FEDERAL STUDENT LOAN INFORMATION

Are my previous student loans eligible for In-School Deferment? What do I have to do?

- If you are registered at least half-time (4+ credits), you are eligible for In-School Deferment—meaning you do not have to make current payments on your previous Federal Student Loans while in school. If you have Subsidized Loans, the interest will continue to be paid by the Federal Government. For any previously taken Unsubsidized Loans, you are responsible for the interest. It will continue to accumulate on top of your principal.

- The GCTS Registration Office submits electronic data of student’s registration status throughout the Fall (Sept., Oct., Nov., Dec.) and Spring semesters (Feb., Mar., Apr., May) to the National Student Loan Data System (NSLDS) where all lenders go to see if their borrowers are in school, attending at least half time and are, therefore, automatically put into In-School Deferment status. However, the GCTS Registration office can only send the data to the NSLDS if the student’s SSN is in our system. So, please, make sure you have given your SSN to the Registration office.

- While in graduate school, attending at least half-time your in-school deferment status continues. If you drop below half-time status, Withdraw, take a Leave of Absence or Graduate, you will have a 6 month grace period to continue to defer loan repayment. Should you return to half or full-time status before the 6 months of grace elapses, then you will be entitled to the entire 6 months of grace again. Once you exceed the 6 months grace period, you will not receive another.

- Since the Registration office does not transmit student’s registration information to the NSLDS during the January or Summer semesters, if you need to officially inform your lender(s), or your lender’s servicer, of your in-school status during these semesters, you will need to download an “In-School Deferment” form from your lender’s servicer’s website and ask the Registration office to manually complete this form to be submitted to your servicer(s). Note: there is approximately 4 months between the end of the Spring semester and the beginning of the Fall. Therefore, even though the Registration office does not transmit the data during the Summer semesters, there is no need to submit a paper In-School Deferment form—unless, you have already used up your 6 month grace period.

How do I apply for Federal Student Loans?

In order to apply for Federal Student Loans, you must:

1. Complete the free FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
   - For Fall 2015, Spring 2016, and Summer 2016, complete the 2015-2016 FAFSA
   - When prompted, enter the Gordon-Conwell school code: G09747
2. Complete the GCTS Financial Aid Application available online
   - [http://www.gordonconwell.edu/financial-aid/Hamilton-Apply-for-Financial-Aid.cfm](http://www.gordonconwell.edu/financial-aid/Hamilton-Apply-for-Financial-Aid.cfm)
   - Mail, fax, or email it to the Financial Aid Office (contact information is on the form)
3. The Financial Aid Office will email an Award Letter (so please check your GCTS email!)
   - Included will be an Award Acceptance Statement which you must complete and mail, fax, or email back to the Financial Aid Office (contact information is on the form)
   - Students accepting loans with GCTS for the first time must complete Entrance Counseling and sign a Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov) (instructions are included in the emailed Award Letter)

*Note* – No loans may be processed for a given term after the term has ended. It is recommended students complete the above application process at minimum prior to the beginning of the term in which they would like to receive federal student loans.
FEDERAL STUDENT LOAN INFORMATION

Am I eligible to receive Federal Student Loans?
In order to receive Federal Student Loans, you must:
- Be a U.S. citizen or eligible non-citizen (such as a Permanent Resident)
- Must have a Bachelor’s degree or have completed, at minimum, the equivalent of 3 prior years of full-time academic study at undergraduate and/or graduate level.
- Be in an eligible degree-seeking program (M.A., M.Div., and Th.M. only)
- Be registered at least half-time (4 credits per fall and spring semester)
- Maintain Satisfactory Academic Progress, which includes meeting the minimum GPA requirements set by GCTS for your degree program
- Not be in default on any previous federal loans or have a hold on your GCTS account
- Not be a visiting student or in a diploma, certificate, or D.Min. program

Note – If a student’s total educational debt exceeds $40,000, the student must submit a letter to the GCTS Debt Committee detailing his/her anticipated future debt and plans for repayment. If an Indebtedness Letter is required, you will be notified by The Financial Aid Office.

Federal Direct Unsubsidized or GradPlus Loan Entrance and Exit Counseling Tutorial Regulations?
- Every Federal Loan Borrower is required to, in addition to signing the Master Promissory Note (MPN), must complete an Entrance Loan tutorial online at www.studentloans.gov. This is done only once at each new school the student attends. It takes approximately 15-20 minutes. GCTS will receive notification from the Dept. of Education when done.
- Federal Regulations also requires Exit Loan Counseling when a student loan borrower Graduates, takes a Leave of Absence, Withdraws or attends less than half-time. The Financial Aid office will notify students via email when the Exit Counseling is required. It may be that a student will need to do this more than once during their academic time at GCTS. Exit Counseling is also done online at www.studentloans.gov.

When will my loans be disbursed?
- If a Student Loan Borrower has completed the required (MPN and Entrance Loan tutorial), your loan will be disbursed 2-3 weeks after classes start. We must wait for the add/drop period to be over to be sure students are still attending at least half-time and eligible for their loans.
- Loans are then posted to student accounts and the Financial Aid office will email a loan disbursement notice. This notice will inform the student that if the loan created an excess of funds after their semester bill is paid, they may request the Student Account office send them a check or EFT to their bank account. A Withdraw Excess Funds form must be submitted to the Student Account office to process your request. The notice also states, should a student want to do so, they may request funds be returned within 14 days after disbursement.

Whom do I contact if I have questions about financial aid?
- First, please consult our webpage and FAQ section for additional information: http://www.gordonconwell.edu/financial-aid/Hamilton-Frequently-Asked-Questions.cfm
- For questions concerning the FAFSA or help completing the FAFSA, please call the Federal Student Aid helpline at 1-800-4FED-AID (1-800-433-3243)
- For all other questions, please call or email the Financial Aid Office at 978-646-4018 or FinAidInfo@gcts.edu
What are the tuition and fee rates for 2015-2016?

