

FINANCIAL INFORMATION

Student Financial Services

Student Financial Services (SFS) at Los Angeles Pacific University assists students in answering questions related to financial aid and student accounts. Students may contact the office at (626) 495-2855. SFS office hours are Monday through Thursday, 8:30 AM PT to 6:30 PM PT, and Friday 8:30 AM PT to 5 PM PT. Questions can also be directed to sfs@lapu.edu.

Cost of Attendance

Cost of Attendance for 2022 - 2023

Tuition

Tuition	Cost
Undergraduate Courses	\$475 per credit
Undergraduate Courses - Military Rate	\$427 per credit

Tuition rates are subject to annual increases. Please refer to the current catalog in effect for the current tuition rates.

Special Fees ¹

Fee	Cost
Diploma Re-order	\$35
Graduation fee	\$75
Return Check Fee	\$30
Transcripts Fee (paper copy by mail)	\$10
Transcript Fee (electronic copy: PDF or ETX)	\$9
Transcript Fee (paper copy held for pickup)	\$15

¹ Additional transcript delivery fees will be charged for special services such as Certified Mail, Express Delivery, or International Delivery. See the transcript order page (<https://tsorder.studentclearinghouse.org/school/ficocode/04278800/>) for details.

Charges subject to change without notice.

Military

Military Discount

For the 2022-2023 academic year, a 10% tuition discount is available to military-connected students. This includes:

- Active duty¹
- Veteran
- Military spouses and dependents

For the purposes of this tuition discount, active duty includes active duty status in the:

- U.S. Air Force, Air National Guard, Air Force Reserve
- U.S. Army, Army National Guard, Army Reserve
- U.S. Coast Guard, Coast Guard Reserve

- U.S. Marines, Marine Corps Reserve
- U.S. Navy, Naval Reserve

The military discount will not be applied retroactively.

¹ Active duty is defined as after basic training is complete.

Compliance with 38 U.S.C. §3679(e)

For Post 9/11 GI Bill® (Ch 33) students and VA Veteran Readiness and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11® and Veteran Readiness and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill® student must submit a VA Certificate of Eligibility (COE) and a Veteran Readiness and Employment student must provide a VAF 28-1905 form. Please see 38 USC 3679(e) (<https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title38-section3679&num=0&edition=prelim>) for complete details.

Post-9/11 GI Bill®

For up-to-date information regarding eligibility requirements, award amounts offered by the government, and specific details, please contact the U.S. Department of Veterans Affairs or visit [benefits.va.gov](https://benefits.va.gov/benefits/) (<https://benefits.va.gov/benefits/>).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website (<https://www.benefits.va.gov/gibill/>).

Military Tuition Assistance Return Policy

The Department of Defense Memorandum of Understanding requires that the university have an institutional policy that returns any unearned Tuition Assistance funds on a proportional basis.

Withdrawal Submitted	Funds Returned
Before or during Week 1	100% return of funds
During Week 2	90% return of funds
During Week 3	80% return of funds
During Week 4	70% return of funds
During Week 5	60% return of funds
During Week 6	0% return of funds
During Week 7	0% return of funds
During Week 8	0% return of funds

Payment and Refunds

Payments

Tuition and fees are due in full before the start of each session. Payments can be made online on Student Services (<https://studentservices.lapu.edu/ics/>).

Due Dates

- Tuition charges are considered due on the Friday before the first day of class.
- Fees are due on the date that they are charged to a student's account.

Payment Plans

LAPU offers a variety of payment plans so please reach out to your Student Account Specialist to hear about payment plan options. Please note that you can also view your payment plan options on the Nelnet portal on Student Services (<https://my.lapu.edu/>).

Statements

Students with an outstanding balance will receive a monthly email directing them to view their balance online.

Past Due Balances

- A charge is considered "past due" once the due date for the tuition or fee charge passes and the charge remains unpaid.
- A student with a charge that is past due by more than 30 days will not be able to register for future classes or receive a diploma.
- Students who have significantly past due charges (more than one semester old) on their account may be referred to internal or external collections.
- A student with a significant balance by the close of the add/drop period will be removed from the current courses, until balance is reduced.

