

FINANCIAL AID CHECKLIST

- Complete your FAFSA at www.fafsa.ed.gov, or request to have it waived (if not using federal aid)
- Complete a New York State TAP Application at www.hesc.ny.gov
- Register for the Student Account Center (registration email will come to your Houghton inbox)
 - Add additional users to Student Account Center (optional)
- Complete verification (if selected, we will notify you)
- Fill out loan entrance counseling and master promissory note at <https://studentloans.gov>, if taking federal loans
- Sign the [Houghton College Billing and Financial Permissions Form](#)
- Receive billing statement online through Student Account Center (www.houghton.afford.com)
- Pay balance in full by the end of the first week of classes:
 - Check or money order, mailed to: Student Financial Services, One Willard Ave, Houghton, NY 14744
 - Online, one-time payment from checking/savings account at www.houghton.afford.com
 - Monthly payment plan, available at www.houghton.afford.com
 - Private loan, if needed; preferred lender list can be found at www.houghton.edu/preferredlenders
- Submit appropriate documentation for anything unique to your situation:
 - Employer Reimbursement
 - Veterans Benefits

INDEX

Completing Your FAFSA.....	Pg. 2
Federal Aid: Pell Grant, Subsidized & Unsubsidized Loans	Pg. 2
New York State Aid (TAP).....	Pg. 3
Private Loans	Pg. 3
Other Aid Options: VA and Employer Reimbursement.....	Pg. 3
Financial Aid Policies	Pg. 3
Billing Considerations & Costs	Pg. 4
Options Available to Cover Balance.....	Pg. 4
Student Account Center	Pg. 4
Student Accounts Policies.....	Pg. 5
Satisfactory Academic Progress	Pg. 6
Consumer Information Disclosure	Pg. 6

COMPLETING YOUR FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID)

To Be Completed by Students Who Are Applying for Federal Aid:

1. Go to www.fafsa.gov and sign in with your FSA ID (if you don't have one, you may create one at <https://fsaid.ed.gov/>).
2. Complete the FAFSA and be sure to list Houghton's school code (002734). If possible, transfer your tax information directly from the IRS into the FAFSA.
3. Sign and submit the FAFSA.
4. There are 3 types of federal aid you may be eligible for:
 - Pell Grant – a need-based grant; minimum 3 credits enrolled per semester
 - Subsidized Loan – a need-based student loan with no interest while in school; minimum 6 credits enrolled per semester
 - Unsubsidized Loan – a non-need-based student loan with interest accruing while in school; minimum 6 credits enrolled per semester. Anyone who completes the FAFSA is eligible for this loan, as long as eligibility hasn't been exhausted.

FEDERAL SUBSIDIZED & UNSUBSIDIZED LOANS

To Be Completed by Students Who Are Accepting Federal Direct Loans – Subsidized and/or Unsubsidized:

Direct Loan Entrance Counseling

1. Go to <https://studentloans.gov> and select "Log In." You will do this with your FSA ID.
2. Select "Complete Counseling."
3. Choose "Entrance Counseling."
4. Complete all five sections. If you have any questions, you may call 800.557.7394.

Direct Loan Master Promissory Note (MPN) – also found at <https://studentloans.gov>

1. After signing in with your FSA ID, select "complete MPN."
2. For the type of direct loan you would like to receive, select "Subsidized/Unsubsidized."
3. You will need names and addresses of two references
4. After you have completed the process, we suggest that you review the signed MPN and save or print a copy for your personal records.

NEW YORK STATE TAP

To Be Completed by New York State Residents Who Are Applying for State Aid:

1. Go to www.hesc.ny.gov and complete a TAP (Tuition Assistance Program) Application, using your New York State Taxes.
2. TAP provides a need-based grant; if eligible, must be enrolled at a minimum of 12 credits per semester.

PRIVATE LOANS

To Be Completed by Students and Co-signers (if needed) Applying for a Private Loan:

1. Go to www.houghton.edu/preferredlenders and follow the instructions provided there.
2. If you choose a lender not listed, notify us of how to process your loan.

EMPLOYER REIMBURSEMENT

Houghton College provides students who receive this benefit a letter at the end of each course that indicates the name of the course completed, number of credits received, grade, and cost. This letter may be used as proof of course completion for employer reimbursement purposes. **Houghton expects payment at bill due date, regardless of employer reimbursement.**

Note: If applicable, please provide the college with a copy of your employer's tuition reimbursement policy.

VETERANS BENEFITS

Students who are eligible to receive Veterans Benefits should submit their Certificate of Eligibility.

FINANCIAL AID POLICIES

FREQUENCY:

Federal Student Loans can only be received 2 semesters a year. The Pell Grant may be received year-round.

DOCUMENT SUBMISSION:

If a student is applying for financial aid, all applicable documentation must be submitted for processing prior to the start of classes. If this documentation is not received by the end of the first week of classes, the student will be required to pay for classes by check or online payment, or be terminated from Online Education. If termination occurs, the student will still be liable for the cost of the course.

BILLING CONSIDERATIONS

Bills are due before the second week of classes. You must pay the balance in full, have a loan in place, or establish a monthly payment plan no later than the first day of the second week of classes. Accounts not fully covered by this date are subject to a late fee of \$50.

