



INTER AMERICAN UNIVERSITY OF PUERTO RICO  
OFFICE OF COMPLIANCE  
INSTITUTIONAL FINANCIAL ASSISTANCE

# STUDENT CONSUMER HANDBOOK **2022-2023**



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## INTRODUCTION

The Higher Education Opportunity Act of 2008 requires educational institutions to disclose information about financial aid and the institution to prospective and enrolled students, and the general public. The purpose of this Guide is to provide information about financial aid, the application process and eligibility criteria, among other topics.

Visit the campuses' and professional schools' websites at [www.inter.edu](http://www.inter.edu), where you can access the Documents section to read our catalogs and normative documents related to the academic progress policy, total withdrawal, cost information, academic programs, accreditations, the credit validation policy, the admissions process and general information about the campuses, and other relevant links.

In compliance with the Higher Education Act (HEA) of 1965, as amended, the Inter American University of Puerto Rico (UIPR) added a net price calculator to its website on October 29, 2011, that provides an estimate net cost of attendance (COA) for prospective and enrolled students and their families, based on the student's financial conditions. This calculator allows students to obtain the estimated price of attending an institution (COA minus estimated financial assistance) based on what similar students paid during the previous year. The net price calculator is required for all Title IV participating institutions where undergraduate students enroll full-time to acquire a title or certificate for the first time. You can access the Net Price Calculator on your campus' website.

In addition, the UIPR has a **College Financing Plan** available to students, which is a tool that Title IV participating institutions use to inform students about their financial aid package. It is a standardized form designed to simplify the costs and financial aid information students receive to easily compare institutions and make an informed decision about which school to attend. The College Financing Plan is a student self-service available on the **InterWeb** tab at [www.inter.edu](http://www.inter.edu).

## WHAT IS FINANCIAL AID?

Financial aid is the grants, loans and part-time employment programs that are available at the institution to help eligible students completely or partially cover their cost of attendance. Various sources fund these programs, including federal, state and private institutions and agencies that offer students the best aid combination possible according to their financial need and the funds available.

## WHO IS ELIGIBLE?

Students are eligible if they are enrolled in an eligible degree or certificate program, and meet the following criteria:

1. be a citizen of the United States, a naturalized citizen, a permanent resident or an eligible noncitizen.
2. have a valid social security number (with the exception of students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau).

3. maintain satisfactory academic progress, as established by the institution.
4. present a financial need to participate in federal, state or institutional financial aid programs, according to the criteria discussed below. Some federal loan programs do not require the recipient to demonstrate financial need.
5. not have any outstanding payments to federal loans or overpayments from previous grants or awards received while they studied in any postsecondary institution.
6. not have exceeded the lifetime eligibility limit of 600% or 6 scheduled awards (6 years with a full-time academic workload) to qualify for the Pell Grant.
7. not have an unusual enrollment history (UEH).

### OTHER BASIC REQUIREMENTS FOR ELIGIBILITY:

#### Academic requirements:

- show they are qualified to study at a postsecondary level with one of the following:
  - high school diploma (or a certification from a foreign school that is equal to a high school diploma in the United States or Puerto Rico); or
  - state-recognized equivalent of a high school diploma, such as a General Education Development (GED) certificate; or
  - proof of completing a high school education in a homeschool setting approved under state law.
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.

#### Legal requirements and other conditions:

- The student must certify that they will use the financial aid only for educational purposes and that they do not have any current defaulting payments in any federal academic loan, nor be indebted to federal grant programs, which can happen if the student partially or completely withdraws from their courses. When applying for financial aid or signing a promissory note, the applicant must certify that the information provided is accurate.
- Only emancipations emitted by courts are valid to the U.S. Department of Education. If the student is a minor emancipated by an affidavit of emancipation and does not have a legal dependent other than their spouse, they must provide the income information of their biological or legal parents.

Visit the corresponding campus' Financial Aid Office for more information.

### WHO IS INELIGIBLE TO RECEIVE FINANCIAL AID?

- Students are ineligible if they are enrolled in professional development courses and have not chosen a degree or certificate academic program at the Inter American University of Puerto Rico. An exception is given to students enrolled in courses required to obtain a teacher certification issued by the Puerto Rico Department of Education.
- Auditing students (students who wish to obtain knowledge but are not in pursuit of a degree; they are not graded and do not accrue credits).

## FINANCIAL AID APPLICATION PROCESS

The **Free Application for Federal Student Aid (FAFSA®)** is the U.S. Department of Education form with which students can apply to receive the Pell Grant and other federal student aid (FSA). The information collected also allows academic institutions to evaluate a student's eligibility for other state and institutional financial aid programs. To determine student eligibility, the USDE compares the student's data against the U.S. Department of Homeland Security to verify the alien number, and the Social Security Administration to verify the social security number and citizenship status. Data is also compared against the USDE database to determine if the student has any defaulting payments or has not received overpayments from grants and federal loans.

The USDE provides a federal aid calculator with which students and their families can calculate their expected financial contribution to cover the cost of attendance and determine the aid that the student may be eligible to receive, as well as the total amount that could be awarded. You can access this tool at <https://studentaid.gov/aid-estimator/>.

## COMMON TERMS USED IN THE FINANCIAL AID APPLICATION PROCESS

The financial aid application process is simple, but it is recommended that students are familiar with the terminology relevant to the applications and how to obtain them, the appropriate time to submit the applications and how the institution will notify the student of the results once the application and the supporting documents have been submitted.

- **FAFSA® (Initial or Renewal)** - the Free Application for Federal Student Aid is a U.S. Department of Education form used to determine a student's expected family contribution and determine eligibility for financial aid programs.
- **Financial Student Aid Identification (FSA ID)** - The username and password the student will use to log in to the U.S. Department of Education systems.
- **Student Aid Report (SAR)** - The FAFSA® response sent to the student by the USDE.
- **Expected Family Contribution (EFC)** - The estimated amount a student and their family can contribute to cover the cost of attendance, based on the family's income and composition information submitted in the FAFSA® or FAFSA® Renewal.