Refund Policy

The LAPU refund policy applies to all students who are residents of California and to most students who are residents of the United States. For states that require LAPU to use a different refund policy, see the Refund Policy Exceptions page (<https://www.lapu.edu/refund-policy/>) on the LAPU website.

- Students who drop a course before Noon PT on Friday of Week 1 will be issued a full refund for the course.
- Students who do not submit an assignment by 8 AM PT Wednesday of Week 2 are administratively dropped and refunded 100 percent.
- Students who withdraw after Noon PT on Friday of Week 1 will receive no refund and a *W* grade is issued. All students are subject to a proration of federal financial aid per the regulations for all federal aid. Withdrawal requests will be processed on the date received through Noon PT Monday of Week 6.

Any student dismissed by the university will receive refunds at the administration's discretion. If a student feels that individual circumstances warrant exceptions, a general petition may be submitted.

Students receiving federal aid including military benefits are subject to a proration of federal financial aid per regulations for all federal aid.

Refund Policy Exceptions

Any exception to the stated policy must be requested in writing using the General Petition form.

Financial Agreement

A student may not participate in graduation ceremonies, register for further sessions, or receive any diploma or certificate until all financial obligations (excluding NDSL/Perkins Loans) have been satisfied with a zero balance. Any diploma or certificate shall be retained by the university as a security interest until all such obligations are satisfied. Release of any such security interest prior, or subsequent to, any default by the debtors shall not be considered a binding precedent or modification of this policy.

The university reserves the right to make any changes in costs, payment plans, and refund policies without notice.

Financial Aid

How to Apply for Financial Aid

Step 1: Complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.gov (<http://www.FAFSA.gov>). Los Angeles Pacific University's school code is **042788**. The FAFSA must be completed every year.

Step 2: Complete admission to Los Angeles Pacific University. Shortly after admission, students are reviewed for financial aid eligibility.

Step 3: Submit all documents requested. If chosen for verification, complete the verification process. In order to finalize financial aid eligibility, the student's financial aid file must be complete prior to starting class.

Types of Financial Aid Available at Los Angeles Pacific University

1. Federal Student Aid (provided by the U.S. government)
2. State Student Aid (provided by the State of California)
3. Outside Scholarships (provided by organizations, businesses, etc.)
4. Company Reimbursement (provided by student's employer)
5. Private Education Loans

Important Note

Please be advised that funding from all of the sources listed is not guaranteed. Budget limitations may reduce or eliminate any of the awards described without notice. Also, on rare occasions the amount of financial aid originally offered may end up reduced or eliminated due to federal, state, and/or institutional policies. See "Stacking Financial Aid Policy" for more information on possible restrictions.

Federal Student Aid

To apply for federal student aid, students must complete the FAFSA. Federal aid is categorized as:

1. Grants (funds that do not require repayment) including Federal Pell Grant
2. Loans through the William D. Ford Federal Direct Loan Program (funds that require repayment)

To be eligible for and continue receiving federal aid, students must meet the eligibility requirements set forth by the U.S. Department of Education. The information provided below is a general overview of the programs provided. For further information on federal student aid programs, amounts, qualifications, and restrictions, please refer to the Department of Education's website at studentaid.ed.gov (<http://studentaid.ed.gov>).

Grants

Pell Grant

The Pell Grant is awarded to eligible students who demonstrate financial need based on Expected Family Contribution (EFC) through the FAFSA application process.

Qualifications

1. Financial need as determined by the FAFSA
2. Has not previously earned a bachelor's or professional degree, or are enrolled in the Standalone Multiple Subject Teaching Credential
3. Enrolled at least half-time (but in some cases less than half-time) in their first undergraduate degree program
4. Has not met the Federal Pell Grant Lifetime Eligibility Limit of 600 percent

5. Is not in "default" status with a prior student loan
6. Does not have a Pell Grant Overpayment

Pell Grant Yearly Award Amounts

The Pell Grant amount varies based upon the EFC and the student's enrollment status. For the 2022-2023 award year, the maximum Pell Grant award amount is \$6,895. (Award amount is prorated if enrolled less than full time.)

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides assistance to exceptionally needy undergraduate students. Students are exceptionally needy if they have the lowest EFC's. Priority must be given to Pell Grant recipients (except those enrolled in the Standalone Multiple Subject Teaching Credential). For the 2022-2023 award year, the maximum FSEOG award amount is \$480.

