FINANCIAL AID HANDBOOK 2027-28



MOORHEAD MINNESOTA
CONCORDIA COLLEGE

CONGRATULATIONS!

College is a significant investment, but at Concordia we're committed to helping you and your family afford your education. We start with a formula developed by the federal government to determine your Student Aid Index and your financial need. We then put together a package just for you.

Here is some information to help you make sense of your financial aid offer and tips for taking the next step.

TABLE OF CONTENTS

CobberNet and Banner 2
Financial Aid/Cost of Attendance 3
Need-Based Grants 4
Scholarships 5
Federal Student Loans 6
How to Accept/Decline a Federal Direct Loan 8
Federal Direct Parent PLUS Loan 9
Private Loan 10
View Missing Document Requirements 11
View and Pay Your Statement 12
Payment Plan 13
Work-Study 14
Appeal Process 15
Satisfactory Academic Progress Policy 16
Withdrawal Policy 19
Center for Student Success 21
Writing Thank Yous 22
Downloadable Forms 22
Important Contacts 23
Concordia College Financial Aid Staff 24
Glossary 24

Due to the fact the status of student assistance programs is continuously changing, we run the risk that published print information may become outdated. To access the most accurate and up-to-date financial aid information, please visit ***ConcordiaCollege.edu/FinancialAid****.*

927517/3500/1126

COBBERNET

https://cobbernet.cord.edu

CobberNet is the point of entry to your college information. Once you've logged in you can easily access the following:

- Email
- College-related messages/news
- Course management system
- Housing sign-up
- Dining services
- Banner
- TouchNet
- Navigate

BANNER

Banner is the system used for registration and financial aid information.

Incoming Students: The Admission Office mailed you your username and password. If you can't find it, call the Admission Office at 800.699.9897.

To access:

- Log in to CobberNet at **https://cobbernet.cord.edu**
- Select Banner-Financial Aid link at top of the page
  Here you can access your financial aid status, eligibility, and financial aid offer, as well as general financial aid information.

Note: You must view and accept the terms and conditions set by federal and state regulations and institutional policy prior to viewing your financial aid award for the first time.

FINANCIAL AID/COST OF ATTENDANCE (COA)

You will need this information for certain loan applications.

Financial Aid

To access your financial aid offer:

- Log in to **https://cobbernet.cord.edu**
- Select the Banner-Financial Aid
- View Award Offer

Cost of Attendance (COA)

Cost of Attendance (COA) is the estimated full and reasonable cost of completing one year (two semesters) of full-time attendance at a college or university. The estimate includes tuition, housing, food, fees, transportation, personal expenses, and books.

To access the standard cost of attendance at Concordia College, please view:
ConcordiaCollege.edu/tuition-aid/cost-of-attendance



NEED-BASED GRANTS

(Do not need to be paid back)

ConcordiaCollege.edu/Grants

Concordia Grant — Awarded based on financial need.

Federal Pell Grant — Eligibility is based on the Free Application for Federal Student Aid (FAFSA) Adjusted Gross Income (AGI), Student Aid Index (SAI), and Cost of Attendance (COA). Concordia College assumes full-time status when the Pell Grant is initially awarded. The actual amount paid to the student will be based on the student's enrollment status on the 10th day of class each semester, or the day eligibility can be determined, whichever comes last.

Federal Supplemental Educational Opportunity Grant (SEOG) — Awarded, as funds are available, to students who are eligible to receive the Federal Pell Grant.

Minnesota State Grant — Awarded to Minnesota residents who meet state requirements.

The Minnesota State Grant program defines a full-time student as someone who is registered for at least 15 credits. Music lessons for which you are billed will count toward the 15 credits. Ensemble credits don't count for financial aid purposes. (Please note, Concordia College and all other financial aid programs define full time as at least 12 credits.) However, in order to be eligible for the maximum Minnesota Grant, you must be enrolled for at least 15 credits at Concordia.

Although 15 credits are required to receive the maximum state grant each term, we recommend enrolling in the number of credits that will allow for your academic success at Concordia.

The actual amount of Minnesota State Grant funding you receive will be based on the number of credits for which you are enrolled on the 10th day of class or the day eligibility can be determined, whichever comes last. Minnesota State Grant is limited to 8 semesters of postsecondary attendance. If you are enrolled for less than 15 credits on the 10th day of class, you may be eligible for a reduced amount.

Beginning with the 2025-26 academic year, students must apply via the FAFSA by the 30th day of the term.

SCHOLARSHIPS

(Do not need to be paid back)

Concordia Scholarships

Merit-based Scholarships — Recognize the abilities and talents of students. Find more information at **ConcordiaCollege.edu/Scholarships**. Students must be full-time (at least 12 credits), assessed full-time tuition and not possess a bachelor's degree.

Concordia scholarships may be replaced or renamed with donor-funded awards. Maximum eligibility of 8 full time semesters.

External Scholarships

Reporting — Students receiving funding from outside sources must notify the Financial Aid Office of these funds. Contact the Financial Aid Office if you have questions about how external scholarships may affect your overall aid package. Students may report their external scholarships by submitting a scholarship reporting form located at **ConcordiaCollege.edu/tuition-aid/2027-28-forms.**

Concordia Congregational Matching Scholarship — Students who are awarded a congregational scholarship may be eligible for a matching scholarship from Concordia College. To qualify, students must meet all program requirements outlined on the External Scholarship Reporting form. Students receiving **full tuition support** from Concordia College programs (including, but not limited to, the Concordia Promise, Community Achievement Scholarship, Tuition Exchange programs, or Employee Tuition Allowance) are **not eligible** for the matching scholarship.