- **Cost of Attendance (COA)** - The estimated budget for educational expenses during an academic year, including tuition and fees, transportation, housing, food and other costs.
- **Scholarships and/or Grants** - financial assistance offered to cover a student's cost of attendance. They are awarded using private and public federal, state and institutional funds based on the student's merits and financial need. Scholarships that are not awarded on the basis of financial need are considered as resources when calculating a student's need for federal and state assistance. The recipient does not need to repay these funds.
- **Loan** - financial aid offered to cover the cost of attendance which **must be repaid in full along with any accrued interest**.
- **Work-Study Program** - financial aid given as compensation for hours worked in the institution. The total compensation paid to the recipient must be filed at the end of the calendar year with the Puerto Rico Department of Treasury using a Form W-2.
- **Financial Need** - Difference between the estimated cost of attendance and the total amount a student and their family can contribute to cover costs (expected family contribution, EFC).

## CREATE AN FSA ID

The U.S. Department of Education requires students and their parents to use an FSA ID (username and password) to access certain USDE websites. Visit <https://studentaid.gov/fsa-id/sign-in> to create an FSA ID.

You and your parents can create the FSA ID at any time. If you do not have an FSA ID when you fill out your FAFSA®, you will be asked to create one. However, if you have reason to believe that your records at the Social Security Administration (SSA) have incorrect information (i.e., name, last name, date of birth), visit [www.ssa.gov](http://www.ssa.gov) to learn how to correct any errors. All SSA information must be correct before creating your FSA ID or when your FAFSA® is processed.

The FSA ID can be used to:

- digitally sign your FAFSA®
- digitally sign a loan's Master Promissory Note
- correct your FAFSA® information
- access your files at the U.S. Department of Education;
- verify the student loan information through the National Student Loan Data System (NSLDS) and access your loan account
- access your FAFSA® information processed by the CPS, including your SAR



- complete your FAFSA® renewal

The process to create an FSA ID has three steps:

1. Provide a username that is not shared with another person, a password and confirmation that you are at least 13 years or older.
2. Provide personal information.
  - Provide your social security number, name and date of birth.
  - Provide your postal address, email address, phone number and preferred language.
  - Provide answers to five security questions.
3. Accept the Terms and Conditions.
  - Verify your email address.

**Note:** Verifying your email address allows you to use your email address as your username when you log in to various U.S. Department of Education websites. It will also allow you to recover your username or password without responding to the security questions. The FSA ID will expire every 18 months.

In the case of FSA ID loss or theft, you must update your username and password. To do this, select Help Me Log In to My Account on the login page. Call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) if you believe that someone other than you has used your FSA ID.

**Important:** The email address or phone number cannot be used with more than one FSA ID. If you share your phone number or email address with another person, only one of you may use it to create an FSA ID.

For more information on creating an FSA ID, call 1-800-433-3242 or visit your campus' Financial Aid Office.

## COMPLETING THE FREE APPLICATION FOR FINANCIAL STUDENT AID (FAFSA®)

Options to complete the Free Application for Federal Student Aid

- On the internet, by visiting the FAFSA® website

The U.S. Department of Education has a website where you can complete your FAFSA®. Click here to access the FAFSA® website <https://studentaid.gov/h/apply-for-aid/FAFSA> on an internet-capable device.

When filling out the FAFSA® online, you can submit your information directly to the U.S. Department of Education through their Central Processing System (CPS). The CPS will process your application within 72 hours and send the response to the higher education institution(s) you indicated.

- Complete the FAFSA® on PDF

The FAFSA® is available as a PDF that you can download, print and fill out manually, or you can fill it out directly on the PDF. If you use this option, however, you will not be able to save your information on your computer. Once complete, you must send a printed copy by mail.

➤ Request a printed copy of the FAFSA®

You can request a printed copy of the FAFSA® by calling 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691; once completed, send it by mail.

## Renewal

If you participated in FSA programs during the previous academic year, you may be able to request a FAFSA® Renewal. Renewal applications for the next academic year are regularly available in October.

The Renewal application has less questions and items and much of the information in this form will already be filled with the information submitted the previous year. You only need to provide some new information and must update information that may have changed since the previous application. Ask the Financial Aid Director on your campus for more information on the Renewal application.

<https://studentaid.gov/apply-for-aid/fafsa/filling-out>

## REQUIRED DOCUMENTS TO SUBMIT WITH THE FAFSA®

The FAFSA® items ask for your personal information (name, date of birth, address, etc.) and about your financial situation. According to your circumstances (i.e., if you are a citizen of the United States or which form you used to file your taxes) you may need to provide the information or documents below when you fill out the FAFSA®:

- FSA ID credentials
- your social security number (it is important to enter it correctly!)
- your parents' social security number, [if you are a dependent student](#)
- your driver's license number, if you have one
- your alien number, if you are not a citizen of the United States
- your tax returns, including IRS Form W-2 (and your spouse's, if you are married), or your parents' tax returns, if you are a dependent student:
  - IRS 1040
  - foreign tax returns or IRS Form 1040NR

- Puerto Rico, Guam, American Samoa, U.S. Virgin Islands, Marshall Islands, Federated States of Micronesia or Republic of Palau tax returns, as applicable
- tax exempt income records, i.e., child support, interest income or non-educational assistance for veterans, or your parents' records, if you are a dependent student
- information on received cash, checking and savings accounts balance, including shares, bonds and immovable property (except habitual residence), and business and agricultural property shares of the student or their parents, if the applicant is a dependent student

Save these records! You will possibly need them again.

<https://studentaid.gov/apply-for-aid/fafsa/filling-out>

## SUBMIT ALL YOUR DOCUMENTATION ON TIME

Submitting the FAFSA® within the established time period may increase the possibility to benefit from financial aid programs available for eligible students. It will also make the tuition payment process easier.

If the U.S. Department of Education selects your application for verification, you will receive a letter or email from your campus' Financial Aid Office that lists the documents you must submit to support your FAFSA® information. If you do not complete the verification process, you will not receive the Federal Pell Grant or other federal or state financial assistance, including student loans.

As part of the verification process, you have to complete the [Title IV Verification Form](#) also available in the [InterWeb](#) tab on your campus' website.

Fill out, print and sign the document that corresponds to the verification tracking group you were assigned in the notification letter. Send the Verification Form, income evidence and all requested supporting documents to your campus' Financial Aid Office through <https://www.inter.edu/ayudas-economicas/enlace-para-enviar-documentos-de-asistencia-economica/> (only available in Spanish). You can also present it in person at the Financial Aid Office. If you are a dependent student, at least one of your parents must also sign the Verification Form.

