition to the special scholarship award.

Anabaptist Scholarship

The Anabaptist Scholarship will provide 50 percent of tuition to selected students who identify with the Anabaptist tradition but who are not members of a Mennonite congregation.

Criteria for award recipients

Recipients will be full-time students who are members in good standing of a congregation. The decision to award a scholarship will be based on four factors:

1. Previous academic performance, based on information gained from transcripts and references and a minimum GPA of 3.0.

2. Leadership potential and demonstrated skills, based on information gained from references.
3. Reflection of Anabaptist values, as described in a 3- to 5-page essay:
 - Describe those Anabaptist core values and beliefs that you affirm and claim as your own.
 - Describe the congregational and personal practices that you see as central to a lived faith.
4. Personal character and emotional health, based on information gained from references.

Procedures to apply for the Anabaptist Scholarship

Applicants must submit the following by February 1 for the upcoming academic year.

1. A completed application for admission with all supporting materials, including transcript(s) and references.
2. A completed application for financial aid and scholarships.
3. A 3- to 5-page essay as stated above.

Understandings for Anabaptist Scholarship recipients

1. Recipients will be enrolled as full-time students (full-time is defined as nine credit hours or more per semester plus one short-term course during Interterm or the summer).
2. Eligibility from year to year will be based on satisfactory progress toward the completion of the degree, including:
 - Maintaining a 3.0 GPA.
 - Continuing as a full-time student.
 - Supporting and adhering to AMBS community life standards.
 - Actively participating in campus activities.

The Admission Committee, which reviews full-tuition scholarship applications, will review essays and award scholarship(s). Scholarships will be limited to a total of three (counting new and continuing) each academic year.

Other scholarships—Application deadline: April 15

Multicultural scholarships. Multicultural scholarships are available annually for students (of any race) who are preparing to minister in a racial/ethnic context and who will contribute to the multicultural ethos of the church. AMBS will give priority to students identified by the AMBS Mission Studies Center in dialogue with Mennonite church mission and service agencies and partners. Scholarships of varying amounts are given in addition to need-based AMBS grants each year.

International students. International students from outside North America qualify for need-based AMBS grants. Students with endorsement and financial support of a Mennonite-related sponsoring agency receive some additional tuition assistance. All international students are required to provide documentation of their educational, living, and travel expenses.

The Steiner Bivocational Scholarship. The Steiner Bivocational Scholarship is intended to assist people annually who are training for bivocational ministry or who are pastors coming from a situation where they combined their congregational ministry with other employment. Award amounts vary from year to year.

MCEC/AMBS Study Fund. The MCEC/AMBS Study Fund is used to assist a pastor/student from the Mennonite Conference of Eastern Canada who needs approximately one year of residency to complete a degree at AMBS. Award amount may vary from year to year, and priority will be given to pastors/students entering into their last year of study.

The Jacob Andres Achievement Award. This award is designated for a student from one of the four western provinces of Canada entering the second or subsequent year of studies who exhibits academic excellence and a positive Christian character. Award amounts vary from year to year.

Congregational and conference aid

Many conferences and congregations have loan, forgivable loan, and/or scholarship programs. Students should check with their respective conference and congregational leaders. Canadian students from Mennonite Church Canada are encouraged to contact the Company of 1,000, Mennonite Church Canada, 600 Shaftesbury Blvd., Winnipeg, MB, R3P 0M4, for information on aid. (*See also p. 14.*)

Student employment

The seminary has a limited number of part-time jobs available on campus. Employment cannot be guaranteed, but such work as is available will be open for students who apply. To apply for campus employment, please check the job postings and submit an application on the AMBS website at **www.ambs.edu/admissions/student-employment.cfm**

Students who are not citizens of the United States and who enter the country on a student visa are restricted from some types of employment by regulation of the U.S. Bureau of Citizenship and Immigration Services (BCIS). Full-time students with F-1 or J-1 status may hold part-time jobs on campus during the school year (and full-time jobs during the summer), but may not be employed off-campus. Spouses on an F-1 visa may not be employed. Spouses of students on a J-1 visa may apply to the Immigration Service for a work permit if financial need exists.