Donor Requests — In most cases, the donor of the scholarship will provide details on how and when the funds will be disbursed or if you are required to submit any documentation to the donor before any funds will be released. If the scholarship donor requests that the college bill them, you can print a copy of your bill on CobberNet after July 15. If the scholarship donor requests that enrollment or grades be verified, print your schedule and/or grades from CobberNet as they become available. Please contact the donor if you have questions regarding your external scholarship.

If your donor sends a check to you, endorse the check, if needed, and forward it to the Financial Aid Office. If the donor sends the check to Concordia College, the Business Office will notify you if it requires your signature. **External scholarship checks will not be applied to your student account until the funds are received from the donor.**

Disbursements — External scholarships will be credited to your student account in two equal disbursements during the fall and spring semesters unless the donor requests in writing that all funds be credited to either the first or second semester.

If you are receiving need-based financial aid, external scholarships might cause your award to exceed federal need. In these cases, we are required by federal regulations to reduce need-based aid.

FEDERAL STUDENT LOANS — NEED-BASED

	FEDERAL DIRECT SUBSIDIZED LOAN
Eligibility	• Based on financial need. • Requires completion of the Free Application for Federal Student Aid (FAFSA).
Interest	• No interest accrues while the student is enrolled at least half time (6 academic credits). • Rate was 6.52% for 2026-27 (Rate is set by Congress and may change annually).*
Origination Fee	• 1.057% origination fee for loans first disbursed before Oct. 1, 2027.*
Payments/ Grace Period	• No payments required until student graduates or drops to less than half-time attendance. • Payments begin six months after leaving school.
Requirements	• Student must accept or decline this loan on CobberNet. (Refer to page 8 of this handbook for instructions.) • Master Promissory Note and Entrance Counseling are required for all first-time borrowers before disbursement. • Once you accept a direct loan on CobberNet, visit **studentaid.gov** and sign in to complete the Master Promissory Note and Entrance Loan Counseling requirements located in Loans and Grants section (Master Promissory Note and Entrance Counseling requirements only need to be completed once even if a student is accepting both the subsidized and unsubsidized loans).

*Please see updated handbook on ConcordiaCollege.edu for current rates and origination fees.



FEDERAL STUDENT LOANS — NON NEED-BASED

	FEDERAL DIRECT UNSUBSIDIZED LOAN
Eligibility	• Not based on financial need. • Requires completion of the Free Application for Federal Student Aid (FAFSA).
Interest	• Interest accrues from the date the loan is disbursed. • Student has the option to pay the interest while in school or allow the interest to accrue. Unpaid interest is capitalized at repayment, which will increase the principal balance. • Rate was 6.52% for 2026-27 (Rate is set by Congress and may change annually).*
Origination Fee	• 1.057% origination fee for loans first disbursed before Oct. 1, 2027.*
Payments/ Grace Period	• No payments required until student graduates or drops to less than half-time attendance, but student has the option to make interest payments. • Payments on the principal balance begin 6 months after leaving school.
Requirements	• Student must accept or decline this loan on CobberNet. (Refer to page 8 of this handbook for instructions.) • Master Promissory Note and Entrance Counseling are required for all first-time borrowers before disbursement. • Once a student accepts a direct loan on CobberNet, visit **studentaid.gov** and sign in to complete the Master Promissory Note, Entrance Counseling and requirements located in Loans and Grants section (Master Promissory Note and Entrance Counseling requirements only need to be completed once even if a student is accepting both the subsidized and unsubsidized loans).

*Please see updated handbook on ConcordiaCollege.edu for current rates and origination fees.

FEDERAL DIRECT SUBSIDIZED/UNSUBSIDIZED ANNUAL LOAN LIMITS

Student Grade Level	Dependent/ Independent Student	Additional Unsubsidized Amount	Total Annual Subsidized/ Unsubsidized
Freshman	$3,500 subsidized or unsubsidized	$2,000	**$5,500**
Sophomore	$4,500 subsidized or unsubsidized	$2,000	**$6,500**
Junior and Beyond	$5,500 subsidized or unsubsidized	$2,000	**$7,500**
Aggregate Limits (undergraduate)		$31,000 ($23,000 max sub.) — Dependent $57,500 ($23,000 max sub.) — Independent/ Dependent with denied Parent PLUS Loans	

If you meet one of the following criteria you may be eligible for additional Federal Direct Unsubsidized Loan funds:

1) You are an independent student based on your Free Application for Federal Student Aid (FAFSA). OR
2) You are a dependent student based on your Free Application for Federal Student Aid (FAFSA) and your parent is denied a Federal Direct Parent PLUS loan.

If you meet one of these criteria as a freshman or sophomore, you may be eligible for up to $4,000 in additional Federal Direct Unsubsidized Loan funds.

If you meet one of these criteria as a junior or senior, you may be eligible for up to $5,000 in additional Federal Direct Unsubsidized Loan funds.

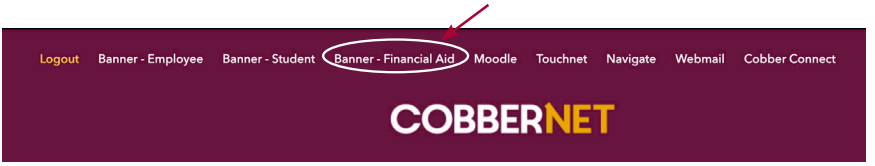
HOW TO ACCEPT/DECLINE A FEDERAL DIRECT LOAN

- You will need the following information during this process: CobberNet username and password, current address and phone number, Social Security and driver's license number, student Federal Student Aid (FSA) ID username and password, and two to three personal references.

  This is the same ID used to sign the Free Application for Federal Student Aid (FAFSA), if you forget your Federal Student Aid (FSA) username and password visit **studentaid.gov** and select Log In and use the Forgot my Username or Forgot My Password option.