## STAY CONNECTED

Look out for any communication you receive from the Financial Aid Office or any other University office, especially when you receive a request to present additional information or documentation. You must present this additional information and/or documentation promptly to ensure that your financial aid application is processed on time.

Make sure to provide your email address, and your postal and home addresses and phone number(s). You will receive information through these means.

## FINANCIAL AID OFFER PROCESS

Financial assistance will be offered to eligible students who submit their applications within the established time period while funds are available. The Inter American University of Puerto Rico follows the federal method to determine a student's financial need.

## FINANCIAL AID AWARD POLICY

1. The award process at the Inter American University of Puerto Rico prioritizes students with tuition debt. For this reason, the amount of an undergraduate student's debt is used as part of the criteria to award financial assistance. **However, the UIPR follows the federal methodology to determine a student's financial need.**
2. Graduate students are organized in ascending order according to their need and will receive financial assistance accordingly.
3. The amount of financial aid offered to a student will not exceed their need, after subtracting the expected family contribution (EFC) and other resources from the cost of attendance (COA).

The total amount to be awarded will be divided between grants or donations and loans or work-study.

## CALCULATING FINANCIAL NEED

**Financial need** is defined as the difference between the estimated COA and the EFC. The Inter American University of Puerto Rico follows federal guidelines to calculate a student's financial need.

**Students and their families are primarily responsible for covering the cost of attendance.**

To determine a student's or their family's financial capacity, the U.S. Department of Education evaluates the student's or their spouse's or family's income (as applicable), their assets, liabilities, number of household members and the number of household members enrolled in post-secondary institutions. The result of this assessment is known as **Expected Family Contribution (EFC)**.

The EFC is the difference between the cost of attendance (COA) and the expected family contribution (EFC), which gives the student's total financial need. This financial need is covered with grants, loans and work-study programs. To determine this need, we also consider other resources the student may have available to cover their COA, i.e., UIPR employee or employee dependent benefits, veteran benefits, private grants, honor student grants, athlete grants, among others.

## WHAT IS NEED-BASED FINANCIAL ASSISTANCE?

Financial aid is awarded to students based on their financial need. The federal government determines if a student needs financial assistance to cover COA according to the financial situation of the student/family, as per the information submitted in the FAFSA®.

### Need-Based Financial Assistance Programs

- **Federal Pell Grant:** awarded to students who demonstrate financial need. The U.S. Department of Education determines the amount of assistance that a student will receive, based on the student's EFC, academic workload and cost of attendance (budget). This assistance is free.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** assistance for undergraduate students with an exceptional financial need. This means students with a lower EFC, with priority given to Federal Pell Grant recipients.
- **Direct Subsidized Loan:** amount loaned by the U.S. Department of Education (lender) to meet a student's (borrower) cost of education. The borrower must repay the total loan amount to the lender. federal loans interest will start to accrue six months after the student completes an academic degree.
- **Federal Work-Study Program:** this program provides on- or off-campus part-time employment for students who need earnings to help meet their costs of education. This program emphasizes public interest work related to the student's major.
- **Other Assistance Programs:** in addition to needs-based federal programs, consider loans or grants that the state, private organizations and nonprofit organizations offer to low-income students.

## WHAT IS NON-NEED-BASED FINANCIAL ASSISTANCE?

Non-need-based financial assistance is any type of financial assistance awarded to a student who does not meet the required criteria to receive need-based assistance. The student's budget is evaluated to determine the maximum number of combined assistance programs a student can receive.

### Non-Need-Based Financial Assistance Programs

- **Direct Unsubsidized Loan:** unlike Direct Subsidized Loans, Unsubsidized Loans accrue interest from the moment they are disbursed.
- **Federal Direct PLUS Loan:** provides loans to parents or graduate students. To be eligible to receive a Direct PLUS Loan, the borrower must not have an adverse credit history.
- **Teacher Education Assistance for College and Higher Education (TEACH) Grant:** To be eligible for this grant, the applicant must be completing, or intend to complete, coursework to begin a career in teaching

and agree to serve for no less than four years as a full-time, highly-qualified teacher in a high-need field in a low-income school. The maximum TEACH Grant amount in the 2021-2022 academic year is \$3,772.

## **FINANCIAL AID PROGRAMS**

Various sources of financial assistance are available to help students pay for their post-secondary or professional studies. Financial assistance can be provided by federal, state and institutional sources, as well as private organizations.

### **CERTIFICATES, ASSOCIATE DEGREES AND BACCALAUREATE**

#### **FEDERAL FUNDS**

##### **GRANTS**

A grant is a type of financial aid that does not have to be repaid except in special circumstances, (i.e., the student withdraws from the university, in which case they owe a reimbursement; or a TEACH grant recipient does not complete their service agreement). There are many federal grants available, including the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Teacher Education Assistance for College and Higher Education (TEACH) Grant and grants offered for military service in Iraq and Afghanistan.

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#### **FEDERAL PELL GRANT**

The Federal Pell Grant is the base of the federal assistance programs. It is awarded exclusively to undergraduate students, including students enrolled in post-secondary non-university technical programs that have not yet completed their four-year bachelor's degree.

Unlike a loan, the recipient does not have to repay the Federal Pell Grant. The Federal Pell Grant is awarded only to students who have not yet completed their first bachelor's degree or other professional title and who have not exceeded the maximum eligibility period (Lifetime Eligibility Used, LEU) of 6 years or 600%.

To determine eligibility, the U.S. Department of Education uses a standard formula established by Congress to evaluate the student's FAFSA® information. The formula calculates the Expected Family Contribution (EFC), contained in the top right of the first page of the Student Aid Report (SAR). This number is used to determine the award amount an eligible student will receive according to their cost of attendance and academic workload.

Eligible students that have used 100% of the Federal Pell Grant may benefit from an additional 50% if they enroll at least half-time. This option is known as Year-Round Pell. The award amount will also depend on the cost of the education at the post-secondary institution, if the student has a full-time or half-time academic workload, or if the student previously attended another institution during part of the academic year. The student may not receive the Federal Pell Grant in more than one academic institution at a time.

The grant will retroactively pay only for course credits completed by the student. The grant will not pay for courses to which the student did not attend or from which they withdrew. Credits earned from courses that are unrelated to the student's study program are not paid by the Federal Pell Grant. The Federal Pell Grant will only pay for one repetition of a previously approved course. Visit your campus' Financial Aid Office for more information on how a total withdrawal affects Lifetime Eligibility Used.