Government loans

Students who are U.S. citizens may participate in the Department of Education's Direct Loan (Stafford) program. AMBS also is registered with Canadian Provincial Loan programs, making Canadian students eligible for Canada Student Loans. These government programs allow students to secure low-interest loans with deferred payments while the students are enrolled in school. See the **Student loans** section for more information.

Other sources of aid

Make every effort to be aware of outside scholarships available to graduate students. Check out local service organizations' scholarships as well as local community foundations for additional sources of assistance. A few sources to consider:

The Elkhart County Community Foundation (Jane Fryer McConaughy Memorial Scholarship):

www.elkhartccf.org

The Fund for Theological Education: **www.thefund.org/fundfinder**

USA Funds: **www.usafunds.org**

EFFECTS OF FINANCIAL AID ON U.S. INCOME TAX

The U.S. Internal Revenue Code states that individuals who are candidates for a degree may exclude scholarship income from their gross income. This is true as long as the amount excluded does not exceed the cost of tuition, fees, books, and supplies required for the student's course of study. Any payment for which services are required is taxable. This could include student assistantships and on-campus jobs. (Ref: TITLE26, Subtitle A, CHAPTER 1, Subchapter B, PART III, Sec. 117). Please consult your tax adviser for details.

Application procedures

DEADLINES

All students requesting financial aid must submit the appropriate financial aid application by **April 15** to receive the maximum amount for which they qualify. Applications received after **April 15** will be processed in light of remaining funds. Persons planning to enroll mid-year are encouraged to submit their application by **April 15**.

Please complete each item within the financial aid application. Incomplete applications will not be processed nor marked as submitted until complete.

Please note: Students applying for the **Next Generation Scholarship** or **Church Leadership Award** must complete and submit their completed application by the submission deadline of **Feb. 1**.

How to apply—U.S. students

1. U.S. students must complete the FAFSA (Free Application for Federal Student Aid) after Jan. 1. Doing this by April 1 will allow sufficient time for data to be returned to the AMBS financial aid office by the April 15 financial aid application deadline. Students may complete the FAFSA online at **www.fafsa.gov**. The following information is needed to complete the application:

Federal school code: 001823

School name: Anabaptist Mennonite Biblical Seminary

School address: 3003 Benham Avenue, Elkhart, IN 46517

As an independent student, you do not need to complete the parent(s) sections.

2. If students will receive financial assistance from conferences and/or congregations, they must complete the Church Partnership Form, have it signed appropriately and submit it to the Financial Aid office by the April 15 deadline.
3. Students receiving outside aid and/or scholarships are required to submit documentation of these awards to the financial aid office by the April 15 deadline.
4. Financial aid award letters will be sent out by the AMBS financial aid office to inform students of their financial aid for the next year.
5. Students must sign and return their award letters by July 15 or as indicated on the award letter in order to receive awarded aid.

How to apply—Canadian and international students

1. Canadian and International students must complete and return the AMBS financial aid application by April 15 to receive the maximum amount of financial aid for which they qualify.
2. If students will receive financial assistance from conferences and/or congregations, they must complete the Church Partnership Form, have it signed appropriately and submit it to the Financial Aid office by the April 15 deadline.
3. Financial aid award letters will be sent out by the AMBS financial aid office to inform students of their financial aid for the next year.
4. Students must sign and return their award letters by July 15 or as indicated on the award letter in order to receive awarded aid.

International students (including Canadians) are required to provide documentation of their educational, living, and travel expenses.

Student loans

U.S. DIRECT STAFFORD LOANS

(Federal student loans from the Department of Education)

AMBS participates in the Department of Education's Direct Loan (Stafford) program. Unsubsidized (non-need-based) Stafford loans are available up to federal limits. We encourage students to explore all other sources of funding before applying for a Stafford loan.

The maximum amount allowed by the federal government is \$20,500 per year, depending upon the student's cost of attendance.

General information

Unsubsidized Stafford Loans: Non-need-based loans guaranteed by the government and available to all eligible students, regardless of family income or financial need. The student is responsible for paying the interest on unsubsidized loans as soon as the funds are disbursed. AMBS recommends students pay the interest while enrolled in school, but students may choose to have the interest capitalized (added to the loan principal) to be paid later.