  References: You must have known each reference for at least three years, must provide their name, address and telephone number, and they cannot share the same address.

- Login to CobberNet at **https://cobbernet.cord.edu**.
- Click on the Banner-Financial Aid link at the top of the page.



- Select Financial Aid on left hand menu
- Select Accept Award Offer menu
  - — To accept the entire amount of loan(s) offered, select Accept.
  - — To decline the entire amount of loan(s) offered, select Decline.
  - — To accept a reduced (partial) loan amount, select Modify and enter the amount you would like to accept.
- Continue to **studentaid.gov** to complete the Direct Loan Entrance Counseling, and sign a Master Promissory Note, if you are a first-time borrower. These tasks are located under the Loans and Grants tab.

If you need assistance with any part of this process, please call the Concordia College Financial Aid Office at 218.299.3010 or email at finaid@cord.edu.

FEDERAL DIRECT PARENT PLUS LOAN

Loan Amount	• Maximum loan amount based on total cost of attendance (COA) minus total student aid (student aid includes financial aid and all loans). See page 3. • All new borrowers after July 1, 2026, may not exceed $20,000 per year per dependent student (combined total for parents, if applicable) and a $65,000 aggregate limit per dependent student (without regard to amounts forgiven, repaid, canceled, or discharged).
Eligibility	• Requires completion of the Free Application for Federal Student Aid (FAFSA). • Requires a creditworthy parent applicant. Loan is in the parent's name only. Parent applies for, borrows, and repays the loan to fund the student's education.
Interest	• Interest accrues from the date the loan is disbursed. • Rate was 9.07% for 2026-27 (Rate is set by Congress and may change annually).
Origination Fee	• 4.228% origination fee for loans first disbursed before Oct. 1. 2027.
Payments/ Grace Period	• Payments begin 60 days after loan is fully disbursed. • Parent has the option to postpone payment while student is enrolled at least half-time (6 academic credits). Can request by contacting your Direct Loan Servicer and requesting a deferment. • You will not be assigned a servicer until after the first disbursement has been made to the school. • Repayment term 10-25 years depending on repayment plan selected
Application Process	• Federal Direct Parent PLUS Loan Request and Credit Check. • Federal Direct Parent PLUS Master Promissory Note. • School Certification (completed by school).
Miscellaneous	• Please allow up to 30 days for processing before disbursement. • Dischargeable due to the death or total and permanent disability of the parent borrower, or death of student. • Loan funds are disbursed directly to the student's account and will be split into two equal disbursements for fall and spring semesters if loan is requested for the full academic year. Origination fees are deducted from the loan amount requested.
How to Apply	• Direct PLUS Loan Request is completed by the **PARENT**, not the student. • Visit **studentaid.gov** and sign in with Parental Federal Student Aid (FSA) username and password. To apply for a Federal Student Aid (FSA) username and password, visit studentaid.gov. • Select Loans and Grants on website and then select "PLUS Loans: Grad PLUS and Parent PLUS" to complete the loan request and credit check. • Indicate dollar amount for which you wish to apply. Concordia College does not process requests submitted with "maximum loan amount" indicated. If you need assistance calculating the loan amount please contact the Financial Aid Office at 218.299.3010. • If the PLUS request is approved, parent will need to continue on to complete a Federal Direct Parent PLUS Master Promissory Note. Loan funds cannot disburse until this is completed. This may not be required if there is a signed Master Promissory Note on file, for the same student the request is being completed from a previous year. • If the PLUS request is denied, student may be eligible to receive additional Federal Direct Unsubsidized Loan. (Based on eligibility, student will be "offered," and can accept or decline, the additional Unsubsidized Loan via CobberNet). • Parent will receive email when additional Federal Direct Unsubsidized Loan has been offered to student.

PRIVATE LOAN

Unlike federal student loans, private loans require a credit check and usually a creditworthy co-signer.

Loan Amount	• Minimum and maximum borrowing limits vary from lender to lender. • Maximum loan amount based on total Cost of Attendance (COA) minus total student aid (student aid includes financial aid and all loans). See page 3.
Eligibility	• May require completion of the Free Application for Federal Student Aid (FAFSA). • Requires credit approval; usually requires a creditworthy co-signer. • Lender may have a debt-to-income ratio requirement for student and co-signer. • Any additional eligibility criteria required by lender.
Interest	• Interest accrues while student is in school. • Lender may require interest-only payments while student is in school. • Variable and fixed rates are available. Rate may depend on creditworthiness of the student and co-signer.
Origination/ Repayment Fee	• Origination fee, if applicable, varies by lender. • Repayment fee, if applicable, varies by lender. • Depending on the lender, these fees if applicable may be added to the principal loan amount or deducted from the loan disbursement.
Payments/ Grace Period	• Lender may require payments while you are in school. • Grace periods, if available, vary by lender (most are 6 months). • Payment terms and length vary by lender.
Application Process	• Promissory Note, Self-Certification, Final Disclosures and credit check. • Lender may require additional documents. • School Certification (completed by school).
Miscellaneous	• **Please allow up to 45 days for processing before disbursement.** • All lender documents must be signed and submitted before lender can disburse funds to the school. • Remember to check email and postal mail on a regular basis during the application process for correspondence from lender.
How to Apply	• Gather the following information: current address/phone, social security and driver's license number, employment/income information, email address, co-signer information, Cost of Attendance (COA), and financial aid. Information on how to find COA and your financial aid is found on page 3 of this handbook. • You will also need the name, address, and phone number of two to three personal references, whom you have known for at least three years, who reside at different addresses. • Visit **choice.fastproducts.org/FastChoice/home/234600** to view list of private lenders. You may also contact a lender not on this list to inquire if that institution participates in student loan lending. • Read through FASTChoice prompts to view list of preferred lenders. • After viewing lender information, select "Apply Now" for the loan of your choice (this will take you to the lenders' website to complete application process). • NOTE: Loan(s) will split into two equal disbursements for fall and spring semesters. If different loan amounts are needed for fall and spring you will need to complete two separate loan applications, one for fall and one for spring.

