



VAGELOS COLLEGE OF  
PHYSICIANS AND SURGEONS

# **FINANCIAL AID HANDBOOK**

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**2021-22 INSTITUTE OF HUMAN NUTRITION  
MS PROGRAM**



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# FINANCIAL AID HANDBOOK

ACADEMIC YEAR 2021-22

## MS in Human Nutrition

**T**HE OFFICE OF STUDENT FINANCIAL AID & PLANNING administers financial aid for the Vagelos College of Physicians and Surgeons, the College of Dental Medicine, the Institute of Human Nutrition, and the Programs in Occupational Therapy, Physical Therapy and Genetic Counseling. We serve as a resource and as a link to your funding sources. Keep in mind that financial aid programs are subject to change due to legislative and regulatory changes.

Each class is assigned to a Financial Aid Officer who will determine "need", prepare financial aid offers and work closely with you throughout your time in the program.

Check our [website](#) periodically for up-to-date information and helpful links.

**W**HAT KIND OF FINANCIAL AID IS AVAILABLE? Students in this program are eligible only for "external loans": Federal Direct Unsubsidized Loan (Stafford), Federal Direct GradPLUS, Federal Work Study (FWS) and private alternative loans. There are no scholarships or institutional loans available directly from the school.

**H**OW DO I APPLY? To establish eligibility for the Federal Direct Unsubsidized Loan (Stafford), Federal Direct GradPLUS and Federal Work Study, US citizens and permanent residents should **complete the FAFSA**, student sections only. No parental information is required. If you are **married**, your spouse's financial information is also required. International students do not need to complete a FAFSA. You must also submit the **Aid Type Request Form** for IHN students.

An **international student** in the United States with an F1 or F2 student visa, with a J1 or J2 exchange visitor visa, or with a G-series or H-series visa **is not eligible for need-based student aid from federal or state sources, and need not complete the FAFSA**. If you acquire permanent resident status prior to graduation, you will become eligible for "external" state and federal assistance. Please note that a "Notice of Approval to Apply for Permanent Residence" (I-171 or I-464) does not make you eligible for federal student aid.

International students are eligible for private alternative loans if you have a credit worthy cosigner, who is a US citizen or permanent resident. You must also submit the **Aid Type Request Form** for IHN students.

**WHEN SHOULD I APPLY?** - All students should submit the FAFSA by **March 31<sup>st</sup>** (or within 2 weeks after acceptance, whichever is later if you are an entering student). **We expect to send award letters out during the summer, assuming your application materials are complete.**

In addition, you must notify us about any new income (scholarships, personal loans, etc.) that becomes available after you file your application. This obligation extends throughout the entire academic year.

Your Financial Aid Officer will review changes in your financial circumstances throughout the year to determine if there is a change in your eligibility for funds.

**APPLICATION MATERIALS** - Please keep copies of all your application materials!

Once you receive your CU ID, you will be able to log into [Net Partner](#) to check the status of your application materials and to see if any additional documents have been requested.

1. The **Free Application for Federal Student Assistance (FAFSA)** - This is the federal application required for all applicants that are U.S. citizens or permanent residents who wish to establish eligibility for financial aid offered by the United States Department of Education (Title IV) and for any school funds.

[StudentAid.gov](#) is the U.S. Department of Education website where you can complete and submit your FAFSA online. *The application is free.*

An **FSA ID** is a username and password you need to log in to and sign the FAFSA online. If you do not already have a FSA ID, you can [create a FSA ID](#) online. This is your electronic signature for FAFSA and Renewal FAFSA on the Web. It can also be used to access your Title IV federal student aid history [online](#) (select "Manage Loans").

At this same website, you can complete a **Renewal FAFSA** if you applied for federal student aid last year. **Please note that the FAFSA tax questions will be based on 2019 information.** Be sure to keep a copy of your **FAFSA on the Web** application before you submit it.

**Please select the option to use the IRS Data Retrieval Tool when asked.**

Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students don't follow instructions. Pay special attention to any questions on income as most errors occur in this area.

If you have already sent in your FAFSA, and **Columbia University Title IV Code 002707**, was not one of the schools you originally listed; go [online](#) and add us.

**Note:** *There may be private companies who charge to help you complete this form. **There is no charge for filing a FAFSA**, so be sure to go to the correct [website](#).*

2. Complete the [Aid Type Request Form on NetPartner](#). This form asks you to indicate the type of financial aid for which you would like to be considered. The type of financial aid you indicate on this form will determine which documents you need to complete for the financial aid application process.