Federal TEACH Grant

Los Angeles Pacific University offers the Teacher Education Assistance for College and Higher Education (TEACH) Grant to qualified students who are enrolled in a program that prepares them for a career in teaching.

Prior to receiving the grant, you must complete TEACH Grant Counseling and sign an Agreement to Service (ATS) at studentaid.gov (<https://studentaid.gov/teach-grant-program/>). By signing, you agree to teach for at least four academic years in a high-need field at a school that serves students from low-income families.

Note: If you do not finish your service obligation within eight years of completing (or ceasing enrollment in) your program, the TEACH Grant will convert to a Direct Unsubsidized Loan (<https://www.apu.edu/graduateprofessionalcenter/sfs/financialaid/types/loans/>) with interest charged from the date the grant was first disbursed.

Visit the Federal Student Aid site for more information about the TEACH Grant program (<https://studentaid.ed.gov/sa/types/grants-scholarships/teach/>).

If you are interested in receiving the TEACH Grant, please contact your Student Account Specialist in Student Financial Services (SFS) at (626) 495-2855 or sfs@lapu.edu.

TEACH Grant Eligibility

To be eligible for a TEACH Grant, you must:

- Meet the basic eligibility criteria (<https://studentaid.ed.gov/sa/eligibility/basic-criteria/>) for federal student aid programs.
- Complete the FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>).
- Be enrolled as an undergraduate, post-baccalaureate, or graduate student at a school that participates in the TEACH Grant Program, like LAPU.
- Be enrolled in a TEACH Grant-eligible program. See below for the eligible programs at LAPU.
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on one or more portions of a college admissions test or maintaining a cumulative GPA of at least 3.25%).
- Receive TEACH Grant counseling (<https://studentloans.gov/myDirectLoan/launchTeach.action/>) that explains the terms and conditions of the service obligation. You must complete counseling each year that you receive a TEACH Grant.
- Sign a TEACH Grant Agreement (<https://studentloans.gov/myDirectLoan/launchTeach.action/?>)

_ga=2.157443130.1087267512.1506103639-250653930.1504134765) to college or university or career or technical school, as well as schools in other states.

TEACH Grant-Eligible Programs

Multi-Subject Teaching Credential (<https://catalog.lapu.edu/undergrad/programs/bd/liberal-studies-ba/#teachingcredentialtext>)

California State Grant

Each year, the state of California invests millions of dollars in helping the state's residents achieve their higher education goals. These funds are not guaranteed. The state reserves the right to reduce or eliminate any of the programs described below based on budget limitations. Contact the California Student Aid Commission for the specific details of each program listed below.

In order to be eligible, students must complete the Free Application for Federal Student Aid (FAFSA) by the March 2 deadline. The GPA Verification Form must also be submitted by the March 2 deadline. For most students, this is sent electronically to the California Student Aid Commission by the school.

For new students, please submit a copy of your California Aid Report (CAR) indicating that you are eligible for the Cal Grant. If you are unable to submit a copy of the CAR, the Office of Student Financial Services can confirm your eligibility on the WebGrants website.

California State Aid is available in these categories:

- Cal Grant A
- Cal Grant B
- Cal Grant B Access
- Chafee Grant for Foster Youth
- Golden State Teacher Grant Program

Qualifications for Cal Grant A

1. California resident
2. Graduated from a California high school
3. 3.0 high school GPA
4. Family's income and assets are under the ceilings established for that year.
5. Enrolled at least half time
6. Student is not already receiving a scholarship/grant that covers the price of tuition.

Qualifications for Cal Grant B

1. California resident
2. Graduated from a California high school
3. Student's high school GPA meets the requirement set by the state.
4. Family's income and assets are under the ceilings established by for that year.
5. Enrolled at least half time
6. Student is not already receiving a scholarship/grant that covers the price of tuition.

Chafee Grant for Foster Youth

If you are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court and have financial need, you may qualify for up to \$5,000 a year for career and technical training or college. You don't have to pay this money back. You may also be able to use your grant to help pay for child care, transportation and rent while you're in school. You can use your Chafee Grant at any eligible California

Please contact the California Student Aid Commission (CSAC) for more information on the qualifications needed, how to apply, yearly amounts, and disbursement information. For more information, please visit www.csac.ca.gov.