VIEW MISSING DOCUMENT REQUIREMENTS

- Log into CobberNet at **https://cobbernet.cord.edu**
- Click on the Banner-Financial Aid link at the top of the page
- View any unsatisfied requirements on the Home tab
- Click on the down arrow next to each of the unsatisfied requirements.

  Detailed instructions will appear indicating what needs to be completed to satisfy unsatisfied requirements.

NOTE: All unsatisfied requirements must be satisfied before financial aid may be awarded or disbursed.



VIEW AND PAY YOUR STATEMENT

Ways to Pay Your Fees

1. Cash — in Business Office.
2. Check/money order — in Business Office or via mail.
3. Electronic check (checking or savings) — online via TouchNet.
4. Credit card (American Express, Discover, MasterCard or VISA) — online via TouchNet.
   A convenience fee of 3% of the transaction amount will be assessed.
5. International wire — online via PayMyTuition.

How Can Students View or Pay Fees Online?

1. Log on to CobberNet at cobbernet.cord.edu.
2. Click on "TouchNet" at the top of the screen.

Please note that the CobberNet site is for **student** use only — parents should use the "authorized user login" site (students will need to designate parents as an "authorized user" first — see instructions under section titled "Can my Parents View or Pay Fees Online").

To View Your eStatement

1. Click on the "View Statements" button in the Statements area in the center of the page.
2. Select a statement date to view from the drop down menu.
3. Click "View" next to the statement you wish to view.

To Make a Payment

1. Click on "Make Payment" from the navigation bar.
2. Select payment (amounts are editable on the right).
3. Click "Continue."
4. Select "Payment Method" from the drop down menu and click "Select."
5. Follow directions according to payment method.
   a. Electronic check (savings or checking).
   b. Credit card via PayPath (American Express, Discover, MasterCard, or VISA).
   c. International wire via Convera.

Electronic Refunds Setup

1. Click on the "Electronic Refunds" from the My Profile Setup area on the right side.
2. Click "Set Up Account."
3. Select the bank account where you wish the deposit to be sent and click Continue
   OR enter required information from a U.S. bank account for a new account

Reminder: Refunds are not automatically issued. You may request a credit balance refund from the Business Office by completing the online form at ConcordiaCollege.edu/CreditRefund. For questions, please email businessoffice@cord.edu or call 218.299.3150.

Can My Parents View or Pay Fees Online?
Yes, if the student has designated them as an authorized user. The student may add as many authorized users as they wish. To do this:

1. Click on the "Authorized Users" from the My Profile Setup area on the right side.
2. Enter the email address and answer the two questions.
3. Click "Continue."
4. Your authorized user(s) will receive login instructions and a randomly-generated password. After they have logged in with their email address and this password, they will be able to update a profile and choose a new password.

Authorized User Login
https://secure.touchnet.com/C20618_tsa/web/login.jsp

How Will I Receive My Tuition and Fees Statements?
All monthly statements are available online and are due the 15th of the following month. Emails will be sent to students at their Concordia email address indicating that a new billing statement is ready for viewing shortly after the 15th of each month. The email provides a link to CobberNet and once logged in, students can access the statements by selecting the "TouchNet link" at the top of the CobberNet page. We strongly suggest you make your parent(s) authorized users so that they may view your monthly statement.

Summer Sessions: Statements will not be mailed, but are available electronically on CobberNet mid-May. Fees are due by June 15. Please refer to instructions on how to view and pay online.

What Information Do I Need to Return to the Business Office?
If mailing your payment, please include the student's ID number on the check.

When Will Financial Aid Credit or Disburse to My Account?
At Concordia College, aid generally pays to your student account 10 days prior to classes beginning for a term in accordance with federal guidelines. Anticipated financial aid will reflect on your initial statement as "Authorized Financial Aid" or "Memoed Financial Aid" depending on the type of financial aid. The anticipated financial aid is reflected in the amount due on your statement even though it has not disbursed to your account. If a balance is still owed, please make this payment to the Business Office by the due date listed on the statement or make other arrangements to pay the difference (i.e., sign up for a monthly payment plan through the Business Office website or apply for a federal PLUS or private loan — information on these options can be viewed on pages 9 and 10 respectively).

Payment Plan

ConcordiaCollege.edu/PaymentPlan

Details on a monthly payment plan can be found at ConcordiaCollege.edu/PaymentPlan

WORK-STUDY

ConcordiaCollege.edu/WorkStudy

The work-study program provides an opportunity for all undergraduate students enrolled at Concordia at least half time (6 credits) to work on campus. Students must be degree-seeking and cannot work more than 998 hours per year (May 1-April 30) on campus. Students who are employed through the work-study program receive a biweekly paycheck for the hours worked during that pay period, and it is not directly credited toward their student account.

Students seeking employment through the America Reads program as a reading tutor or site coordinator must qualify for need-based federal work study. If you have need-based federal work-study you will have a message on your financial aid award notice and on CobberNet notifying you.

All job openings are listed in Concordia's Handshake on the Career Center website — **ConcordiaCollege.edu/Career**. Handshake can also be downloaded on to any smartphone or tablet device. Handshake will include the following categories: on-campus, part-time off campus, internship for credit and not for credit, full time/career, seasonal, summer, and volunteer jobs.