Repayment: Generally, repayment of a Stafford loan occurs after a borrower graduates or ceases to be enrolled in school at least half time. Repayment options vary, so students should find an option that best meets their needs. The standard repayment term is 10 years.

Minimizing student loan debt: Before applying for a student loan, consider how you might reduce expenses by living simply and eliminating optional expenses from your budget. Additionally, it is in your best interest to exhaust all other options for financing your education with money which does not have to be repaid. If need still exists, a student loan may be a resource for you to close the gap. Student loans must be paid back, so please be certain to limit your borrowing to an amount which can be comfortably repaid with your intended profession.

Eligibility

1. Student must be a U.S. citizen or eligible non-citizen. See: **www.studentaid.ed.gov**
2. Student must be enrolled at least half-time (6 credit hours) per regular semester in a degree program.
3. Student must maintain satisfactory academic progress and be enrolled in a degree-seeking program.
4. Student must not be in default on any Federal Student Aid loan or owe an overpayment on any FSA loan or grant.
5. Student must not have borrowed in excess of loan limits set by federal authorities.

Borrower's rights and responsibilities

Students have the right to:

Receive written information on their loan obligations, including their options for loan consolidation and refinancing.

Receive a copy of their promissory note.

Receive, prior to repayment, a repayment schedule and detailed information about interest rates, the balance they owe, and the repayment options available to them.

Receive written notification from their lender if their loan is sold or transferred.

Repay all or part of their loan at any time without penalty.

A grace period after they leave school or drop to less than half-time status and before they begin repayment.

Temporarily defer their monthly payments if they meet federal requirements.

Receive a temporary period of suspended payments if they meet their loan holder's forbearance criteria.

Students have the responsibility to:

Repay their loan(s) even if they do not complete their program, are unable to find employment after graduation, or are dissatisfied with or feel they did not receive the educational services they purchased from the school.

Attend exit counseling before they graduate or withdraw from school.

Notify their loan holder promptly if they change their name, address or phone number, graduate, transfer or withdraw from school, or change their anticipated graduation date.

Read and retain all of their financial aid and loan documents for future reference.

Application process

1. Submit the FAFSA (Free Application for Federal Student Aid) online at **www.fafsa.gov** and answer "yes" to the question that asks whether you would like to be considered for student loans.
2. Determine how much you need to borrow, based on eligibility guidelines and certification from AMBS. Contact the AMBS financial aid office with the amount you wish to request.
3. Visit **StudentLoans.gov** and complete an online MPN (Master Promissory Note and entrance counseling if, as an AMBS student, you are borrowing for the first time). The MPN is a legal contract that obligates you to repay a Stafford loan and details the terms and conditions of the loan.
4. After your loan is processed, the Department of Education sends the money directly to AMBS. Funds are credited to your student account, and any money left over from paying the costs owed to AMBS may be available to you to pay for other expenses related to your education.
5. Save your paperwork; you may need it later.

Disbursement of Stafford loan funds and refund of credit balances

By law, Stafford loans are disbursed in two equal amounts. For students enrolled for a full academic year, 50 percent of the loan disbursement is scheduled near the start of the first semester and the remaining 50 percent is scheduled near the start of spring semester. For students enrolled in only one semester, disbursements may be scheduled near the start of the semester (50 percent) and soon after the midpoint of the semester (50 percent).

Your Stafford loan disbursements are disbursed electronically, directly to AMBS. Your disbursement dates reflect the current record of your registration (or projected registration) and may change in the event that your actual enrollment changes. A Title IV Authorization form must be submitted to the financial aid office before any student loan funds will be disbursed.

You will receive a memo from the financial aid office when your loan disbursement is received at AMBS. You have the right to cancel all or a portion of your loan within 14 days of disbursement. To cancel your loan, contact the Financial Aid Officer.