Standalone Multiple Subject Teaching Credential

For students in the standalone multiple subject teaching credential please complete the 'Request for Cal Grant Teaching Credential Program Benefits' (G-44) form.

Golden State Teacher Grant Program

All applicants must be currently enrolled in a professional teacher preparation program, leading to a preliminary teaching credential, within an accredited California institution of higher education or through a local education agency, approved by the Commission on Teacher Credentialing (CTC).

One-time Golden State Teacher Grant funds of up to twenty thousand dollars (\$20,000) will be awarded if you commit to the following: You will teach in the "high-need field", at a priority school, as determined by the CTC, for four years, within five years after you receive the teaching credential.

- A "high-need field" means any of the following:
 1. Bilingual education.
 2. Mathematics or science, technology, engineering, and mathematics (STEM), including career technical education in STEM areas.
 3. Science.
 4. Special education.
 5. Multiple subject instruction.
 6. Transitional kindergarten
 7. Other subjects as designated annually by the Commission on Teacher Credentialing based on an analysis of the availability of teachers in California pursuant to Education Code Section 44225.6.
- A "priority school" means a school with 55 percent or more of its pupils being unduplicated pupils, as defined in subdivision (b) of California Education Code Section 42238.02. The CTC in consultation with the California Department of Education (CDE) will publish a list of priority schools, based on the most recent data available to the CTC and CDE.

The CTC list of priority schools is available here (<https://www.ctc.ca.gov/commission/notices/gs-teacher-list/>).

You will repay the Commission 25 percent of the total award annually, up to full repayment of the award, for each year if you fail to do one or more of the following:

- Be enrolled in or have successfully completed a teacher preparation program approved by the CTC.
- While enrolled in the teacher preparation program, maintain good academic standing.
- Complete the required teaching service following completion of your teacher preparation program.

Visit the California Student Aid Commission site for more information about the Golden State Teacher Grant program. (<https://www.csac.ca.gov/gstg/>)

If you are interested in receiving the Golden State Teacher Grant, please contact CSAC at California Student Aid Program (<https://www.csac.ca.gov/students/>).

Loans

Direct Subsidized and Unsubsidized Loans

Direct Subsidized Loans and Direct Unsubsidized Loans are low-interest federal student loans for eligible students to help cover the cost of higher education at a four-year college or university; community college; or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans.

- Direct Subsidized Loans are available to undergraduate students with financial need. The Financial Aid department will determine the amount the student can borrow, and the amount may not exceed financial need. The U.S. Department of Education pays the interest on Direct Subsidized Loans while the student is enrolled in school at least half-time and during the six-month grace period.
- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The Financial Aid department will determine the amount the student may borrow based on cost of attendance and other financial aid received. For a Direct Unsubsidized Loan, the student is responsible for paying the interest during all periods. If the student chooses to pay interest while in school and during grace periods and deferment or forbearance periods, interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of the loan).

Yearly Amounts

- Freshmen: Fewer than 28 credits: \$5,500 (up to \$3,500 of which may be subsidized).
- Sophomores: 28–59 credits: \$6,500 (up to \$4,500 of which may be subsidized).
- Juniors and Seniors: 60+ credits: \$7,500 (up to \$5,500 of which may be subsidized).

If the student is independent or the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan (freshmen and sophomores: \$4,000; juniors and seniors: \$5,000).

Preparatory Coursework

- Preparatory coursework for undergraduate admission: \$8,625 for Independent Students (up to \$2,625 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Freshman.
- Preparatory coursework for undergraduate admission: \$4,625 for Dependent Students (up to \$2,625 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Freshman.

If the student is dependent and the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan in the amount of \$4,000.

- Preparatory coursework for graduate admission: \$12,500 for Independent Students (up to \$5,500 of which may be

subsidized) not to exceed 12 consecutive months. The student will be classified as Fifth Year.

- Preparatory coursework for graduate admission: \$7,500 for Dependent Students (up to \$5,500 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Fifth Year.

If the student is dependent and the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan in the amount of \$5,000.