To see the latest postings, log in to Handshake with your Concordia email and password or stop by the Career Center in the Parke Leadership Center on the second floor of the campus center.

Starting Wages — The starting wage for most jobs on campus is $11.87 per hour as of Jan. 1, 2027. During the academic year, no Social Security and Medicare taxes are withheld from on-campus employment earnings, as long as you are enrolled in the required credit hours.

Student Employees — All regular students, enrolled at least half time, are eligible to work on campus regardless of financial need, though some positions are only open to those students who qualify for federal work study, a form of need-based aid.

Common Forms — Here are some of the most common employment forms you may be asked to fill out for your on-campus job:

- I-9: Establishes your identity and eligibility to work in the U.S. You may not begin work until an I-9 form, including documentation, is completed online. If the student needs to complete an I-9, an email with a link with a list of acceptable documents, which must be originals, will be sent. This email goes out to the student after a work cert has been completed.
- W-4: Identifies your income tax withholding allowance from your wages, complete on CobberNet.
- MW-R: Allows North Dakota and Michigan students to exempt themselves from Minnesota withholdings, complete on CobberNet.
- Direct Deposit: Allows your paycheck to be automatically deposited in a checking and/or savings account, complete on CobberNet.

Contact Information
ConcordiaCareerCenter.com
218.299.3020
career@cord.edu

APPEAL PROCESS

If your family's financial situation will be substantially worse because of any of the following circumstances, please email the Financial Aid Office at finaid@cord.edu to set up a time to discuss your special circumstance. You may be asked to provide a signed copy of your parents' federal tax return(s), W-2 forms, a statement outlining your special circumstances, and other documents deemed necessary to fully evaluate the change in circumstance.

Reasons you may be eligible to file a financial aid appeal:

1. Extraordinary medical expenses not covered by insurance (amounts approximately in excess of 11% of adjusted gross income).
2. Significantly reduced income.
3. Death of a parent after the Free Application for Federal Student Aid (FAFSA) was completed.
4. Divorce or separation of your parents after the Free Application for Federal Student Aid (FAFSA) was completed.
5. Child and elder care expenses.
6. Other unusual, uncontrollable circumstances that will affect your family's ability to contribute to college costs.
7. Educational expenses that increase the Cost of Attendance (COA).

Your appeal will be evaluated within 40 days of initial notice with information on how to proceed. Appeals may not be considered until financial aid has been awarded to students who have applied on a timely basis.

If you are recommended to complete the appeal process, your appeal will be evaluated once we have received all requested documents and Free Application for Federal Student Aid (FAFSA).



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

In accordance with federal and state regulations, all undergraduate students must demonstrate satisfactory academic progress (SAP) toward the attainment of a degree. At Concordia College, satisfactory academic progress (SAP) is monitored at the end of every academic term (i.e. semester and/or summer school).

All students are subject to the standards outlined here even if financial aid was not received in the past. There are three distinct dimensions to the satisfactory academic progress (SAP) standards: maintaining the minimum required grade point average, successfully completing a degree at the required pace, and completing your program of study within an established time frame.

At minimum, students must maintain the academic progress requirements outlined in the chart below and obtain a first bachelor's degree within 189 attempted credits.

Minimum Academic Degree Progress Standards for Financial Aid		
Academic Term	**Cumulative GPA**	**Pace**
First Academic Term	1.7	50.00%
Second Academic Term	1.8	62.50%
Third Academic Term	1.9	68.75%
Fourth Academic Term and Beyond	2.0	68.75%

Admission to Concordia College or academic standing as defined by the Registrar's Office does not necessarily constitute maintaining satisfactory academic progress (SAP) for purposes of financial aid.

Programs Covered by This Policy

All federal, state, and institutional scholarship, grant, loan, and work-study programs are covered by this policy. Institutional scholarships and awards are covered by this policy and are also subject to the criteria defined for the specific scholarship/award.

Monitoring Progress

A student's progress will be monitored at the end of fall and spring semesters and summer school. The overall cumulative grade point average (GPA), pace, and maximum time frame assessment will be based on the student's entire academic record, including all transfer credits accepted.

Maximum Time Frame

Undergraduate students may receive financial aid assuming the student can attain the degree within 150% of the published program length. Thus, students seeking a bachelor's degree must complete all degree requirements within 189 attempted credits. Attempted credits include all "I," "F," "DR," "U," "W," "NG," and "NR" grades; along with satisfactory grades of "A," "B," "C," "D," and "S," including pluses and minuses. Courses that are repeated are counted each time they are attempted yet only count as "earned" credits once (assuming the student earns a passing grade). Students may retake a passed course one additional time to improve the grade and still receive financial aid assuming they meet other satisfactory academic progress (SAP) standards. If the student receives a failing grade in the previously passed course, the course cannot be included in determining future federal financial aid. Students can retake a failed course until they are successful in passing the course and still receive aid assuming they are in compliance with all other satisfactory academic progress (SAP) standards. All transfer credits accepted by the

institution are counted as attempted and earned. Audit credits are not counted. Once it becomes mathematically impossible for a student to complete their undergraduate degree within the established time frame, financial aid eligibility immediately ceases for future terms.

Pace

Pace is measured by dividing the cumulative number of earned credit hours by the cumulative number of credit hours attempted at the completion of each academic term. This includes any course for which the student has remained enrolled past the 100 percent tuition refund calculation as set by the Business Office. A student's pace must be 50% or greater after the first academic term, 62.50% or greater after the second academic term and 68.75% or greater thereafter. Satisfactory grades are "A," "B," "C," "D," and "S," including pluses and minuses. Unsatisfactory grades are "F," "DR," "U," "NG," "I," "W," and "NR." Both Concordia credits and transfer credits are used to calculate pace.