You have the authority to indicate whether or not AMBS can use your Federal Stafford loan proceeds to pay charges other than tuition and mandatory fees. You will be asked to sign an authorization statement indicating your preference. Regardless of your choice, you will be responsible for payment of any outstanding balance on your student account. Students with excess funds on their account may request the remaining amount to be remitted to them by check. Students must request refunds by Tuesday at noon to receive funds by Thursday of the same week. Funds requested after the Tuesday deadline will be disbursed the following Thursday. **By law, AMBS may not release Stafford loan-caused credit balances to a student each semester until he or she has begun attending classes.**

Changing the amount of your loan

If you discover you have borrowed too much or too little for your needs in an academic year, you can request to change the amount of your federal Stafford loan. Please contact the Financial Aid Office for a request form. You will be notified by the Financial Aid Officer when your request has been processed.

Enrollment status changes

It is the student's responsibility to notify the financial aid office any time his or her enrollment status changes. AMBS will notify the NSLDS (National Student Loan Data System) within 30 days of a student's withdrawal, graduation, or drop below half-time (6 credit hours) status.

Policies on financial aid disbursement and withdrawals from study

An official withdrawal occurs only upon written notice to the registrar.

Students who have completed the financial aid process will have their financial aid disbursed on a regular schedule. Balance of aid refunds will be issued to students after the financial aid is disbursed to their student accounts.

Students who have attended any classes during the first two weeks of the semester will be considered as enrolled on the census date. Aid will be disbursed based on actual number of credit hours of classes attended.

Students who have attended no classes during this period and have not paid fees will have their records purged.

Enrollment status will be verified for all students after the close of registration, based on the final course rosters that the registrar receives from faculty.

Students who subsequently discontinue enrollment without officially withdrawing from AMBS will be considered to be unofficially withdrawn. This will be determined at the end of the semester by grades of NC.

Deferment of previous student loans

To request an in-school deferment of previous Stafford loans, obtain an in-school deferment form from your lender and submit it to the AMBS registrar's office. You must be enrolled at least half-time to defer prior loans.

Satisfactory Academic Progress (SAP) Policy

Federal regulations that went into effect July 1, 2011, require that AMBS establish and implement a policy to measure whether students applying for and/or receiving financial aid are making satisfactory academic progress (SAP) towards a degree.

Satisfactory Academic Progress is the successful completion of degree requirements according to established increments that lead to awarding the degree within published time limits.

Strictness: SAP applies to all full- and part-time students applying for aid in any degree program, whether or not financial aid has been previously received. The SAP for Title IV aid recipients is aligned with AMBS's academic policy. More information regarding academic policy may be found in the AMBS catalog and the Academic Policies and Procedures Manual.

Credit hours and terms: AMBS operates on the credit-hour term basis using a definition of credit hour that is consistent with determinations set out by the US Department of Education.

Components defining SAP: Students must satisfy all of the qualitative and quantitative aspects defined below to make satisfactory academic progress:

Qualitative: Students must consistently maintain a ***cumulative GPA of 2.5 or higher***. If a student's cumulative GPA falls below 2.5 after any given term, that student is placed on academic probation and on Financial Aid Warning for the next term. During that time the student may continue to receive federal student aid. However, if while on Financial Aid Warning the student does not raise his or her cumulative GPA to 2.5 or higher, that student will be placed on Financial Aid Suspension and will not be eligible for federal student aid. (Academic penalties for a GPA below 2.5 are explained in the policies above).

Quantitative: Students receiving federal student aid must progress through their degree program at a rate which ensures completion ***within ten (10) years of admission***. Progress is measured on a semester basis. Only grades of A, B, C, or P (Pass) count as completed or earned credits. Courses with grades of F, I (Incomplete), NC (No Credit) or W (Withdrawal) are not completed or earned credits and count as courses attempted. To meet SAP, students must cumulatively complete 66.7% of courses attempted. A student who changes degree programs or program concentrations will not be awarded additional time to complete the new degree beyond the ten years from the date of admission. A student who completes one degree at AMBS, then returns later to complete a different degree will have ten (10) years to complete the new degree from the date of admission into that program. To meet SAP, students must complete a minimum of 24 credit hours within the first three years of study, 48 credit hours by the sixth year of study, and 72 hours by the ninth year of study.

Frequency of SAP review: Under federal law students receiving federal student aid must continually make Satisfactory Academic Progress at AMBS in order to continue receiving that aid.