Standalone Teaching Credential

- Multiple Subject Teaching Credential (standalone): \$12,500 for Independent Students (up to \$5,550 of which may be subsidized). The student will be classified as Fifth Year.
- Multiple Subject Teaching Credential (standalone): \$7,500 for Dependent Students (up to \$5,550 of which may be subsidized). The student will be classified as Fifth Year.

If the student is dependent and the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan in the amount of \$5,000.

Aggregate Loan Borrowing Limits

The maximum Direct Subsidized Loan an undergraduate student can borrow is \$23,000. The total combined Direct Subsidized Loans and Direct Unsubsidized Loans an undergraduate student can borrow is:

- Dependent student: \$31,000.
- Independent student: \$57,500.

Grade Level Progression

Students will be awarded according to their class standing (<https://catalog.lapu.edu/undergrad/policy/class-standing/>) at the time the award letter is sent. LAPU's policy is to evaluate a student's aid eligibility related to grade level annually at the time of awarding. If a student changes grade level mid-year, the student may request a recalculation and repackaging of direct loans limits.

Accept or Decline Loans

Los Angeles Pacific University has a "Passive Acceptance" policy when it comes to accepting student loans. All financial aid awards will be accepted in full at the time of awarding. If a student does not wish to accept all or a portion of the financial aid that has been awarded, the student must notify Student Financial Services "in writing." An email will be considered an appropriate form of communication.

Repayment

Generally, repayment of Federal Direct Subsidized and Unsubsidized Loans begins six months after the borrower drops below half-time enrollment status, withdraws or graduates. This six-month period of time is called the grace period. Borrowers receive just one six-month grace period. If a borrower has used the six-month grace period previously or has consolidated the previous loans, those loans may go into repayment immediately.

Loan Exit Requirements

The federal government requires all student borrowers of Federal Direct Loans to complete the loan exit counseling for Federal Direct Loans. Borrowers must complete a loan exit when they drop below half-time enrollment status, withdraw, or graduate.

Federal Direct Parent PLUS Loans

The Federal Direct Parent PLUS Loan is a low-interest loan borrowed directly from the U.S. government, that parents can apply for to help their

dependent student pay for college. The parent can borrow any amount up to the student's cost of attendance, minus any other aid the student is receiving. If the parent is denied a Direct Parent PLUS Loan, the student is eligible to borrow an additional Direct Unsubsidized Loan.

- Freshmen and Sophomores: \$4,000
- Juniors and Seniors: \$5,000

How to Apply for a Parent PLUS Loan

1. Loan Application at [studentloans.gov](http://www.studentloans.gov) (<http://www.studentloans.gov>).
2. New borrowers must complete the Parent PLUS Master Promissory Note at [studentloans.gov](http://www.studentloans.gov) (<http://www.studentloans.gov>).

Repayment

There is no loan exit requirement for parent borrowers and there is no grace period for a Federal Direct Parent PLUS Loan. The repayment period begins 60 days after your school makes the last disbursement of the loan. However, if you're a parent PLUS borrower who is also a student, you can defer repayment while you're enrolled in school at least half time and (for Direct PLUS Loans first disbursed on or after July 1, 2008) for an additional six months after you graduate or drop below half-time enrollment.

If you're a parent PLUS borrower, you may be able to defer the repayment of the Federal Direct Parent PLUS Loans while the student for whom you obtained the loan is enrolled at least half time, and for an additional six months after the student graduates or drops below half-time enrollment (half-time enrollment status is determined by your child's school). You must separately request each deferment period. Please visit studentaid.ed.gov (<https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance/#deferment-eligibility>) for repayment options and details of the William D. Ford Federal Direct Parent PLUS Loan Program.

Private Education Loans

Private education loans, also known as alternative loans, are loans issued by a lender such as a bank or credit union. These loans are primarily used to supplement federal programs when federal aid and scholarships do not meet the cost of attendance. Private loans often have variable interest rates, require a credit check and a co-signer, and lack many of the benefits of federal student loans.

Federal Direct Loans generally have more favorable interest rates and repayment options than private loans. We recommend that you utilize all federal aid eligibility before turning to private loans.