Minimum Cumulative Grade Point Average

A student must obtain at least a cumulative GPA of 1.7 at the end of the first academic term, a 1.8 at the end of the second academic term, a 1.9 at the end of the third academic term, and a 2.0 or greater thereafter. Prior to fall 2016, Concordia and transfer courses (i.e., overall cumulative GPA) were used to calculate the overall cumulative GPA. Grade change to an incomplete ("I") grade will affect the GPA calculation once the final grade is submitted.

Failure to Maintain Satisfactory Academic Progress

A student who does not meet the above standards of satisfactory academic progress at the end of each academic term will automatically be placed on financial aid warning for the following academic term. Students on financial aid warning may continue to receive financial aid for one payment period even though they are not meeting the minimum satisfactory academic progress standards. At the end of the warning period a student's satisfactory progress will be evaluated again. If it is determined that the student is meeting the minimum progress standards, the student will be considered to be in good standing and may receive financial aid in the upcoming term. If the student fails to meet the minimum satisfactory academic standards after the warning period, aid will be suspended for the upcoming term.

Students will be placed on SUSPENDED status if they:

- fail to make financial aid satisfactory academic progress while on WARNING status; or
- have a cumulative GPA below 2.0 after two years of college attendance (two years of college attendance is defined as any four semesters of attendance, including summer); or
- they are dismissed from college.

Students whose financial aid has been suspended are not eligible to receive financial aid until they meet one of the following conditions:

- continue to attend Concordia College at their own expense and return to full compliance with all parts of the Satisfactory Academic Progress (SAP) policy; or
- demonstrate special circumstances to justify appeal consideration.

Students will be notified in writing if they have been placed on warning or suspension. This will be via your Concordia email address, especially when breaks between terms are less than two weeks.

Right to Appeal

A student whose financial aid has been suspended can submit a written appeal to the Financial Aid Office. An appeal form is included with the suspension notification and is also available in the Financial Aid Office.

The appeal form and supporting documentation should be submitted to the associate director of Financial Aid in the Welcome Center by the deadline indicated in the suspension notification. The appeal should clearly detail the mitigating circumstances that hindered the student's academic performance and relevant documentation should accompany the appeal form. Acceptable reasons to appeal include but are not limited to: illness or injury of the student, illness or death of an immediate relative of the student, military service, divorce or separation of student/spouse, etc.

Acceptable reasons to appeal maximum time frame suspension include but are not limited to: change of major, transfer credits that did not apply toward your degree/program, and private music instruction credits for students not majoring or minoring in music. Seeking multiple majors or minors and/or participating in the flex year option are not acceptable reasons to exceed maximum time frame limits.

If an appeal is granted, or approved, the student will be placed on financial aid probation and aid eligibility will be reinstated for one academic term. Concordia may develop individual academic plans for students whose appeal has been approved if it is evident that the student cannot attain, or is unlikely to attain, the satisfactory academic progress (SAP) standards after completing one period of coursework, or if outside assistance is required (i.e., working with an academic counselor, personal counselor, or other resources) to improve the situation. The purpose of an academic plan is to ensure that the student is able to meet the institution's satisfactory academic progress (SAP) standards by a specific point in time. Assuming the student meets all conditions of the academic plan for the term, or meets the minimum satisfactory academic progress (SAP) standards, the student can continue to receive aid in subsequent terms. If the student fails to meet the minimum satisfactory academic progress (SAP) standards or the conditions of the academic plan, future aid is suspended until the student is in full compliance with all satisfactory academic progress (SAP) standards or provides justification for another appeal consideration.

Action taken on a financial aid appeal is final and is transmitted to the student in writing. Appeals should be submitted by the deadline detailed in the suspension notification. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule of refunds in the Business Office.

WITHDRAWAL POLICY

Return of Title IV (Federal) Aid

When a student ceases to attend all classes during a given semester or summer school, a calculation of "earned" versus "unearned" federal aid must be determined. This federal policy assumes you earn your aid based on how much time has elapsed in the term. For instance, if there are 100 days in a term, and you withdraw on day 20, you have earned 20 percent of your federal aid. All remaining federal student aid is unearned and must be returned. As a result, your earned federal student aid may not cover all unpaid institutional charges due to Concordia College at the time of withdrawal.

If you are taking courses in more than one block (i.e., part of term) and withdraw from all active courses you will be considered withdrawn unless Concordia College obtains a written confirmation from you stating you will be attending a later block in the same semester/summer school at the time of the withdrawal request. This pertains even if you are currently enrolled in a later block course. Unless Concordia obtains written confirmation from you at the time of withdrawal, all future classes for the semester/summer school will be dropped (34 CFR 668.22).

The withdrawal date is the date you begin the withdrawal process. If you fail to withdraw officially, the withdrawal date will become the midpoint of the term, unless the institution can document a later date. In certain circumstances if an earlier date of last academic activity is determined, this date may be used in the calculation of "earned" federal aid.

If you withdraw before completing 60.01 percent of the term, you "earn" federal funds in direct proportion to the length of time you were enrolled. The percentage of earned aid is determined by dividing the total number of calendar days enrolled by the total number of calendar days in the term. If you complete 60.01 percent of the term or more, you earn all federal financial aid for the term.

The responsibility to repay unearned aid is shared by the institution (Concordia) and the student. The institution's share is the lesser of the unearned aid or unearned institutional charges. The institution's share must be repaid to the federal aid programs in the following order, before the student's share is considered:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Federal TEACH Grant
8. Other Title IV Assistance

Concordia College will return the unearned federal aid within 45 days of the student's withdrawal date or the date the college became aware that the student withdrew.