3. **Permanent Resident Card** - If you are selected for federal Verification and you do not hold U.S. citizenship but have been accorded "permanent resident" status, you must submit a copy of both sides of your Permanent Resident Card (I-151, I-551, or I-551C) to our office in person. If you have an Arrival-Departure Record (I-94 or I94A), you may be eligible for federal financial aid. Please check with us.

If you have a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), you are not eligible for federal student aid.

4. Students with dependents should complete the [Dependent Care Form](#) and contact their financial aid officer to discuss any budgeting concerns.

5. **Single students with expenses greater than the published budget** should submit itemized budgets to our office for review. Rents that exceed our average budgets may be approved for extra borrowing **BUT** only to a maximum of **\$1,400 a month**. "[The Rent Adjustment Form](#)" **and a copy of your lease** will be required before any adjustments to your budget are made. Check with your Financial Aid Officer before committing to additional housing expenses that you cannot cover with personal funds.

6. **Federal Direct Unsubsidized Loan (Stafford) and Federal Direct Graduate PLUS (GradPLUS) Loans**  
All new students should complete a **Master Promissory Note (MPN)** for the Direct Unsubsidized Loan. If you will also be applying for the GradPLUS loan you will need to do a separate MPN. Please note that **Entrance Counseling** is required and can be completed at [StudentAid.gov](#) along with the MPN. Entrance Counseling is done once and applies to both loans. If you are a continuing student who borrowed from these programs in the previous academic year, you will not have to complete another MPN or redo the Entrance Counseling.

**Please note the following: there is no place on the MPN to request loan amounts:**

a) Your financial aid award letter will include the maximum amount you are eligible to borrow from both the Federal Direct Unsubsidized Loan and the Federal Direct GradPlus Loans.

After you review your financial aid award letter, complete the [Financial Aid Acceptance Form](#) within two weeks after receipt of the letter. Should you wish to borrow an amount that is different from what you are eligible for, you must indicate your requested loan amounts on the **Financial Aid Acceptance form**. You can work with your Financial Aid Officer to make the necessary adjustments if you need help determining the proper amounts.

b) **We cannot originate either Direct Unsubsidized Loans or Direct GradPLUS Loans until you have “accepted” them on the Financial Aid Acceptance Form.** You have the right to cancel these loan amounts or to subsequently change them. However, please be advised that changes may cause a delay with disbursement.

7. **Verification Worksheet** - To confirm the accuracy of data reported by financial aid applicants and their families, the federal government has a regulatory process called **Verification**. Verification applies to applicants for the Direct Unsubsidized Loan, GradPLUS Loan and Federal Work-Study programs.

**If you are selected for Verification**, our office will contact you with the appropriate Verification Worksheet. It must be returned to our office no later than **three weeks** from the date you are notified that you must complete the form (see below for late penalties). The completed Worksheet plus all required documentation must be reviewed by your Financial Aid Officer before Direct Unsubsidized Loans, GradPLUS Loans and Federal Work-Study can be awarded.

Please note also that if you or your spouse receives untaxed benefits, the Verification process requires documentation from the appropriate agency.

If you submit subsequent applications for additional federally-regulated aid after you have filled out a Verification Worksheet, federal regulations require that you "update" your household size, and number of household members in a postsecondary school.

**Important Note on Penalties:** If the required information has not been submitted by the stated deadline then:

- Our office will consider your application for aid **withdrawn**. You may reactivate it by supplying the information.
- Our office will then certify Federal Direct Unsubsidized Loan (Stafford) and GradPLUS loan.
- In any case, if you miss the deadline and your financial aid is delayed because of this, you will be responsible for all late charges assessed on your school account.

## **H**OW DO WE DETERMINE FINANCIAL NEED?

Financial “need” is defined as the difference between anticipated expenses and financial resources which include any scholarship, grant or loan awarded to the student by sources outside of our office.

**D**ETERMINATION OF ACADEMIC YEAR EXPENSES – You can refer to the single student budget on our website.

**Adjustments to student budgets** may be made for the following items, where applicable:

- ✓ If you **opt in** to the "Medical Insurance Plan" your budget will be increased by an equal amount and your financial aid package will be adjusted accordingly.
- ✓ Student Health Service and/or Medical Insurance for students with dependent children.
- ✓ Medical care costs - Medical care costs in excess of the benefits provided by the CUIMC Student Health Service Program that exceed \$200 per year will be considered, if documentation is provided.
- ✓ Child care for a single parent or when spouse is working outside the home.
- ✓ Expenses for students with dependents are reviewed on an individual basis. Be sure to discuss your situation with your financial aid officer when applying for aid.
- ✓ International Student Fee - \$120 assessed each semester by the International Students and Scholars Office-CUIMC.
- ✓ Rent – if it exceeds the rent in our "Average Student Budget", up to a maximum of \$1,400 a month.
- ✓ Monthly MetroCard expense if living outside of Washington Heights.