Regular Tuition Rates:
*Regular Tuition Rates apply to ALL Masters Level and Th.M. programs billed on a per credit hour basis*

<table>
<thead>
<tr>
<th>Unit</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$625</td>
</tr>
<tr>
<td>Per Course (3 Credit Hours)</td>
<td>$1,875</td>
</tr>
</tbody>
</table>

Special Scholarship Rates:
*Tuition billed at a flat rate based on 10 courses to be taken during the academic year. Students receiving Special Scholarship tuition must be registered for a minimum of 7 credits in Fall and 7 credits in Spring to be eligible.*

| Billed in Fall Semester (includes S3-15 & JA-16) | $9,375 |
| Billed in Spring Semester (includes S1-16 & S2-16) | $9,375 |

Special Scholarships & Associated Fees
Special scholarships are added to the account by Financial Aid. They will be reflected on your student account after the add/drop period passes to ensure eligibility for the program. This means your bill will initially reflect a full owing balance prior to the application of your scholarship. As long as you maintain your eligibility, your tuition charges (per semester) will reflect the following:

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Amount Awarded</th>
<th>Fees</th>
<th>Projected balance due after scholarship is applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee</td>
<td>$2,250</td>
<td>$100</td>
<td>$7,225</td>
</tr>
<tr>
<td>Graham</td>
<td>$2,500</td>
<td>$100</td>
<td>$6,975</td>
</tr>
<tr>
<td>Merit*</td>
<td>$2,500 - $5,000</td>
<td>$100</td>
<td>$6,975 - $4,475</td>
</tr>
<tr>
<td>Partnership</td>
<td>$9,375</td>
<td>$100 Student Fee $500 Partnership Fee</td>
<td>$600</td>
</tr>
<tr>
<td>Kern</td>
<td>$11,500</td>
<td>$100 Student Fee $500 Partnership Fee</td>
<td>$600</td>
</tr>
</tbody>
</table>

*Merit scholarships are awarded in various amounts ranging from $5,000 to $10,000 per year.

Special MACO Rates:
*Please refer to the Student Handbook for details regarding Special MACO rates for certain Seminars and Practicums. There are several courses currently billed at Half-Tuition rates per course and several courses billed as fee based (no tuition). These rates are set by the Counseling Department and are subject to change.*

**Service Fees:**
- Student Service Fee: $100/term
- Summer SS Fee: $40/term
- Semlink+: $155/course
- Audit Fee: $150/course
- Mentored Ministry: $185/first unit, $150/all additional units

**Medical Insurance:**
- Single: $4,692
- Student & Dependent: $9,831
- Student & Family: $15,437

*Note—Students enrolled in 6+, are required by state law to have health insurance. Students who have their own qualifying medical insurance may waive the GCTS insurance.*
When will my bill be due?

<table>
<thead>
<tr>
<th></th>
<th>FALL TERM</th>
<th>SPRING TERM</th>
<th>SUMMER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Deadline</td>
<td>October 23, 2015</td>
<td>February 26, 2016</td>
<td>August 12, 2016*</td>
</tr>
<tr>
<td>2nd Deadline</td>
<td>December 11, 2015</td>
<td>April 22, 2016</td>
<td>n/a</td>
</tr>
</tbody>
</table>

- **1st Deadline**: Your bill is **DUE**. If you have not paid in full by this date, you will be charged a $35 late fee and your account will be placed on hold, preventing registration.
- **2nd Deadline**: If you have not paid in full by this date, you will be charged a $75 additional late fee and you will be in danger of being reported to a **collections agency**.

How do I view my Student Account and pay my bill?

- Log onto the CAMS portal at [cams-web.gordonconwell.edu](http://cams-web.gordonconwell.edu) and select “My Ledger”
- Payments may be made online, by mail, or by calling the Cashier’s Office at 978-646-4046
- Donors should mail checks to The Student Accounts Office with your name and ID number
- **Note** – You must notify The Student Accounts Office of changes in your address by updating your contact information in CAMS or submitting a Change of Address Form (available online).

Whom do I contact if I have questions about my bill?

- For billing questions, contact Student Accounts at 978-646-4049 or FinServ@gcts.edu
- To make a payment via phone, call the Cashier’s Office at 978-646-4046

How do I withdraw excess funds from my account?

- If you have a credit on your account **after your bill is paid**, then you may withdraw the excess funds by submitting a Withdraw Excess Funds form to the Student Accounts Office
- You may access and print the Withdraw Excess Funds form by visiting: [http://www.gordonconwell.edu/financial-aid/documents/2WithdrawExcessFundsForm.pdf](http://www.gordonconwell.edu/financial-aid/documents/2WithdrawExcessFundsForm.pdf)
- Express written permission from donors must be given to withdraw excess donated funds
- Please allow 7-10 business days for checks or EFT withdrawals to be processed
- **Note** – You must complete an Account Access Form (available online) before anyone other than yourself may be given your account information, including spouses, parents, and donors.

How do I charge books to my student account?

- If you are receiving loans and/or scholarship in excess of your tuition and fees you may be eligible for a book voucher.
- Come to the Cashier Window (Kerr 321). When the cashier confirms your eligibility, you will receive a signed book voucher.
- The BookCentre will keep track of your voucher. You can purchase up to $500 to be charged to your student account. The last day to charge books in the Fall is September 25th.

How can I put funds on my account for copies in the library?

- You can add funds to your Copy Card on your Student ID with the Copy Center located in the BookCentre/Mail Room. This is **not** something that can be charged to your student account.