If you are required to repay a portion of your loan through the student's share calculation, you will not be expected to return those funds immediately, but rather when repayment begins according to the terms and conditions of the promissory note. If your share includes grant funds, federal rules allow the grant to be reduced by 50 percent, and Concordia College will repay these grant programs on your behalf. You will then be responsible for repaying the money back to Concordia College. A payment arrangement can be made with Concordia's Business Office.

How to Withdraw

To officially withdraw you must contact the Center for Student Success, which is open from 8 a.m. to 4:30 p.m. Monday through Friday. It is our preference you complete the necessary paperwork indicating your intent to withdraw; however, if your circumstance prevents this please contact the Center for Student Success at 218.299.4551.

If you would like to rescind a withdrawal and regain financial aid eligibility for courses in progress of being withdrawn, you must submit a written request to the Center for Student Success. The reinstatement of financial aid eligibility will be contingent upon you being granted a return to the same courses from which you originally withdrew (34 CFR 668.22).

Institutional, State, Private, and Tuition Assistance Refund Policy

The Return of Title IV policy, cited above, only considers federal aid. Concordia is also required to determine if any institutional, state, or private financial aid must be returned if you completely withdraw. Concordia offers prorated tuition refunds through the eighth week of fall or spring semester. Food and housing refunds are prorated as well.

If you withdraw during a period of time that allows for a refund of tuition, a portion or all of your institutional, state, and/or private funding may be reduced or cancelled. If you receive a 100% tuition refund on all courses for a particular term, all institutional and state funding must be returned to the appropriate aid program(s). If your institutional refund was not used to fully repay the return of Title IV aid, a proportional share of the remaining institutional refund must be returned to the appropriate non-federal aid program.

If you are using military tuition assistance (TA) to pay for your education, unearned military tuition assistance payments are refunded back to the sponsoring military branch in accordance with the Department of Defense Memorandum of Understanding.



CENTER FOR STUDENT SUCCESS

The Center for Student Success offers a variety of services and opportunities that support the academic and personal successes of all students including Orientation, First Year Transition (FYT) Mentors and Labs, Tutoring, the Writing Center, and Academic Counseling. The Center for Student Success actively supports the success of students from diverse identities and backgrounds and works to foster an environment of inclusion and belonging. The Center exists to assist students in navigating key transition periods and any college-related issues and concerns, as well as coordinating with other resources at Concordia. In collaboration with faculty, staff, and other campus offices, our services allow students to connect with professional staff and student leaders in an effort to create a rewarding and successful college experience.

Orientation

The purpose of Orientation is to assist new students in making a healthy beginning to life at Concordia College. During Orientation, new students will become familiar with the campus, academic life, student activities, and college procedures.

First-Year Transition (FYT) Mentors and Labs

FYT Mentors are students who facilitate the FYT Labs and offer intentional support throughout the entire first year. They are here to help you navigate the college experience and will assist you in any way they can. They will help you find solutions for your concerns, connect you to campus resources, offer mentoring, and be a direct resource to ask questions from day one.

Tutoring

Center for Student Success tutors are students who provide content tutoring in a variety of subject areas and help students find effective study strategies for specific academic programs. Tutors are recommended by faculty members and complete a thorough training program to make sure they are well-prepared to assist you.

Writing Center

Writing Center staff can assist with any stage or aspect of the writing process: brainstorming topics or thesis statements, organizing outlines and research, or working with citations and grammar. Assistance from the Writing Center is available by appointment or for walk-ins.

Center for Student Success
Normandy Center, Upper Level
218.299.4551
success@cord.edu

WHERE TO SAY 'THANKS' FOR THE AID

You are strongly encouraged to express your appreciation for the funds you have received. Donors and legislators appreciate hearing how they make it possible for you to attend Concordia. Competition for higher education funding is growing. By thanking your donors, as well as your legislators, you are helping to ensure that future students will continue to receive funding.

Concordia Scholarships

Recipients of endowed or restricted scholarships will be contacted by the Advancement Office. Advancement will provide students the opportunity and information needed to send a "thank you" to the donor.

Federal Financial Aid

To express your appreciation for your Federal Pell Grants, Teacher Assistance for College and Higher Education Grants (TEACH), Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Direct Loans, or Federal Work Study, you can write to your elected U.S. legislators. Contact information is available for your U.S. senators at **senate.gov** and for your U.S. representative at **house.gov**.

Minnesota State Aid

To express your appreciation for your Minnesota State Grant, and other state-funded programs, you can write to your elected Minnesota legislators. Contact information is available for your Minnesota Legislature representatives at **gis.lcc.mn.gov/iMaps/districts**.

IMPORTANT FORMS

ConcordiaCollege.edu/tuition-aid/2027-28-forms

MOORHEAD MINNESOTA
CONCORDIA COLLEGE

Office of Financial Aid

Telephone 218.299.3010 • Toll Free 800.699.9897
Fax 218.299.3025 • finaid@cord.edu
ConcordiaCollege.edu/FinancialAid
Office Hours: 8 a.m.-4:30 p.m.