The budget shown on an award letter reflects a student's expenses, with some adjustment for dependents if applicable. Students with dependent children should meet with their Financial Aid Officer at the start of each year to review the items that were included for their family's living expenses.

**PLEASE NOTE!**

Other expenses will be considered if they are necessary and related to attendance in this Program, **BUT**, you should not incur expenses that exceed the standard budget unless: a) you can cover them with assistance from family or friends, or b) if you will need financial aid to cover them, you have **first** cleared the expenditure(s) with your Financial Aid Officer. Be prepared with itemized documentation of any additional charges. If you do not get Columbia owned housing, we may be able to approve broker's fees and higher rent, BUT only to a predetermined maximum. Potentially refundable deposits cannot be covered.

In most cases you will have to pay for additional expenses by accessing higher cost alternative loans, so it is to your advantage to **"think frugally"**.

**L****OANS** - After reviewing your application, your Financial Aid Officer will notify you about your eligibility for specific loans. For a full description of Federal Direct Loans, and private alternative loans [click here.](#)

## SCHOLARSHIPS AND GRANTS

**I**NTERSCHOOL SCHOLARSHIPS - A number of scholarships are awarded directly by the University Provost's Office and are available only to students who meet specific criteria. **If you meet any of the following criteria, please write to our office explaining how you qualify, no later than June 1, 2021. If you are accepted after this date and feel you are eligible for these scholarships, please contact our office to see if we can still submit nominations.**

<b>Ellis</b>	Graduate students who are residents of Vermont or who have graduated from an accredited Vermont college or university.
<b>Hollingsworth</b>	Female graduates of the University of Nebraska.
<b>Nichoplas</b>	Male or female student in any area of the University who has attended college or university in Greece. Only available to graduate or undergraduate students for two years.
<b>Poder</b>	Candidates must speak Estonian.
<b>Upton</b>	Children of employees of the Houghton Mifflin Company, Lexington, Massachusetts.

**E**XTERNAL SCHOLARSHIPS - We encourage you to look at the outside scholarship opportunities on our web site to assist in your efforts to obtain support for your studies. Other good sources are the websites [Grants to Individuals by Candid](#) and [www.finaid.org](http://www.finaid.org).

We expect that **all** eligible students will apply for grants that are administered by their states of legal residence. You should investigate the availability of scholarship programs in their home state.

**R**EDUCTION OF LOANS BY EXTERNAL SCHOLARSHIPS - If you receive externally-awarded scholarships or loans, you **must** notify your Financial Aid Officer. You will be granted a dollar for dollar substitution of the financial aid in the standard package in an amount equal to the "external" award in the following order: Direct GradPLUS loan will be reduced first; Unsubsidized Federal Direct Stafford will be reduced next. Alternative loans with higher interest rates than federal loans will be reduced first.

## RULES FOR REFUND AND RETURN OF FINANCIAL AID FUNDS

**R**EFUND POLICY - If you withdraw, take a leave of absence, leave the University without formal notification, or if you are requested to leave, you may be eligible for a refund of all or a portion of your tuition, fees, and dorm charges based on the earlier of the date of formal withdrawal or the documented date of last attendance. The tuition adjustment schedule is published on the [University Registrar's website](#). All students are charged a withdrawal fee of \$75.

**Withdrawal** is defined as dropping the entire academic program in a given term, not a portion of the program. The Director of the MS in Nutrition Program determines the formal withdrawal or date of last attendance to be one of the following:

- The date the student began the school's withdrawal process or officially notified the institution of intent to withdraw.
- The date of last documented academic activity.
- The midpoint of the semester for those students who do not formally withdraw.

The Director of the MS in Nutrition Program determines both the official withdrawal date and the formal start and end date for a **leave of absence**. If you are approved for a leave of absence you will be subject to the *Refund and Return of Aid Calculations* listed below.

**R****ETURN OF FINANCIAL AID FUNDS** - If you have received financial aid, the Office of Student Financial Aid & Planning must recalculate eligibility for financial aid, and determine if any financial aid funds must be returned or cancelled.