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### **IRAQ AND AFGHANISTAN SERVICE GRANT (IASG)**

If a student's parent or guardian died as a result of military service in Iraq or Afghanistan after the events of September 11, 2001, they may be eligible to receive additional assistance. To be eligible, the applicant must have been less than 24 years old when the parent or guardian died, or was enrolled at least half-time at a post-secondary institution or professional school at the time of the parent or guardian's death. Payments will be adjusted if the student's academic workload is less than full-time.

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### **FEDERAL SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The Federal Supplementary Educational Opportunity Grant (FSEOG) is financial assistance for undergraduate students who demonstrate an exceptional financial need. This means students with the lowest Expected Family Contribution (EFC), equal to 0, with priority given to Federal Pell Grant recipients.

The recipient will receive between \$100 and an accumulated total of \$4,000 per year, according to their need, the funds available at the institution and if the student meets the eligibility criteria established by federal regulation and the Institutional Financial Aid Award Policy.

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### **TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) GRANT**

The TEACH Grant differs from other federal students grants, because it requires the applicant to commit to an agreement to serve as a full-time teacher and, if the agreement is broken, the grant becomes a loan that the applicant must pay with any accrued interest.

To apply for the TEACH grant, the applicant must be admitted to a bachelor's or master's degree study program designed to prepare the student as a highly-qualified teacher in a high-need field. The student must have a grade point average of 3.25.

Each year, the U.S. Department of Education publishes the high-need teaching fields, and the university must identify which programs are eligible for the TEACH grant.

For more information on the TEACH grant, visit <https://studentaid.gov/teach-grant-program>

## FEDERAL WORK-STUDY PROGRAM

Work-Study Program jobs help students earn a wage to pay for educational costs, such as tuition, fees, housing and food, among others.

Both undergraduate and graduate students may be eligible to participate in the Work-Study Program while they are enrolled with a full- or half-time academic workload and demonstrate a financial need, as determined by the institution. The program encourages community service jobs and, wherever possible, align it to the student's study program. Visit your campus' Financial Aid Office to learn more about the community service options.

Students are generally placed in jobs related to their field of study. Those who work off-campus are generally placed in nonprofit organizations or a public agency where they perform tasks of public interest. When assigning work hours, the Financial Aid Office will consider the student's schedule and their academic progress.

The wages earned will be based on the federal or Puerto Rico minimum wage (whichever is higher) and final allocation will depend on the student's financial need and available funds. Payment will be made monthly by direct deposit. In order to receive a direct deposit, the student must register their bank account at their campus' Collections Office before starting the Work-Study Program. The earned amount must not exceed the assigned amount. Visit your campus' Financial Aid Office to learn more about this program and the opportunities to work as a mathematics or reading tutor.

At the end of the calendar year, the university will use a Form W-2 to inform the student of the earned amount. It is the student's responsibility to comply with applicable Puerto Rico tax laws.

## LOANS

If you apply for financial assistance, you may be offered loans as part of your institution's financial assistance offer. Please consider the following:

- Loans are an optional source of assistance for students.
- An educational loan is borrowed money that must be repaid with interest after the student graduates, withdraws or decreases their academic workload to less than half-time.
- The types of interest, grace periods and reimbursement requirements vary depending on the type of loan.

If you decide to apply for a loan, make sure to understand who the lender is and the loan's terms and conditions. Educational loans may be sourced from the federal government or private sources, such as a bank or financial institution, or other organizations. Federal student loans given by the federal government are generally more beneficial than bank loans or loans from other private sources.



## Federal Loans

**Direct Loan (DL) Program.** The U.S. Department of Education is the lender and manages the **William D. Ford Federal Direct Loan Program**. There are four loans available in the DL Program:

**1. Subsidized Direct Loan:** These loans are subsidized by the U.S. Department of Education, which means that the USDE pays the accrued interest while the borrower (the student) is enrolled with at least a half-time academic workload. To be eligible for this loan, the student must demonstrate financial need. Since July 1st, 2012, graduate students are not eligible for this loan.

**2. Unsubsidized Direct Loan:** In this loan, the student is responsible for paying the interest accrued during all periods. To be eligible, it is not necessary to demonstrate financial need. Interest is added to the principal balance of the loan (capitalized interest).

**3. Direct PLUS Loans:** Additional loans available to students. The applicant must not have an adverse credit history. The types of PLUS loans are:

- **Parent PLUS Loan:** A student's parent may obtain a PLUS loan to pay for the cost of education of their dependent children who have not yet completed their first bachelor's degree and are enrolled with at least a half-time academic workload. Parents with an adverse credit history are not eligible to receive PLUS loans, unless they meet additional criteria. Same-sex parents who are legally married in a state that recognizes same-sex marriage may be eligible even if they live in another state. While the student is the beneficiary of the loan, the student's parent is responsible for repaying the loan. To be eligible to receive a Federal Direct PLUS loan, parents must undergo a check of their credit record and complete loan entrance counseling at <https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>.
- **PLUS Loan for Graduate Students (Grad PLUS):** A graduate student (master's and doctorate degrees) may request a grad PLUS loan. The requested loan amount cannot exceed the cost of education, including any other financial assistance received.

**4. Direct Consolidation Loan:** A Direct Loan created from combining the outstanding balances of other pre-existing federal education loans in a single loan with a single loan servicer.

**5. Private Loan:** A student or parent loan owned by a commercial, state-affiliated or institutional lender that cannot exceed the cost of education, minus any received financial assistance. Private loans have various interest rates, fees and payment options and generally require that the borrower does not have an adverse credit history or has an endorser who does not have an adverse credit history. Reimbursement generally starts immediately.

A student can opt to receive this type of loan if they request it and it is approved. The requested loan's amount must not exceed the cost of education. If you request a private loan, you must inform the Financial Aid Office at your campus.

## FEDERAL LOAN ELIGIBILITY CRITERIA

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- Complete the FAFSA® for the current year.
- Be a natural citizen or a permanent resident of the United States and have a valid social security number.
- Not have any defaulting payments in any federal student loan.
- Have completed high school or its equivalent.
- Be enrolled at the institution at least half-time.
- Comply with the institution's Satisfactory Academic Progress policy.