AMBS conducts an academic progress evaluation on each student receiving federal student aid **at the end of each payment period**. Periods of review to determine both quantitative and qualitative SAP includes all terms, even terms when a student was not receiving federal aid.

If a student is not making SAP, he or she will be placed on Financial Aid Warning. The student then has the following semester to resume making SAP before federal student aid is revoked.

Courses Not Included in Program's Plan of Study: Students may not receive federal student aid for courses which do not meet the plan of study requirements for their degree program (e.g. courses that have no place on the student's plan of study, extracurricular courses, or courses taken for personal enrichment). Students and their advisers must work diligently before the close of registration to ensure that all courses that the student is registered for meet a specific requirement toward his/her degree. If it is discovered that a course for which a student is registered is not meeting a specific degree requirement, those credits will not count toward the student's enrollment status and eligibility requirements for federal student aid. This may result in aid being returned or decreased, the balance for which the student will be responsible for paying.

Repeating courses: A student may choose to repeat a course they have already completed at any time, usually in order to attempt the course for a better grade than previously earned, or if the course was previously unearned, and thereby contribute to the student's progress toward meeting qualitative and quantitative SAP.

Students may not receive federal student aid for courses repeated more than twice.

When a student successfully repeats a course, the better of the two grades is factored into the student's GPA (and his/her qualitative SAP) while the lesser does not. A student on financial aid warning may repeat a course (if available) in order to improve his/her GPA and make SAP once again. Repeating a course does not extend the maximum timeframe; students must repeat a course within the maximum timeframe.

Course Incompletes: AMBS does not issue permanent incomplete grades, but only temporary ones in the case of students requesting brief extensions on courses (typically up to 6 weeks). During this period a student remains eligible for federal student aid for the following term as long as he or she is meeting the minimum qualitative and quantitative SAP requirements. A grade of I (Incomplete) does not affect a student's GPA, so it has no effect on a student's qualitative SAP, however a grade of Incomplete does not count as an earned credit and may disqualify a student from meeting quantitative SAP at the time of review. Once all final grades have been submitted for a term and Incomplete grades converted to permanent grades, the student's SAP will be reviewed again for that term and the student's eligibility for federal student aid will be reconsidered for the following term. A student who fails to finish the requirements of a course before the end of the formal approved extension will receive a final grade of NC (No Credit), which will affect the student's SAP. Grades of NC negatively affect both qualitative (cumulative GPA) and quantitative (cumulative courses attempted) standards for SAP.

Withdrawals: A student who officially withdraws from a course within the established timeframe set at the beginning of each semester may be issued a grade of W (Withdrawal) for the course, which does not negatively or positively affect the student's GPA or qualitative SAP but may affect the student's quantitative SAP since the grade does not count as an earned credit and the hours are considered in hours attempted toward the maximum timeframe. A student who officially withdraws from a course outside of the approved timeframes or unofficially withdraws at any time is issued a grade of NC (No Credit) which negatively affects GPA and both qualitative and quantitative SAP. Students must repeat courses required for their degree programs from which they have withdrawn, thus possibly affecting the student's progress through the degree program and their quantitative SAP.

Maximum timeframe is not affected (extended) when a student withdraws from a course. A grade of W (Withdrawal) for a course does not affect a student's GPA.

Grade Changes: Changes to grades are handled through the Academic dean's office. A change of grade may be initiated by the professor responsible for issuing the original grade, or by a student

through a formal academic grievance policy in the Dean's Office. A change of grade may affect a student's SAP and his/her eligibility for federal student aid. For example, a student on financial aid warning may be taken off of warning if a change of grade in the previous term results in the student's having met qualitative SAP for that term, and therefore should not have been placed on financial aid warning in the following term.

Transfer Credits: Credits transferred to AMBS from another qualifying graduate school must have been successfully earned with a grade of at least B-, and they must meet specific requirement in the degree program at AMBS into which they are transferring. Credits transferred to an AMBS degree program are factored into the student's cumulative GPA. Transfer credits cannot be more than 10 years old at the time of graduation from AMBS. Because of these policies, transfer credits cannot negatively impact a student's ability to meet SAP since transfer credits cannot lower a student's GPA to the point where it does not meet qualitative SAP or extend the amount of time a student must spend to complete their degree program at AMBS.