LAPU will process a private loan from any lending institution. LAPU does not recommend any specific lender or lenders. However, LAPU has compiled a list of lenders (<https://choice.fastproducts.org/FastChoice/home/4278800/>) used by LAPU students in the past three years. The compiled list is offered as a tool to assist students as they consider their private lending options. Employees responsible for processing loans adhere to a strict Loan Code of Conduct (shown below).

Outside Aid

All students are required to report all resources known or expected to be available to them during the period for which they seek financial assistance. These resources include, but are not limited to scholarships, fellowships, stipends, and company tuition reimbursement. Failure to report these resources can result in delays in receiving aid funds for which the student may be eligible, cancellation of the award, or even the return of funds already received.

Should any new resources become available, the student is required to report this information to the Office of Student Financial Services.

Withholding or concealing information about these resources may constitute fraud, as the student may be receiving financial aid to which he or she is not entitled.

Disbursements and Refund Checks

Once the student is admitted into an eligible program and the financial aid file is complete, all financial aid usually disburses into the student's student account between Week 4 and Week 8 of the session or later, depending upon when all documentation is received. If the disbursement creates a credit balance, a refund check will automatically be processed. The refund check should arrive to the address the student has on file within 7 to 10 days after the disbursement is made.

The student should keep in mind that any refund check that is received is intended for education-related expenses. Please be sure to monitor your Federal Student Loan borrowing at nslds.ed.gov (<https://nslds.ed.gov/>). There are aggregate limits of how much you can borrow, and we don't want you to run short of funds. Please borrow wisely and be careful how you manage your refund checks.

Over-Awards

The Office of Student Financial Services at Los Angeles Pacific University is required to reduce aid packages because of over-awards. In many cases, the over-award could have been prevented through the timely reporting of additional resources to the Office of Student Financial Services. Timely reporting of all outside resources will help prevent frustration and inconvenience resulting from aid adjustments required to resolve an over-award.

Stacking Financial Aid Policy

Federal and state regulations restrict how much financial aid a student can receive. The following policies are provided in an effort to help prevent any confusion or frustration that may result from an award being reduced or eliminated.

- **Cost of Attendance:** Financial aid cannot stack above COA. Exceptions: VA Benefits
- **Cal Grant:** Scholarships and grants (all free money) cannot stack above Need (Need = COA - EFC). Cal Grant cannot exceed tuition and fees.
- **APU Staff Benefit and LAPU Tuition Assistance:** Tuition benefit cannot stack above tuition.

Financial Aid Policies

Please be advised that funding from all of the sources listed is not guaranteed. All financial aid is subject to the continued availability of federal, state, institutional, and private funding. Budget limitations may reduce or eliminate any of the awards described without notice.

Deadlines

Apply early and return all requested documents before the session begins. Completing the application process early helps ensure a student's eligibility for the most financial aid possible. The Office of Student Financial Services will do its best to quickly and accurately process a student's application for financial aid. However, the ultimate responsibility for accurately completing the FAFSA, submitting completed documents, and finalizing the loan application process in a timely manner is up to the student. It is advised that the student respond to all inquiries from the financial aid office in a timely manner. Should a student's financial aid (including loans) not process by the last date of enrollment in that

session, the student will be responsible for any owing balance that remains on their student account.

Admissions File

To be eligible for financial aid within a given session, the student must be fully admitted to the university. A student who does not complete his or her admissions file by the student's last date of enrollment will not be eligible for financial aid for that session.

Completion of the Free Application for Federal Student Aid (FAFSA)

The FAFSA must be accurately completed and electronically received from the federal government by the Office of Student Financial Services in enough time to process prior to the student's last date of enrollment. For most students, this is at least two weeks prior to the student's last date of enrollment.

Enrollment Status

Financial aid award amounts are based on full-time enrollment. Enrollment will be verified after the add-drop date of each session. Grants are prorated based upon actual enrollment. Students must be enrolled at least half-time for the semester in order to be eligible for loans.

Credits	Enrollment
12+	Full-time
9-11	3Q time
6-8	Half-time
1-5	Less than half-time

Professional Judgement

Professional Judgment refers to the school's authority to make adjustments, on a case-by-case basis, to information reported on the Free Application for Federal Student Aid (FAFSA) so that the Department of Education can recalculate the Expected Family Contribution (EFC). The EFC is the number that the school uses to determine whether a student is eligible for need-based financial aid.