First-time participants of the Federal Direct Loan Program must complete entrance counseling and sign a master promissory note (MPN). They must also participate in online loan counseling, certify its completion and submit the evidence to the Financial Aid Office of their university unit.

## BORROWER'S RESPONSIBILITIES

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When you receive a loan, you acquire certain responsibilities that are detailed in the master promissory note signed as part of the requirements to obtain the loan. These are some of them:

- When you sign a promissory note, you agree to pay the loan according to its terms. This document represents a legal obligation and states that, except in cases of loan cancellation, you must pay the full amount even if you do not finish your study program (this does not apply in the case of school closure), if you cannot find a job after graduating, or you are not satisfied with, or did not receive, the education you paid for.
- If you do not pay your loan in the time period stated in the promissory note, you may default on your loan, which results in serious consequences.
- You must pay your loan even if you do not receive a payment notification.
  - Account statements are sent for your convenience, but you are obligated to make payments even when you have not received a payment notification.
- If you request a deferment or a forbearance, you must continue making timely payments until your request is approved. If you do not make any payments, you may default on your loan. You must keep a copy of any application form you submit and document all communications with the lender organization. Notify the corresponding representative (academic institution, agency, lender or Direct Loan Service Center) that manages your loan if you graduate, withdraw from the institution, decrease your academic workload to less than half-time, change your name, address or social security number, or transfer to another academic institution.

- All students who withdraw from the university or decrease their academic workload to less than half-time must complete the Federal Direct Loan Program exit counseling online by visiting <https://studentaid.gov/exit-counseling/>.
- Federal Direct Loans are managed by the U.S. Department of Education or the loan servicing centers assigned by the USDE. To learn more about your corresponding loan servicing center, visit <https://nsldsfa.ed.gov/login>

## SUMMARY OF LOAN DEFERMENT

Deferment Conditions	Federal Direct Loans	Federal Family Education Loan Program (FFELP)
Have at least a half-time academic workload in a post-secondary institution.	Yes	Yes
Study in an approved bachelor's program for research grants or an approved program for disability rehabilitation training.	Yes	Yes
Be unable to find full-time employment.	Up to 3 years	Up to 3 years
Be financially needy	Up to 3 years <sup>4</sup>	Up to 3 years <sup>4</sup>
Be committed to a service included in the conditions for debt cancellation.	No	No

**Note:** You must formally request a deferment through the process established by the lender and continue making payments until your deferment request is approved.

1. In the case of PLUS loans and unsubsidized loans, only the principal payment will be deferred. Interest will continue to accrue.
2. Direct Loan borrowers with outstanding balances in FFELP loans disbursed before July 1993 are entitled to additional deferment.
3. This applies to loans disbursed from July 1, 1993, onward to borrowers who do not have outstanding payments on FFELP loans, Supplemental Loans for Students (SLS) Loans or Consolidation Loans on the

date they sign their promissory note. (The SLS Program ended at the beginning of the 1994-1995 academic year.)

4. The majority of Peace Corps volunteers are entitled for a deferment by considering the payment as a financial burden.
5. For more information on deferment for faculty services, visit <https://studentaid.gov/understand-aid/types/grants/teac>

## LENDER RIGHTS

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Before the academic institution processes the first loan disbursement, or when the borrower completes the entrance counseling at [www.StudentLoans.gov](http://www.StudentLoans.gov), the borrower will receive the information below from the academic institution and/or the lending institution:

- The total loan amount
- The interest rate
- When the borrower must start paying the loan
- A complete list of loan fees and information on how those fees are charged
- The annual and total amounts that a student may borrow
- The maximum payment periods and the minimum payment balance
- An explanation of defaulting and its consequences
- An explanation of the available loan consolidation or refinancing options
- A statement indicating that the student can pay the total amount at any moment, without being subject to sanctions

The institution will notify the student (or their parents, in the case of a PLUS loan) in writing every time funds from Federal Direct Subsidized Loans, Direct Unsubsidized Loans, PLUS Loans or Grad PLUS are added to the borrower's account. This notification will be sent at least 30 days before and no later than 30 days after the academic institution deposited the funds in the borrower's account.

The borrower can decline all or a part of the loan by informing the academic institution within 14 days after they receive the notification from the institution or the first day of the payment period, whichever happens later. The academic institution can set the first day of the payment period. If the borrower does not want to accept the funds after receiving them, they can decline the funds by returning them to the lender.

Before the student withdraws from the academic institution, they will receive the following loan information from the academic institution, the lender or the corresponding loan servicing center:

- The total debt amount (estimated capital balance and interest), the applicable interest rate and total interest charges.
- If the borrower has FFELP loans: the name of the lending institution or the agency who manages the loan, where they must send payments and contact information if they have any questions.
- If the borrower has Direct Loans: the address and phone number of the corresponding loan servicing center.
- Fees that may be charged during the payment period, such as late fees, collection and litigation charges if the account is in default.
- An explanation of the available loan consolidation or refinancing options.
- A statement indicating that the student can pay the total amount at any moment, without being subject to sanctions.

If the borrower has a Direct Loan or a FFELP loan, the corresponding loan servicing center will provide this information, as applicable. The academic institution will also provide the following information during the entrance or exit counseling:

- A current description of the loans, including the average monthly payments expected.
- A description of the applicable deferment, forbearance and cancellation options.
- Payment options.
- Counseling on debt management to help make timely payments.
- A notice requesting a permanent address, the employer's name and address and any corrections to the academic institution's records regarding the borrower's name, social security number, references and driver's license number, if applicable.

The borrower is entitled to a **grace period** before making the first payment (parents with a PLUS loan do not have a grace period). The grace period starts when the student graduates, withdraws from the institution or drops below than half-time enrollment.

The academic institution, lending institution or the corresponding loan servicing center, as applicable, must provide a payment schedule that indicates when the first payment must be made, the number of payments and their frequency, and the amount of each payment.

In addition, they must provide a summary of the loan deferment and cancellation options that includes the circumstances under which the U.S. Department of Defense may pay the loan.

If the borrower has a FFELP loan, they must be notified when the loan is sold, if the sale results in changes to the institution or agency to whom the borrower must make the payments.

Both the previous and the new lending institution or agency must notify the borrower of this sale, the identity of the new lender or agency who will manage the loan, the address to which payments must be made, and the phone numbers of both the previous and new lenders.