Changes in Degree Program: A student who changes degree programs will not be awarded additional time to complete the new degree beyond the ten (10) years from the date of admission.

Pursuit of Second Degree: A student who completes one degree at AMBS, then returns later to complete a different degree will have ten (10) years to complete the new degree from the date of admission into that program. (See Quantitative standard above)

Summer Term: A student receiving federal student aid is not required to register during summer term in order to be considered making quantitative satisfactory academic progress. However, if a student does register for courses during summer term and intends to use federal student aid toward summer term tuition, the course must meet a requirement for the degree program in which the student is enrolled. Furthermore, the GPA earned for the course is factored into the student's qualitative SAP.

Monitoring Academic Progress Each Payment Period

Students' progress will be reviewed by the registrar after grades are finalized at the end of each term. A determination of eligibility to receive financial aid for subsequent enrollment periods using the qualitative and quantitative measures will be made at this time. Although AMBS sends a notification to students, the students are fully responsible for monitoring their own academic progress as it relates to financial aid eligibility. Students should review their course grades and cumulative GPA on an on-going basis and compare them to the standards set forth in this SAP policy to determine if they are meeting (or failing to meet) the established criteria. The SAP for Title IV aid recipients is aligned with AMBS's academic policy.

Written evaluations will be completed in a timely manner; however, the next term may be in progress at the time we are able to notify students of their ineligibility. Should a student be concerned that he or she may not have met the requirements, the student may contact the AMBS registrar's office and financial aid office. Students will be notified via a letter and/or email if they have failed the measurement.

SAP Probation and Appeal Process

Financial aid recipients will be reviewed for SAP at the end of each term. A student who fails to make SAP is automatically placed on SAP Warning for the following term. Students on Financial Aid Warning may continue to receive Title IV aid (student loans) for one payment period without appeal.

Appeal: If a student fails to make SAP at the conclusion of the warning term, the student is placed on SAP Suspension and loses Title IV eligibility. In order to regain eligibility the student must submit an SAP appeal that addresses three areas:

1. the mitigating circumstances that prevented the student from achieving SAP during the Warning period: (i.e., personal illness; caring for an ill family member who depends on the student; death in the immediate family; natural disaster; emergency at student's place of employment that required significant and sustained increase in work hours);

2. the impact of the circumstance that prevented the student from addressing the academic and/or social/emotional issues for SAP to resume; and
3. the student's plans for adaptive life changes or academic improvements to be undertaken during the Probation period to ensure that SAP resumes.

Prior to submitting the appeal the student should meet with his or her academic adviser and/or the academic dean to carefully assess whether the student can meet SAP in the upcoming term and to review the appeal document and procedure. Documentation must be submitted with all required signatures and all required sections completed to the director of financial aid and to the academic dean.

SAP appeals are reviewed by the director of financial aid, the student's adviser, and the academic dean. Decisions are made within 2 weeks of receipt. The director of financial aid notifies a student via letter of the review committee's decision.

Unsuccessful Appeal: If a student has not successfully raised his or her GPA to a minimum 2.35 during the Warning period, and as a result has no hope of meeting the 2.5 qualitative SAP measure in a subsequent term, the appeal will be denied. The student will not advance to probationary status. His or her Title IV status remains Suspended, and the student will end studies at AMBS. An appeal from a student who cannot meet the quantitative standard to complete his or her program in the 10-year framework will also be denied. The student will not advance to probationary status. Title IV status remains Suspended.

Successful Appeal: A student whose appeal is granted will be removed from SAP Suspension and placed on SAP Probation for one term. During this term a student on financial aid probation will:

1. reduce the number of credit hours from full- to part-time status to ensure time for executing the Academic Plan;
2. develop and follow an Academic Plan in consultation with his or her adviser and/or academic dean to address specific issues that led to failure in SAP including a) academic deficiencies to be addressed; b) social or emotional issues that might have contributed to poor academic performance; c) specific time management or personal organizational issues that impinge on SAP; d) monthly meetings with student's adviser and/or academic dean to monitor progress on the Academic Plan; and e) one check-in during term with director of financial aid to monitor overall SAP.