Eligibility for financial aid is determined by the FAFSA, which uses financial information from two years prior to estimate a household's current circumstances. The Office of Student Financial Services recognizes that households can experience changes in income or other finances that are not reflected in their information from two years prior. If you have experienced a change in income or other finances, please contact Student Financial Services (p. 1).

Equitable Treatment

Los Angeles Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Appeal procedures exist for anyone who feels that a violation of the above has occurred. Contact the director of student financial services for further information.

Keeping in Touch

Los Angeles Pacific University students must notify the Office of Student Financial Services in writing regarding changes in financial situation, marriage, loss of a job, withdrawal from school, change in credits, anticipated change of program, or change of address.

Release of Records

By applying for financial aid, a student grants that the Office of Student Financial Services at Los Angeles Pacific University the has the right to

release the student's grades and enrollment records to scholarship, state, federal, and loan agencies in accordance with the rules governing the Family Rights and Privacy Act (FERPA).

The rules governing FERPA also prevents the staff in the Office of Student Financial Services to discuss a student's student account or financial aid status with anyone but the student unless permission is granted by the student. If a student wants to grant permission to a spouse, parent or other person, a FERPA form must be completed and submitted (even if another FERPA form has been submitted for another department at LAPU). The FERPA form is located in Student Services (https://studentservices.lapu.edu/ICS/Registrar/Forms_and_Petitions.jnz?portlet=EX_FormFlow_-_Forms&screen=FormView&screenType=change&form=583c909c-d1ae-4d5b-b5b6-74b1b300320a).

Verification Required

Each year the Federal Student Aid program randomly selects a percentage of all FAFSA applications for a process called "verification." The regulations require collection of information from the student (and family if applicable) to confirm the accuracy of information reported on the FAFSA.

If chosen for verification, students are required to create a StudentForms (<https://lapu-pm.campuslogic.com/signin/?auth=clsigin&clientid=a486774a-aa40-467f-86fe-082d21a931ea&productid=2cf72f8d-83d3-4dde-9d86-a90208b9d1fc&type=student&ctx=CF23901E2AF3BAE01084B8310BF1F850>) account and submit the required verification documents to StudentForms (<https://lapu-pm.campuslogic.com/signin/?auth=clsigin&clientid=a486774a-aa40-467f-86fe-082d21a931ea&productid=2cf72f8d-83d3-4dde-9d86-a90208b9d1fc&type=student&ctx=CF23901E2AF3BAE01084B8310BF1F850>).

Students at LAPU are not eligible to receive federal or state aid until all required documents have been submitted.

Loan Code of Conduct

As a part of the Program Participation Agreement for participating in Title IV financial aid programs, institutions are required to develop and comply with a loan code of conduct that prohibits conflicts of interest for financial aid personnel with respect to all student loans. Any Los Angeles Pacific University employee who has responsibilities with respect to student educational loans must annually be reminded to comply with this code of conduct. The following provisions bring LAPU into compliance with the federal law [CFR 34 601.21 and HEOA 487]

- Neither LAPU as an institution nor any individual or university employee shall enter into any revenue-sharing arrangement with any lender which makes loans to students attending the institution.
- No employee of LAPU who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.
 - For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a nominal value.
 - Gifts and favorable terms and benefits do not include: a brochure, workshop or training using standard materials relating to a loan, default aversion, or financial literacy, such as a part of a training session. Entrance and exit counseling as long as the institution's

staff are in control of the counseling and the counseling does not promote the services of a specific lender.

3. An employee at LAPU who has responsibilities with respect to education loans shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. LAPU shall not:
 - a. assign a lender to a first-time borrower through award packaging or any other method; or
 - b. refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
5. LAPU shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan (An "opportunity pool loan" is defined as a private education loan made by a lender to a student or the student's family that involves a payment by the institution to the lender for extending credit to the student.), to students in exchange for the institution providing concessions or promises regarding providing the lender with:
 - a. a specific loan volume of such loans; or
 - b. a preferred lender arrangement for such loans.
6. LAPU shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any university employee who has any responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such an advisory board, commission, or group.