## **Federal Loan Repayment**

It is important to know when you are expected to make your first loan payment. Many educational loans provide a grace period after you graduate, withdraw from the institution or drop below half-time enrollment. Depending on your type of loan, this period is called grace period or deferment. In the Direct Loan Program, this period can last 6 months. The U.S. Department of Education will assign an administrator to help you manage your loans and tell you when you must make your first payment.

You may choose between various payment plans designed to satisfy your needs, including plans that base the payment amount on your income. The amount you pay and the time period to reimburse the loans will vary depending on the payment plan. To learn more about the available payment plans, visit <https://studentaid.gov/sites/default/files/repaying-your-loans.pdf>.

In accordance with the U.S. Department of Education regulations (HEOA 489, later HEA Section 485B), the student's Title IV loan information is sent to the National Student Loan Data System (NSLDS). Authorized agencies (lenders, guarantors, administrators and institutions) have access to this information. To learn more about student and parent loans, visit <https://studentaid.gov/understand-aid/types/loans>.

The NSLDS is the USDE's central educational loan database. This system receives information from the academic institutions, guarantors, the Federal Direct Loan Program, the Federal Pell Grant and other USDE Programs. NSLDS provides centralized information about federal educational loans and the Federal Pell Grant from the moment the assistance is approved until its closure.

The NSLDS portal is available 24 hours a day, 7 days a week. Please consider that database maintenance may be performed during nights or weekends, which may cause the website to be unavailable for a short period.

You may access your loan and Pell Grant information on the NSLDS website using your FSA ID at <https://nsldsfa.ed.gov>.

## STUDENT AND FAMILY FINANCIAL CAPACITY ASSESSMENT

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Federal regulation states that students and their parents are primarily responsible for covering educational costs.

The UIPR offers financial assistance to students, parents or legal guardians who do not have the necessary financial resources, to complement the family contribution. Because funds are limited, however, there is no guarantee that all eligible students will receive financial assistance. It is important that the family plans in advance how to cover the cost of education. The student and their family must:

1. Anticipate the cost of attendance according to the study program
2. Evaluate if the student needs housing
3. Calculate the amount the family can contribute to cover educational costs
4. Get counseling on educational loans, including parent loans
5. Request financial assistance within the established time period

### STATE FUNDS

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#### SCHOLARSHIP FOR ACADEMICALLY TALENTED STUDENTS (BECA PARA ESTUDIANTES CON TALENTO ACADÉMICO, BETA)

The Puerto Rico Board of Postsecondary Institutions (previously the Puerto Rico Education Council) manages the BETA program funds based on the Title IV eligibility criteria established by the USDE. Students must meet the following criteria to be eligible for this program: be enrolled full-time in a technical, vocational, associate or bachelor's degree program, have a 3.00 or higher grade point average, and have a yearly family income no higher than \$21,058.

### INSTITUTIONAL FUNDS

The University contributes and assigns these funds to assist students according to the award norms established by the institution. The availability of these funds depends on budgetary items approved annually and are allocated to the grants below:

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#### INSTITUTIONAL GRANT

A yearly grant awarded to students with financial need. It is also awarded to address exceptional circumstances presented by students.

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## ENGINEERING HONOR SCHOLARSHIP

The Bayamón Campus has dedicated scholarship funds for engineering students. This Engineering Honor Scholarship is used to recruit talented new students to the Bayamón Campus. The School of Engineering can provide information about this scholarship's eligibility criteria.

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## PRESIDENTIAL GRANT

This grant is managed by the UIPR's Office of the President and is awarded to cases of extreme financial need. The eligibility criteria are established by the Office of the President. Each case is evaluated individually.

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## BAND, CHOIR, DRAMA AND TUNA SCHOLARSHIP

- Funds allocated to pay an amount equivalent to 1 course credit or the amount approved by the campus.
- Students are eligible if they maintain A or B grades in courses related to these fields.
- The following semester's eligibility is evaluated when the student passes a course.

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## ATHLETIC SCHOLARSHIP

The UIPR awards athletic scholarships each year to eligible students who meet the following criteria:

1. Be a full-time student at the Inter American University of Puerto Rico.
2. Excel in athletics, as determined by the Athletics Department.
3. Maintain satisfactory academic progress, as established by the institution.

The Athletics Department will select students who excel in this field and will recommend the scholarship's amount.

Athletic Scholarship funds will be considered as resources in the Financial Aid Office's analysis to determine a student's eligibility to other financial aid programs. **The Athletic Scholarship, together with other assistance to which the student is eligible, must not exceed the yearly cost of education, as determined by the Financial Aid Office.**

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## HONORS SCHOLARSHIP

The Honors Program is aimed at helping academically talented students achieve greater development. You can learn more about this program's admissions criteria in the General Catalog, under the Documents tab at [www.inter.edu](http://www.inter.edu), or your preferred campus. Funds received from this program are considered as resources when evaluating student eligibility for federal or state need-based assistance, therefore, it may be necessary to adjust grants or loan awarded previous to the Honors Scholarship.



Admission to the Honors Program involves awarding a financial incentive according to the following criteria:

**1. First-year students:**

Level I - **Basic Incentive:** for eligible candidates with an admissions index of 1,300 to 1,349.

Level II - **Superior Incentive:** for eligible candidates with an admissions index of 1,350 to 1,399.

Level III - **Extraordinary Incentive:** for eligible candidates with an admissions index of 1,400 to 1,600.

**2. Second- and Third-Year Students:**

Level I - **Basic Incentive:** for eligible students with a grade point average of 3.50 to 3.79.

Level II - **Superior Incentive:** for eligible students with a grade point average of 3.80 to 3.90.

Level III - **Extraordinary Incentive:** for eligible students with a grade point average of 3.91 to 4.00.

**3. The amount awarded at each level is:**

Level I - **Basic Incentive:** three (3) credits of an Honors Program course.

Level II - **Superior Incentive:** six (6) credits out of a full-time academic workload of at least 12 credits, which includes an Honors Program course.

Level III - **Extraordinary Incentive:** up to twelve (12) credits of a student's enrollment, which includes an Honors Program course.

To retain eligibility for this grant, the student must maintain the established minimum grade point average for the incentive level from which they benefit.

## OTHER ASSISTANCE PROGRAMS

### ALUMNI GRANT

- Funds contributed by the Alumni Association. The funds are collected from the Association's fundraising activities.
- These funds are distributed between the campuses, according to each campus' contribution to the activities, to be awarded to their students who meet the following criteria:
  1. Demonstrate financial need.
  2. Have a minimum grade point average of 2.00.
  3. Each campus will determine the amount each student will receive.