If at the end of the Probation term SAP is met along with the criteria outlined in the Academic Plan, the status is SAP Met. If the student fails to meet SAP, either because no Academic Plan was developed thus the student did not meet regular SAP standards or because the student did not meet the criteria in the Academic Plan, the student's SAP status is *SAP Unmet*. The student loses Title IV eligibility and will end his or her studies at AMBS.

A student may be granted an appeal only once while a student at AMBS.

SAP Status:

Status	Description	Duration	Title IV Eligibility?	Notification
SAP Met	Qualitative & quantitative measure met	Applicable as long as standards are met	Yes	None
SAP Warning	Qualitative and/or quantitative measure not met	One term	Yes	Letter
SAP Suspension	Qualitative and/or quantitative measure not met	Applicable as long as standards are not being met	No	Letter
SAP Probation	Appeal submitted and after review, approved	One term	Yes	Letter

Procedure for Eligibility: At the end of a term, the registrar will review student SAP, including students on financial aid probation, and report findings to the academic dean and director of financial aid. They will review the SAP information and student compliance with the Academic Plan. If all is in order, the academic dean will alert the student on probation and adviser that he or she has met SAP requirements, fulfilled the requirements of the Academic Plan and may return to full-time status if desired. The director of financial aid will alert the student that he or she is no longer of financial aid probation, is again eligible to apply for Title IV loans and will work with him or her to expedite the reapplication process and assess loan need for an upcoming term.

Return of funds policy for Title IV Funds borrowers

For Title IV (Stafford) loan borrowers, return of funds will be determined according to federal guidelines. If a student has completed more than 60 percent of the payment period, the student is considered to have earned 100 percent of the Title IV aid awarded for the payment period. In this case, no funds need to be returned to the Title IV aid programs. If a student withdraws before completing more than 60 percent of the payment period, the amount of any Title IV loan aid the student received for the period must be recalculated to reflect the portion of the period completed prior to withdrawal. The unearned Title IV loan aid for the percentage of the payment period not completed must be returned to the applicable program.

The calculated return must be performed within 30 days of the official withdrawal notice and funds must be returned within 45 days of the withdrawal date. Unsubsidized Stafford loans will be returned first and Graduate Plus loans second.

Students who have earned more Title IV funds than have been disbursed to their accounts at the time they filed a withdrawal from seminary form with the registrar's office will be owed a post-withdrawal disbursement of funds. The student will be responsible for payment of any outstanding balance on his/her student account that this return of funds may create.

CANADA STUDENT LOANS

Canada Student Loans, funded by the government of Canada and administered with participating provinces, are available to Canadian citizens enrolled in full-time study. Repayment is deferred while full-time status is maintained. Canadian students may contact their local banks for information. AMBS is registered with the provincial administrative offices for enrollment for students with Canada Student Loans.

TERMS RELATED TO STUDENT LOANS

Award letter: An official document issued by the school's Financial Aid Office that lists all of the financial aid awarded to the student. This letter provides the breakdown of your financial aid package according to amount, source and type of aid. The award letter will include the terms and conditions for the financial aid. You are required to sign a copy of the letter, indicating whether you accept or decline each source of aid, and return it to the Financial Aid Office.

Capitalization: The process of adding unpaid interest charges to the principal balance of an educational loan, instead of paying the interest when it is due. Capitalizing the interest increases the monthly payment and the amount of money you will eventually have to repay. If you can afford to pay the interest as it accrues, you are better off not capitalizing it.

Consolidation loan: A loan that combines several student loans into one bigger loan from a single lender. The consolidation loan is used to pay off the balances on the other loans.

Default: A loan is in default when the borrower fails to pay several regular installments on time (i.e., payments overdue by 180 days) or otherwise fails to meet the terms and conditions of the loan.

Deferment: Occurs when a borrower is allowed to postpone repaying the loan. If you don't qualify for a deferment, you may be able to get forbearance. You can't get a deferment if your loan is in default.

Enrollment status: An indication of whether you are a full-time or part-time student. You must be enrolled at least half time to qualify for federal financial aid.

Expected Family Contribution (EFC): The amount of money that the family is expected to be able to contribute to the student's education, as determined by the Federal Methodology need analysis formula approved by Congress.