SAP

Satisfactory Academic Progress (SAP)

Students who wish to receive financial aid must be in good academic standing and make satisfactory academic progress toward a degree or certificate in addition to meeting other eligibility criteria.

Students are evaluated at the end of each semester (fall, spring, and summer). The following minimum academic standards must be met:

Qualitative Measure (GPA Requirement)

Students must maintain a minimum cumulative local grade-point average (GPA) of at least 2.0 to be eligible for federal, state, and institutional funds.

Quantitative Measure (Pace Requirement)

Students are expected to complete a minimum of 67 percent of credits in which they enroll from the beginning of their program. The policy applies to cumulative credits only. Thus, a student who successfully completes 18 credits without withdrawing from any classes, and then enrolls in 6 more credits but withdraws from all 6 credits would still make

satisfactory progress. The student would have completed 18 out of 24 total credits (18/24 total credits = 75 percent), which is greater than 67 percent.

Time Limit for Receiving Federal Financial Aid (Maximum Time Frame)

Federal financial aid for all programs cannot exceed 150 percent of the total credits in the program, including credits that result from transfer credits and repeated courses. Students will not be eligible to receive aid once it becomes mathematically impossible to complete the degree without exceeding the number of credits listed below:

Program Type	Credits
Associate Degree Programs	90
Bachelor's Degree Programs	180
Credential Programs	51

Grades

The only grades that meet satisfactory academic progress completion standards are grades for which credit is awarded; A, B, C, D, P, and CR (credit). Withdrawal and incomplete grades are not passing grades. Challenge exams and audited courses are not considered.

Transfer Credits and Remedial Coursework

Transfer credits that have been officially accepted to complete program requirements will count towards the quantitative (pace requirement) measurement of SAP but not towards the qualitative (GPA requirement) measurement of SAP.

A student may take one academic year's worth of remedial courses for financial aid. Remedial coursework for students who are admitted into an eligible program and taken within that program will be counted toward all three progress measures for SAP.

New, Changed, or Added Programs

If a student changes or adds programs, it will not reset the current qualitative (GPA) or quantitative (pace) measures of SAP. Cumulative GPA and completion rate will be used for all programs in which the student enrolls at Los Angeles Pacific University. If the student changes or adds a program, the maximum time frame will be reset from the date of initial enrollment in the new degree program.

Repeated Courses

If a student repeats a failed or a previously passed class, it will replace the grade to recalculate into the new cumulative GPA. The credits will still count toward the completion rate and maximum time frame. Students who pass a course (A-D) and choose to repeat it for a higher grade may receive financial aid for only one repetition (a total of two attempts) for that course. Students may receive financial aid for a failed class (F) that they repeat until they pass.

Note: A D grade is considered a passing grade by the U.S. Department of Education.

Financial Aid SAP Statuses

Students who fail to maintain SAP for the first time will be placed on Financial Aid Warning and will be given one semester of financial aid eligibility to correct their SAP deficiencies. If the student does not make up the deficiencies within one semester, they will be placed on Financial Aid Suspension and will be ineligible for all federal and state, and most institutional, financial aid. The student does have the opportunity to appeal this decision. If the appeal is approved, they will be placed on Financial Aid Probation.

Appeals

Students may appeal for reinstatement of financial aid if they, a spouse, or dependent children have experienced illness that prevented class attendance for an extended period of time, they have experienced a death in the immediate family (parents, siblings, spouse, or dependent children), or they have experienced some extraordinary situation that prevented them from meeting the minimum standards. Such a situation must be exceptional and nonrecurring in nature. The appeal for reinstatement must explain the cause of the academic difficulty and how the situation has been resolved.

A SAP Appeal form is available at Student Services (https://studentservices.lapu.edu/ICS/Registrar/Forms_and_Petitions.jnz). A student may submit a SAP Appeal Form explaining why he or she failed to perform and what changes he or she plans to make to return to a status of SAP eligibility. In addition to the SAP Appeal Form, students must contact their Success Coach to complete a SAP Academic Plan. Once completed, your Success Coach will submit the completed SAP Suspension Appeal, Academic Plan and their endorsement to the SAP Committee for review.

Regaining Eligibility

Students regain financial aid eligibility when they meet all three measures of progress for SAP. It is possible for students to be placed on a warning status multiple times in their academic career.