4. Children and family members of UIPR employees are not eligible.
5. The Alumni Office will be informed of the name, phone number, address and assigned amount.

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#### **STUDENT ACTIVITIES GRANT:**

- Funds from the student activities account left over at the end of each year.
- The amount awarded depends on the funds left over from each campus.
- This grant is awarded to eligible students according to the financial assistance award regulations.

#### **OTHER ASSISTANCE PROGRAMS:**

- External funds contributed by private persons or institutions. These vary between campuses.

### **GRADUATE AND POSTGRADUATE STUDENT ASSISTANCE PROGRAMS**

Students coursing a master's, doctorate, law, optometry, medical technology and other postgraduate degrees can benefit from financial aid if they meet a program's eligibility criteria. They can apply for federal loans, as well as institutional and some state assistance programs.

To apply, students must fill out the FAFSA® and complete the process to determine eligibility for each assistance program.

### **FEDERAL FUNDS**

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#### **FEDERAL DIRECT UNSUBSIDIZED LOAN**

Borrowers may request up to \$20,500 from an unsubsidized loan. The terms are the same as with the Direct Subsidized Loan, but the borrower must pay any interest accrued from the moment the loan was disbursed. The maximum amount awarded per year is currently \$20,500, up to an aggregate total of \$73,000. The sum of a student's subsidized and unsubsidized loans can never exceed \$138,500.

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#### **FEDERAL DIRECT PLUS PROGRAM**

Interest starts to accrue from the moment the U.S. Department of Education disburses the loan. The interest rate is based on the borrower's credit history. PLUS Loans provide a grace period, which allows borrowers to start paying the loan after they graduate, withdraw from school or drop below half-time enrollment. Because this loan requires the borrower to undergo a credit check, the U.S. Department of Education does not send information to the University. The borrower must maintain contact with the USDE at 1-800-848-0979 until their loan is approved and they receive their first disbursement.

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## FEDERAL HEALTH DEPARTMENT FUNDS

### ➤ **Advanced Education Nursing Traineeship Program**

This program is aimed at first-year students enrolled in the Anesthesia master's degree program.

### ➤ **Nurse Anesthetist Traineeship Program**

This program is aimed at second-year students enrolled in the Anesthesia master's degree program.

## INSTITUTIONAL FUNDS

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### STUDENT DEVELOPMENT GRANT

Financial incentive established and managed by the Office of the Vice President of Academic and Student Affairs, and Systemic Planning to promote continuous learning and participation in challenging and innovative academic experiences that enrich and strengthen a student's formation.

## ASSISTANCE FOR SPECIAL TERMS

Financial assistance provided to students who wish to study during summer or intensive terms. Students must complete the application during the time period established by their campus and select the courses during the enrollment period established in the academic calendar. In addition, the applicant must maintain satisfactory academic progress.

The funds provided for summer studies are funds remaining from the academic year and, therefore, they are limited.

Federal Pell Grant funds may be used for the summer term, as long as they do not exceed 150% of the annual award amount. Funds used during special terms affect the Pell Grant's lifetime eligibility used, which is 6 years or 600%.

## PROFESSIONAL JUDGMENT

Financial aid eligibility is determined based on the FAFSA® information, which currently uses financial information from two years prior to estimate the financial circumstances of a student's household. Section 479A of the Higher Education Act (HEA) of 1965, as amended, gives financial aid administrators authority to make case-by-case adjustments of the student's data to more accurately reflect the students' and families' financial circumstances.

Professional judgment is an action used to reevaluate a student's financial assistance eligibility by adjusting their FAFSA® information to more accurately reflect the students' and families' current financial circumstances.

If after 2020 you or your family experienced a significant change in income, either upward or downward, or an extraordinary circumstance that affects your capacity to contribute to your cost of education, your eligibility may be reconsidered by making a professional judgment adjustment.

The reasons for which you may request a reevaluation to your financial assistance eligibility are:

- Loss or change of employment or a salary cut
- Divorce or separation
- Death of the spouse or a parent
- Disabled student, spouse or parent
- Cut in child support
- Unusual or nonrecurrent income
- Change in the housing status that puts the student at risk of becoming homeless
- Medical costs not covered by the health insurance
- Elementary tuition costs

To request an adjustment, the Professional Judgment Request form must be completed in the Financial Aid section at [www.inter.edu](http://www.inter.edu) or by visiting your campus' Financial Aid Office.

The Professional Judgment Request form and the supporting documentation will be assessed by your campus' Financial Aid Director, in accordance with U.S. Department of Education regulations. After assessing the request, the Financial Aid Director will inform you in writing about their decision. If your request is approved, the corresponding changes will be made to your financial assistance records, and you will be notified of your assistance reevaluation, if applicable.

The Director's final decision will be documented in your file and will not be subject to appeal before the U.S. Department of Education.

## FINANCIAL ASSISTANCE OFFER LETTER

Students will receive a passive confirmation letter informing them of their financial assistance offers, in which the assistance will be considered to be confirmed if the student takes no action to decline them. Offers involving student loans and work-study must be actively confirmed or declined by students.

Financial assistance may be accepted or declined online in the **Inter Web** section at [www.inter.edu](http://www.inter.edu). There, the student can also find instructions to confirm financial assistance or print the Offer Letter, sign it and present it in-person at their campus' Financial Aid Office.

Students will be notified via the institutional email assigned by the UIPR when their offer is available to access in the **Inter Web** section at [www.inter.edu](http://www.inter.edu). It is important that students use the institutional email, as that is the official method of communication.

Financial assistance is awarded for the academic year and will be disbursed according to the academic terms in which the student is enrolled, if their academic workload or academic progress have not changed and they meet the eligibility criteria.

## FINANCIAL ASSISTANCE CREDIT

Financial assistance (except the work-study program) is automatically credited to the student's account to cover the costs of tuition and fees. If there is any amount to be reimbursed, it is paid with a check or direct deposit to the student's bank account, after receiving their written authorization. This credit process occurs frequently during the academic term, in the dates published in each term's academic and administrative calendar.

Federal loans are credited after the student accepts the loan, completes the entrance and loan counseling and signs the promissory note. In order for the assistance to be credited, it is necessary for the student to accept the charges corresponding to their course selection. When disbursing a loan, the institution will verify the student's continued eligibility and that they maintain at least half-time enrollment.