COSTS

- Tuition - \$500 per credit hour
- Experiential Learning Credit (per credit hour) - \$35 or \$125 (see your advisor for details)

OPTIONS AVAILABLE TO COVER BALANCE

1. Direct Payments
 - a. Checks should be made payable to Houghton College and mailed to: Student Financial Services, Houghton College, One Willard Avenue, Houghton, NY 14744
 - b. Online payments from a US bank account (no fee) or credit card (processing fee applies)
 - i. Directly from Student Account Center
 - ii. "Make a One-Time Payment" at www.houghton.afford.com
 - c. International Payments – Canadian & international students may use Flywire (formerly PeerTransfer) to pay with international currencies at <https://www.flywire.com/school/houghton>
 - d. Houghton College cannot accept credit card payments
2. Semester-based monthly payment plans through Tuition Management Systems
 - a. \$40 enrollment fee per semester
 - b. Payments due on the 15th of each month
 - c. Pay through US bank account
 - d. Fall payment plans are available for six months (May–October), five months (June–October), and four months (July–October)
 - e. Spring payment plans are available for six months (November–April), five months (December–April), and four months (January–April)
 - f. Contact TMS: 1-800-309-2521, service@afford.com or www.houghton.afford.com
3. Private Loans – see page 3

STUDENT ACCOUNT CENTER

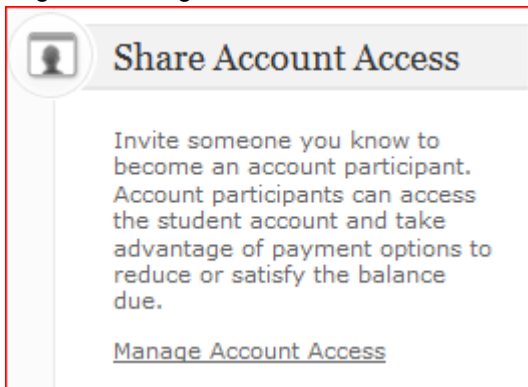
Houghton College uses a real-time Student Account Center (SAC) and electronic billing in partnership with Tuition Management Systems; we do not send paper bills. Students may view their financial profile and billing statements by logging into the Student Account Center. Email notifications are generated every time a new electronic billing statement is posted. You can also view your account activity at any time using the "Account Activity" tab in SAC.

Accessing Student Account Center

- Students will receive login information for the Student Account Center at their Houghton College email address. Click on the "Register" link to create password. **Do not change the email address that auto-fills.**
 - You will be taken to www.houghton.afford.com to complete registration.
- Username is your student ID: The letter P with four leading zeros followed by five numbers:
P000012345@houghton.edu

Shared Access – students may easily grant Student Account Center (SAC) shared access

- Log into SAC, go to Share Account Access/Manage Account Access/Add



- Enter account information for the shared access user as prompted (it may be easiest to do this in-person with whomever you want to have access to your online account)

Navigating the Student Account Center

- Student Account Center tutorial: <https://goo.gl/wwFvg4>

STUDENT ACCOUNTS POLICIES

REFUND POLICY & SCHEDULE

Below is the Online Course Refund Schedule. During the first two weeks of classes, you may drop a course from your schedule and receive a whole or partial refund. The refund given is based on when Houghton College receives official notification from the student. ***Please carefully consider your options before dropping or withdrawing from courses as this may also impact your financial aid eligibility. Contact SFSO to see how your aid will be impacted.***

Online Course Refund Schedule	Percent of Charges Refunded
Days 1-2 (drop/add)	100%
Days 3-7 (remainder of 1st week)	75%
Week 2	50%
Week 3 and after	0%

FINANCIAL AUTHORIZATION

All students are required to sign the “Houghton College On-Line Student Financial Consent Form” prior to participating in classes. This form will be sent to you and must be completed prior to the first day of classes. The form specifies student responsibilities, Houghton College’s responsibilities, and authorizes Houghton College to use Federal Title IV funds (Pell Grants and/or Federal Direct Loans) on your student account. The consent form also explains the ramifications of unpaid student account balances. **Carefully read this document and keep a copy for your records. If you have questions, contact SFSO.**

SATISFACTORY ACADEMIC PROGRESS

All students must achieve satisfactory academic progress to receive federal and state financial aid.

Academic progress is determined by both number of credits earned and grades earned at the end of each semester. A student who does not meet the requirements may apply for a one-time waiver to receive one probationary semester in which to re-attain satisfactory academic progress. Students are permitted to receive federal and state aid during the probationary semester. A student will lose all federal and state aid if they do not re-attain satisfactory academy progress after their probationary semester. Please see the charts below.

Satisfactory Academic Progress Chart for Federal and Houghton College Financial Aid

Semesters	Min. credit hrs. enrolled	Credit hrs. that must be completed	Min. accrued credit hrs.	Cum grade point average
1	12	6	6	1.1
2	12	6	15	1.5
3	12	9	27	1.75
4	12	9	39	2.0
5	12	12	51	2.0
6	12	12	63	2.0
7	12	12	78	2.0
8	12	12	93	2.0
9	12	12	108	2.0
10	12	12	125	2.0

Satisfactory Academic Progress Chart for New York State

Semesters	Min. credit hrs. enrolled	Cum. Grade point average
1	12	1.5
2	12	1.8
3	12	1.8
4	12	2.0
5	12	2.0
6	12	2.0
7	12	2.0
8	12	2.0
9	12	2.0

CONSUMER INFORMATION DISCLOSURE:

Houghton's consumer information disclosure may be found at <http://www.houghton.edu/consumer-information-disclosure/>