Forbearance: A permitted suspension or reduction of student loan payments under certain circumstances and for specified periods of up to one year at a time.

Guarantor: An agency responsible for approving student loans and insuring them against default. Guarantee agencies also oversee the student loan process and enforce federal and state rules regarding student loans.

Interest: Amount charged to the borrower for the privilege of using the lender's money.

For a more complete glossary of terms, see www.finaid.org/questions/glossary.phtml.

Special funds for Canadian students

Mennonite Church Canada: Company of 1,000

A scholarship fund managed by
Mennonite Church Canada
Sven Eriksson
Mennonite Church Canada
600 Shaftesbury Blvd.
Winnipeg, MB R3P 0M4
204-888-6781
office@mennonitechurch.ca

**Canadian Women in Mission:
Spiritual Growth Assistance Fund**

*A scholarship fund for women studying
in church schools (Apply by May 1)*

Erna Neufeldt
53 Shaftesbury Ave.
Toronto, ON M4T 3B3
neufeldte@yahoo.com

Mennonite Church British Columbia

Pastors bursaries

MCBC
304-32025 George Ferguson Way
Abbotsford, BC V2T 2K7
604-850-6658
admin@mcbc.ca

Mennonite Church Alberta

*A scholarship fund for students
enrolled in church schools*

MCA Student Assistance Committee
c/o Vincent Friesen
11764-35 Ave
Edmonton AB T6J 2W2
403-275-6935
info@mennonitechurch.ab.ca

**Mennonite Church Saskatchewan
Christian Education Commission**

Student Education Fund Scholarship

MCS
116 La Ronge Rd
Saskatoon SK S7K 8E5
306-249-4844
office@mcsask.ca

Mennonite Church Manitoba

*Abram G. Neufeld Scholarship Fund: For people with Manitoba connections preparing for pastoral
or missionary training*

Johann Funk Memorial Fund:

*No-interest loans for students pursuing ministry training, up to \$1,500 per year to a maximum
of \$3,000*

Director of Leadership Ministries
MCM
200-600 Shaftesbury Blvd.
Winnipeg, MB R3P 2J1
204-896-1616
office@mennochurch.mb.ca

Mennonite Church Eastern Canada
Seminary Student Aid Fund
Scholarships and loans through the
Pastoral Leadership Training Commission
Ester Neufeldt
MCEC
4489 King St. E
Kitchener ON N2P 2G2
519-650-3806
eneufeldt@mcec.on.ca

Frequently asked questions

How am I expected to contribute to the cost of my education?

Students at AMBS assume major responsibility in meeting the costs of their schooling through savings and other assets, employment (including spouse earnings), and grants or loans. We encourage students to explore all the possibilities for support and offer counsel about sources of support.

My church has agreed to help pay part of my tuition. What do I have to do to qualify for a church matching grant?

Congregations and conferences often contribute to the cost of students' study at AMBS. In order to qualify for a church matching grant, you and your church must complete the Church Partnership Form and submit it to the financial aid office **no later than April 15**, with your financial aid application. Contributions must be received by **Sept. 10** for the fall semester and by **Feb. 10** for the spring semester in order for matching funds to be applied. **ALL CHECKS SHOULD BE MADE PAYABLE TO AMBS, WITH THE STUDENT'S NAME EARMARKED ON THE CHECK.**

Church contributions are a part of a student's overall financial aid package, and will be included in the Stafford loan certification calculation.

I received my financial aid award letter in the summer for the upcoming academic year. I don't plan to enroll in classes until the spring semester. Will I still receive the awarded financial aid?

It depends. In order to receive the financial aid you have been awarded, a signed copy of your financial aid award letter must be received by the deadline included in your award letter. You may receive the aid if you return your letter on time, but only for the portion of time you are enrolled.

I am Canadian. How will my need be determined?

All Canadian students applying for financial aid are asked to complete the AMBS financial aid application by **April 15**. Eligibility for financial aid is determined from calculations on this form. The student's demonstrated need is the difference between the official cost of attendance and the expected contribution of the individual/family. An owned primary residence is not included in the assessment of resources available.