Important Contacts

Financial Aid for Students	studentaid.gov
Financial Aid Information	finaid.org
Federal Loan History	studentaid.gov
Federal Student Aid Information Center	800.433.3243

Federal DIRECT Loan Servicers

Aidvantage	800.722.1300	aidvantage.studentaid.gov/
Default Resolution Group	800.621.3115	myeddebt.ed.gov/
ECSI	866.313.3797	efpls.ed.gov/
HESC/EdFinancial	855.337.6884	edfinancial.studentaid.gov/
MOHELA	888.866.4352	mohela.studentaid.gov/
National Education Loan Network (Nelnet)	888.486.4722	nelnet.studentaid.gov/welcome

Private Loan Lenders/Servicers

Bank of North Dakota	833.397.0311
Citizens	866.999.0077
CollegeAve	844.422.7502
Custom Choice	866.232.3889
Minnesota SELF Loan (Application Questions)	800.657.3866
Sallie Mae	877.279.7172
SoFi	855.456.7634

CONCORDIA COLLEGE FINANCIAL AID STAFF

Eric Addington | **Associate Vice President for Enrollment and Financial Aid**
eaddingt@cord.edu
Administration; financial aid awarding; policies; counseling students and parents

Jess Christensen | **Senior Associate Director**
jchriste@cord.edu
Pell Grant and Teacher Assistance for College and Higher Education Grants (TEACH), grants; loan programs; work-study; financial aid awarding; graduate and accelerated nursing programs; tuition exchange programs; counseling students and parents; systems analyst and report writer

Kayla Brantner | **Associate Director**
kbrantn1@cord.edu
Satisfactory Academic Progress; verification; withdrawals; financial aid awarding; counseling students and parents; study abroad financial aid; appeals; Pell Grant

Julia Boyd-Biles | **Administrative Assistant**
jboyd1@cord.edu
Front desk operations; mail; scheduling appointments; electronic file maintenance; missing documents; data processing; outstanding balances; loan programs

Larry Rock | **Associate Director**
larock@cord.edu
Endowed and restricted scholarships; external scholarships; financial aid awarding; Minnesota State Grant and programs; military programs; counseling students and parents; loan programs; summer programs

GLOSSARY

Bachelor of Music Credit — Students seeking a Bachelor of Music degree who are enrolled full-time and registered in music lessons and music ensembles may receive up to a $590 credit to help offset music lessons. These funds do not need to be repaid.

Census Date — The date your federal and state grant aid is locked in for the term (i.e., usually the 10th day of each term). Adding credits after this date will not allow additional federal or state grant aid to be offered.

CobberNet — The student portal where a student logs into Concordia College's website to access important program information. By clicking on the Banner-Financial Aid link a student can view financial aid information such as documents that are needed, financial aid messages, aid offered, etc.

Cost of Attendance (COA) — The estimated total cost of attending an institution for one academic year. COA includes tuition and fees; housing and food; and allowances for books, supplies, transportation, and personal expenses. Billed costs are amounts the college will bill you directly (i.e., tuition, fees, on-campus housing, meal plans, music lessons, etc.) on a semester basis. Indirect costs may include off-campus housing, books and supplies, transportation, and personal expenses.

Direct Subsidized Loan — Federal loans that the U.S. Department of Education pays the interest on while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loan — Federal loans that the borrower is responsible for paying the interest on once the funds have been disbursed (paid) to a school. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Financial Need — The difference between the cost of attendance (COA) at a college and the Student Aid Index (SAI). While COA varies from school to school, your SAI does not change based on the college you attend.

Full-Time Enrollment — Undergraduate full-time enrollment is defined as 12 academic credits per semester for federal aid programs. For the Minnesota State Grant program you must be enrolled in at least 15 credits each term to qualify for the maximum amount. Music lessons for which you are billed will count toward the full-time status, but ensembles, such as band and choir, do not count.

Gift Aid — Financial aid funds that do not need to be repaid. Grants, scholarships, and awards are examples of gift aid.

Grants — Financial aid funds that do not have to be repaid. Grants are often need-based and require the completion of the Free Application for Federal Student Aid (FAFSA).

Indirect Cost — An estimate of personal and educational expenses that is not directly billed by the college. Indirect costs include books, transportation, and other living expenses (e.g., rent and food). Although financial aid may cover some of these indirect costs, you're responsible for paying them.

Merit Scholarship — The Concordia Excellence or Presidential Scholarship are based on academic achievement upon admission to Concordia College. These undergraduate scholarships require full-time enrollment (12 or more credits per semester) and are renewable for up to 8 semesters or graduation, whichever comes first. The annual scholarship is disbursed half each semester. This scholarship is not available during summer school. All or a portion of this scholarship may be replaced with a named scholarship in the future.

Minnesota State Grant — Awarded to Minnesota residents who meet state requirements and complete the Free Application for Federal Student Aid (FAFSA). The Minnesota grant program defines a full-time student as someone who is registered for at least 15 credits a semester. These requirements are set by the State of Minnesota, not Concordia College.

Need-based Aid — Financial aid based on a student's financial need. Example: A need-based grant might be awarded based on a student's low income.

Net Price — An estimate of the actual cost that a student and their family need to pay in a given year to cover education expenses for the student to attend a particular college. Net price is determined by taking the college's cost of attendance and subtracting any grants, scholarships, or awards for which the student may be eligible.

Parent PLUS Loan — A loan available to the parents of dependent undergraduate students for which the parent borrower is fully responsible for repaying all loan and interest repayment regardless of loan status.

Private Loan — A nonfederal loan made by a lender such as a bank, credit union, state agency, or school.

Satisfactory Academic Progress (SAP) — The process a school uses to determine if a student is meeting all of their educational requirements and is on target to graduate on time with a degree or certificate.

Scholarships — Financial aid funds that do not have to be repaid. Scholarships are based on academic or other achievements to help pay for education expenses. Some scholarships are need-based as well. "Schlp" is a commonly used abbreviation for scholarship.

Student Aid Index (SAI) — Eligibility index used by colleges to determine how much federal student aid a student would receive if they attended the school. This number is not a dollar amount of aid eligibility or what your family is expected to provide. A negative SAI indicates the student has a higher financial need.

Work-Study — A student aid program that provides part-time employment while the student is enrolled in school to help pay their education expenses. The student must seek out and apply for work-study jobs at their school. The student will be paid directly for the hours they work. See page 14 of this handbook for more details regarding work.


DO NOT THROW AWAY.
Keep for future reference.