

UNDERGRADUATE AWARD GUIDE



Now that you have been awarded financial aid, here is some information you will need to know.

How Financial Aid is calculated

The amount of financial aid you are eligible for is determined by a simple formula:

$$\begin{array}{r} \text{Student's Cost of Attendance (budget)} \\ - \text{Expected Family Contribution (EFC from FAFSA)} \\ = \text{Financial Need} \end{array}$$

Students with the lowest EFC's are given the highest priority for non-entitlement grant aid. Certain scholarships, work-study, and subsidized loans require that students demonstrate financial need, while unsubsidized and PLUS loans do not. Financial aid includes scholarships, grants, and self-help aid. Self-help aid is aid in the form of loans or student work (federal work-study). Some CUH scholarships are renewable up to four years.

Accepting Your Financial Aid

Scholarships, grants, and work-study (if hired for a work-study job) awards are automatically accepted when a student enrolls. Students and parents will need to follow additional steps to apply for loans, if they need further funding, and wish to utilize the offered loans.

Enrollment & Adjustments

It is important to note that all awards are based on available funds and full-time enrollment (12 credit hours). Chaminade University has the right to revise or cancel awards if funds are unavailable; if there is incorrect information on your FAFSA; or if you drop below full-time. If you sign up for a class and never attend or withdraw, your aid may be reduced.

Scholarship Information

Private scholarships will need to be reported to our office. This can be done in person, by email, phone, or fax.

Scholarship donors can send checks to Financial Aid Office, Chaminade University Honolulu, 3140 Waiālae Ave, Honolulu, HI 96816. Checks should be received prior to the tuition due date to avoid late fees.

Applying for Federal Direct Student Loans

1. You can accept your federal direct loans online via the student portal. Always accept the subsidized loan first, and then the unsubsidized if additional funding is needed. This acceptance serves as formal application for these loans.
2. First-time borrowers will need to complete **Entrance Counseling** and **Loan Agreement (MPN)** by logging in to studentaid.gov, with your FSA ID and password, and selecting 'Complete Aid Process'.

3. For more information please visit: <http://www.chaminade.edu/finaid/federal-loan-program>.

You have the right to decline or reduce the loans offered. You also have the right to cancel the loan any time during the award year. Please contact us if you wish to take these steps.

Important Note: Students can accept Direct Loans up until the last day of the semester in which they are enrolled at least half-time. However, if you accept your loan/s after the start of semester, please contact our office.

Federal Direct Parent PLUS Loans

1. If your parent wishes to apply for the PLUS Loan for Parents, they will need to log in to studentaid.gov and click on 'Apply for Parent PLUS Loan'. They will need to complete a **PLUS Master Promissory Note**. Please notify our office if your parent applies for a PLUS loan for Parents.
2. The PLUS loan is not guaranteed and is based on an approved credit check. It will become available for application around mid-April. They can choose, on the application, the loan period dates and the amount. Requesting maximum amount would be requesting the amount listed on your award letter.
3. For more information please visit: <http://www.chaminade.edu/finaid/federal-loan-program>.

Note: If your parent is not eligible for the PLUS Loan, contact a financial aid counselor for more options.

Private Loans

If you need additional loan funding, you have the option of applying for an outside private student loan. This would be done with an outside lender of your choice. These loans require a credit check and typically students need a cosigner for approval. To learn more about these loans, visit <http://www.chaminade.edu/finaid/alternative-loans>.

Student Employment

Postings for work-study and non-work-study jobs may be viewed under 'Careers' on the bottom of the Chaminade website front page. Work-study is a need-based award.

Work-study funds give you the opportunity to work part-time while going to school. It is the amount that you can earn up to if you are hired for an eligible student job. The amount is not paid up front, nor is it guaranteed that you will earn that amount. Actual earnings, in the form of a paycheck, will vary depending on your hours worked and pay rate.

Students that are awarded work-study can apply for both work-study and non-work-study jobs. Students not awarded work-study can still apply for non-work-study jobs.

Financial Aid Refunds

Financial aid, with the exception of work-study, will be applied directly to the tuition and fee bill. Any funds exceeding the bill will be refunded to the student no later than 14 days after the credit is created on the student's account. The **earliest** we are able to disburse aid is 10 days before the start of the semester. Please contact the Business Office if you have any questions regarding billing, payments, or refund process at 808-735-4768.

Professional Judgment & Extenuating Circumstances

If you or your parents have unusual circumstances that are not reflected on the FAFSA (ex: drastic loss of income, unusually high medical expenses, etc.), you can submit a Professional Judgment Appeal to our office. Please contact the Financial Aid Office to see if your situation may qualify.

Financial Aid Policies

Financial aid policies contain important details about how current and future financial aid can be impacted by actions such as dropping classes, withdrawing from the university, or not receiving passing grades. Financial aid policies can be found in the Chaminade Student Handbook or online under Student Consumer Information. If you have any questions on how an action, such as withdrawing, could affect your financial aid, please contact the Financial Aid Office.

Payment Plans and Refunds

The Chaminade Business Office handles all billing, payments, and refund processes. Chaminade bills *per semester* and you must pay your balance or sign up for a payment plan by the first day of the semester.

Chaminade Offers a convenient payment plan option with an enrollment fee of \$55 per semester. The payment plan splits your remaining balance up into four equal payments. You are able to enroll via your student portal.

Chaminade has partnered with BankMobile to deliver financial aid refunds. You can sign up and elect how you wish to receive your refund, if you are due to receive one. You should receive a **green envelope** in the mail with your own personal code. If you have any questions, contact the Business Office at: (808) 735-4768 or businessoffice-ar@chaminade.edu

Financial Aid Funding Sources

Federal Financial Aid:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal Direct Student Loans (Subsidized, Unsubsidized)
- Federal Direct PLUS Loan (Parent)

Institutional Awards:

- Merit Based Scholarships
- Religious Scholarships
- Native Hawaiian Scholarships
- Athletic Scholarships
- Donor Sponsored Scholarships
- Nursing Scholarships
- STEM Scholarships

Outside Resources:

- External/Outside Scholarships
- Private/Alternative Loans

Mailing Addresses

Office of Financial Aid

Clarence Ching Hall, Room 6

Chaminade University Honolulu

ATTN: Financial Aid

3140 Waialae Ave

Honolulu, HI 96816

Admissions Office

Clarence Ching Hall, Lobby

Chaminade University Honolulu

ATTN: Admissions

3140 Waialae Ave

Honolulu, HI 96816

Office of Advising & Career Development

Clarence T.C. Ching Hall, Room 252

Chaminade University Honolulu

ATTN: Advising

3140 Waialae Ave

Honolulu, HI 96816

Website, Email, Phone, or Fax

Office of Financial Aid

Website: chaminade.edu/financial-aid/

Email: finaid@chaminade.edu

Phone: 808-735-4780

Fax: 808-739-8362

U.S. Department of Education Contacts

General Info/FAFSA	800-433-3243
TTY/TDD	800-730-8913
Loan Application.	800-557-7394
Direct Loan Consolidation	800-557-7394

Federal School Code: 001605

Chaminade University Honolulu has a strong institutional commitment to the principles of diversity and takes action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, sexual orientation, age, disability, creed, religion, or veteran status.