You will receive a revised award letter based on the new period of attendance and must attend an exit interview with the Office of Student Financial Aid & Planning. We must process all award changes to Title IV, and Columbia-administered funds, and determine if a return of financial aid funds is due, within 30 days from the date the school has determined you withdrew.

**Title IV Funds Calculation** - Students who received Title IV aid are subject to a recalculation of their eligibility according to the federal "Return of Title IV Funds" formula.

- Title IV funds are the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Federal Direct Unsubsidized Loan (Stafford), and Federal Direct Graduate PLUS loans.
- Allowable charges include tuition and all "billable" fees (excluding the withdrawal fee) paid directly to Registration & Student Financial Services, as well as rent paid for Columbia owned housing.
- The percentage of Title IV aid returned is determined by dividing the number of days of attendance in a semester by the total number of days in that semester. Scheduled breaks of five (5) consecutive days or more are excluded.
- The federal formula is applicable up to the 60% point of the semester. After the 60% point, the student is eligible for 100% of Title IV aid disbursed or scheduled to be disbursed for that semester.
- Students will be requested to approve any post withdrawal disbursements after the Return of Title IV Funds Calculation is completed. The Office of Student Financial Aid & Planning will contact the student one time via email. If there is no response within 14 days a late disbursement of funds will not be authorized.

**School Funds and Private Loans Calculation** - If there is a change in policy and school funds become available (grants/scholarships and loans), then eligibility for school funds and private loan funds will be prorated based on actual costs incurred for the enrolled period.

#### **Columbia University's Responsibility**

- Perform Return of Title IV Funds calculation. Funds will be returned in the following order:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Graduate PLUS

- State aid funds will be returned according to state guidelines.
- External scholarships will be returned according to external granting institution guidelines.
- Private Loans

### **Student's Responsibility**

- Repay loans according to the terms of the loan program(s).
- Repay any grant funds required by the calculation.
- Repay any funds released to the student because of a credit balance that now have to be returned by the school as part of the Return of Title IV aid formula.
- You must notify our office in writing if you wish to have more loan money returned to the lender than is prescribed by the formula.
- Complete required on-line Exit Counseling.

**P**OLICY ON FRAUD AND ABUSE IN FINANCIAL AID - The Office of Student Financial Aid & Planning for the Vagelos College of Physicians and Surgeons, the College of Dental Medicine, the Institute of Human Nutrition, and the Programs in Occupational Therapy, Physical Therapy and Genetic Counseling is responsible for overseeing the disbursement of educational funds provided by a number of state and federal programs as well as loans and scholarships from Columbia University. These total over \$87 million dollars during the 2020-21 academic year.

This stewardship includes validating of submitted information, awarding aid, monitoring students' and their families' changing financial circumstances, and dealing effectively and fairly with instances of suspected fraud and abuse.

Information submitted by students and families must be accurate. Changes in personal and family financial circumstances which may change a student's eligibility must be reported, documented, and financial aid packages reexamined, to give the student all potential benefits and to fairly distribute funds.

Discrepancies in reported information and IRS 1040 forms or other income and asset verification materials must be clarified. The Office of Student Financial Aid & Planning must, under the law, award funds only to students who prove their eligibility.

We may declare students ineligible for financial aid if there are significant unexplained discrepancies, if students' applications are delayed beyond the filing deadlines published in the Office of Student Financial Aid & Planning Handbook, or if there is intentional misrepresentation on the part of the student and his or her family.

Acts of fraud and abuse will result in loss of financial aid eligibility, and may result in termination of matriculation and/or referral to the responsible agency of the federal or state governments for investigation and potential prosecution.

The information in this HANDBOOK is compiled to help students understand the financial aid process at Columbia University's Vagelos College of Physicians and Surgeons, College of Dental Medicine, the Institute of Human Nutrition, the Programs in Occupational Therapy, Physical Therapy and Genetic Counseling. It is as accurate and complete as we can make it at the time of printing. We cannot be responsible for subsequent changes to information or programs over which our office has no control; or for inadvertent omission, misinformation, or typographical errors.

***The Office of Student Financial Aid & Planning is located in Rm 139 of the Black Building.***

***We are open from 9 am to 5 pm on Mondays, Tuesdays, Thursdays and Fridays.***

***Wednesdays we are open from 12pm to 5pm.***



VAGELOS COLLEGE OF  
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