



# VAN LOAN SCHOOL

AT ENDICOTT COLLEGE

## 2016-2017 Financial Aid Application

Student Name: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Will you be receiving Military or Veterans' educational benefits to help pay for school? \_\_\_\_\_

Are you an alum of Endicott College? \_\_\_\_\_

### WHAT DEGREE ARE YOU WORKING TOWARDS?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Undergraduate program                                  | <input type="checkbox"/> Masters of Science<br>Information Technology   | <input type="checkbox"/> Master of Homeland Security          |
| <input type="checkbox"/> Certificate: please specify<br>which certificate _____ | <input type="checkbox"/> TIES – Master of Education                     | <input type="checkbox"/> Master of Business<br>Administration |
| <input type="checkbox"/> Master of Nursing                                      | <input type="checkbox"/> Doctor of Education (ED.D)                     | <input type="checkbox"/> Master of Interior Design            |
| <input type="checkbox"/> Master of Education                                    | <input type="checkbox"/> Doctor of Applied Behavior<br>Analysis (Ph.D.) | <input type="checkbox"/> Doctor of Nursing (Ph.D.)            |
| <input type="checkbox"/> Doctor of Physical<br>Therapy                          |   |   |

LOCATION OF CLASSES: \_\_\_\_\_

### DOCUMENTS NEEDED: The following documents must be submitted before determining Financial Aid Eligibility:

- 2016/2017 Free Application for Federal Student Aid (FAFSA) submitted electronically to Endicott College
- Copy of your Admissions Acceptance letter if this is your first time applying for financial aid from Endicott
- For undergraduate students only: a copy of your proposed schedule, specifically the number of credits you plan on taking for the upcoming semester
- For graduates only: a copy of your schedule for the year

By signing below, I understand that federal aid funds are based on semester enrollments. I agree that, unless I request a refund, Endicott College may hold on my account credit balances resulting from the receipt of federal aid funds. Also, by signing below I certify that I have received a high school diploma or GED, which is a requirement to be considered for federal financial aid.

Student Signature: \_\_\_\_\_ (must be hand written, not typed)

Social Security Number: \_\_\_\_\_

Today's date: \_\_\_\_\_

Please mail this completed form to: Endicott College, Van Loan School, 376 Hale Street, Beverly, MA 01915 or Fax to 978-232-3000

## APPLYING FOR FEDERAL FINANCIAL AID FOR THE 16/17 SCHOOL YEAR

The financial aid year begins in the summer and ends in the spring. The new financial aid year of 16/17 will begin with summer 16 classes.

Please follow this link for complete application instructions:

[www.vanloan.endicott.edu/financialaid](http://www.vanloan.endicott.edu/financialaid)

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The type of aid that will be offered is the federal Stafford loan. Undergraduate students who demonstrate high need may also qualify for a federal PELL grant.

### IMPORTANT INFORMATION THAT YOU SHOULD BE AWARE OF:

- Disbursements are sent electronically to Endicott College, generally one per semester. Loans post onto accounts on the first day of classes each semester, or based on when you apply for financial aid.
- Please note that the loan money you accept gets disbursed to Endicott College. You must request a refund of that loan money be sent to you. You must use the refund check to pay your bill from Jenmarc. To request your refund, please put your request in writing by e-mailing the Associate Bursar for the Graduate program. The Associate Bursar's name is Anne Barbin and her e-mail address is [abarbin@endicott.edu](mailto:abarbin@endicott.edu). Please contact Anne at 978-232-2053 if you have questions regarding your refund.

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### CONTACT INFORMATION:

Joanne Rakoc  
Endicott College  
Assistant Director of Financial Aid, Van Loan School  
376 Hale Street, Beverly, MA 01915  
PHONE: 978-998-7715  
FAX: 978-232-3000  
Email: [jrakoc@endicott.edu](mailto:jrakoc@endicott.edu)

FOR JENMARC STUDENTS:

Hello Fran,

I have noticed a large increase in the amount of students with questions regarding the financial aid (fa) process. It can be confusing even for us seasoned professionals, but I wanted to clarify a few things for those of you who share information with students:

I have noticed a large number of students not knowing that they need to reapply for aid each year. The financial aid year begins in the summer and ends in the spring. So, each year students need to reapply if they plan on using fa. To reapply, a student needs to complete the Free Application for Federal Student Aid (FAFSA) **AND** the Endicott financial aid form. Until they complete both of these steps, their application for aid is considered incomplete.

Many students contact me because they do not understand the “refund” process. I have attached a copy of the information sheet that goes out with all fa award letters for your records. If you don’t mind taking a few moments to read it over, I’d appreciate it. Among other things, the refunding process is explained and I have cut and pasted that portion below. Please note that I do not process the refunds. Students should contact the bursar’s office.

- *If you plan on requesting a refund of a credit balance to help pay for school related expenses that you may incur, you must put your request in writing by e-mailing the Assistant Bursar for the Graduate program. Before requesting a refund, please be sure that you have registered for all of your classes for the current semester. The Assistant Bursar’s name is **Anne Barbin** and her e-mail address is [abarbin@endicott.edu](mailto:abarbin@endicott.edu). Please contact Anne at 978-232-2053 if you have questions regarding your refund.*
- For Jenmarc and EDCO students: Please note that the loan money you accept gets disbursed to Endicott College. You must request a refund of that loan money be sent to you. You are responsible for using that money to pay your bill from Jenmarc or EDCO. Please follow the above procedure (previous bullet) to request a refund.

Financial aid application instructions can be found at [www.endicott.edu/gpsfinancialaid](http://www.endicott.edu/gpsfinancialaid).

I am very happy to speak with students with questions so please send them my way. If you have a large group of students starting at any point and you think it would be helpful for me to do a site visit to get them started, please let me know.

Joanne Rakoc  
Assistant Director of Financial Aid  
Endicott College  
376 Hale Street  
Beverly, MA 01915  
978-998-7715  
FAX: 978-232-3000