Pell Grant or loan recipients who meet the eligibility criteria 10 days before the start of the academic term will receive an anticipated stipend or book voucher, which may be used in our school or unaffiliated bookstores. The stipend or voucher will be available during the first 7 days of the academic term.

Only students who have any assistance amount left over after the Pell Grant or other assistance was credited to their cost of education will receive the stipend or voucher. The smaller amount between the disbursement and the cost of books for that academic term will be awarded, as determined by the institution. Students who do not wish to benefit from this option must complete the **Decline Form** sent by postal mail (in the case of vouchers) or email (in the case of anticipated stipends). Students must submit this form to the email provided by the Enrollment Management Services Office of their corresponding campus.

## COST OF ATTENDANCE

Federal regulation states specific guidelines for what should be included to in the cost of attendance. The UIPR uses these guidelines and prepares an annual model budget for each campus and type of student (dependent, independent, living or not with their parents, living on- or off-campus, undergraduate, graduate or professional student, and if they have extraordinary expenses).

When preparing the budget, the UIPR includes the following expenditures:

- Estimated charges for one academic year of tuition and fees
  - **Tuition:** charges assessed for classes and/or coursework
  - **Fees:** charges assessed for other institutional services (i.e. technology access, recreational center use)
- Housing: includes residence hall charges for on-campus students, or an estimate of rent and utilities for an off-campus student
- Food: includes the cost of a meal plan and/or an estimate of the costs of food prepared at home
- Estimated transportation and parking costs
- Estimated cost of books and supplies
- Purchase of a personal computer
- Miscellaneous costs such as personal hygiene, laundry, and reasonable entertainment
- Other costs specific to certain student circumstances related to attendance, such as dependent care during periods of class attendance or study, expenses related to disabilities, study abroad, educational loan fees and others
- Student health insurance costs

**Direct Costs:** Charges included in the [cost of attendance](#) that the student/family pays directly to the university.

Costs are revised annually The student's original budget may be revised at their request and after they submit supporting evidence. This evidence will be recorded in the student's file.

Under the Financial Aid tab at [www.inter.edu](http://www.inter.edu), you will also find the Net Price Calculator, which will give you information about the cost of education for first-year full-time students. The budgets described below are examples for the 2022-2023 academic year. Visit the Financial Aid Office at your campus to learn more about the costs of education for other academic years. Due to the COVID-19 pandemic, the 2022-2023 academic year included the cost to purchase a personal computer. This cost will not be included in future budgets, unless the Financial Aid Officer at your campus has the documentation necessary to support its inclusion on a case-by-case basis.

## TECHNICAL CERTIFICATE PROGRAM

Interamericana University of Puerto Rico  
Central Office  
Financial Aid Office

## Basis For Student Budgets

<b>Academic Year:</b> 2022-2023		<b>Academic Load:</b> Full Time	
<b>Level:</b> Post Secondary		<b>Program:</b> Post Scndary Tech Prog	
<b>TUITION</b>		24 Credits * 189 Per Credits	<b>\$4,536.00</b>
<b>FEES</b>		Health Insurance Contract	
		Special (Specify)	\$0.00
		Dispensary	\$15.00
		Access Information Center	\$40.00
		Parking Fee	\$0.00
		Student Center	\$19.00
		Student Activity	\$14.00
		General	\$60.00
		Infrastructure	\$100.00
		Construction	\$63.00
		Goods and Services	\$55.00
		Laboratory \$90.00 * 8	\$720.00
		<b>Total</b>	<b>\$1,452.00</b>
<b>BOOKS</b>		Avarage Cost Per Book	\$90.39
		Total Books Per Courses	1
		Total Courses	8
		<b>Total (Total Courses * Books Per Courses * Cost)</b>	<b>\$723.00</b>
<b>EQUIPMENT</b>			\$0.00
<b>SUPPLIES</b>		Note Book	\$6.04
		Pen	\$1.72
		Pencil	\$1.39
		Paper	\$18.98
		Folder	\$0.21
		Ruler	\$0.00
		Other	\$84.93
		Annual Other	\$0.00
		<b>Total (Note Book+Pen+Pencil+Paper+Folder+Ruler) * Curses) + Others + Annual Other</b>	<b>\$312.00</b>
<b>TRANSPORTATION</b>		Cost Per Trip	\$72.01
		Total Month	9
		Total Weeks	4
		Round Trip	1
		<b>Total</b>	<b>\$2,592.00</b>
<b>PERSONAL EXPENSES</b>		Grooming Aids	\$556.00
		Recreation	\$672.00
		Laundry	\$1,260.00
		Clothing	\$891.00
		Percent	11.5
		<b>Total (GA + Re + La + Cl) * Prct</b>	<b>\$3,768.00</b>
<b>ROOM</b>		Living on Campus	\$7,650.00
		Other Independent	\$5,386.00
		Independent Without Dependents Living w ith Parents	\$5,386.00
		Dependent Living w ith Parents	\$5,386.00
<b>BOARD</b>		Living on Campus	\$4,232.00
		Other Independent	\$4,232.00
		Independent Without Dependents Living w ith Parents	\$3,023.00
		Dependent Living w ith Parents	\$3,023.00
<b>TOTAL BUDGET</b>		Total Living On Campus	\$25,265.00
		Total Other Independents	\$23,001.00
		Total Independents w ithout Dependents Living With Parents	\$21,792.00
		Total Dependent Living With Parents	\$0.00
El costo para la compra de computadora y programas deberá asignarse a todo estudiante que no tuvo incluida la partida de computadora en su presupuesto de estudio. Este costo se asigna solamente una vez durante el tiempo en que el estudiante asiste a la UIPR.			

## UNDERGRADUATE PROGRAM

Interamericana University of Puerto Rico  
Central Office  
Financial Aid Office

### Basis For Student Budgets

Academic Year: 2022-2023			Academic Load: Full Time		
Level: Undergraduate		Program: Regular Semester			
TUITION		24 Credits * 202 Per Credits			\$4,848.00
FEES		Health Insurance			Contract
		Special (Specify)			\$0.00
		Dispensary			\$15.00
		Access Information Center			\$40.00
		Parking Fee			\$0.00
		Student Center			\$19.00
		Student Activity			\$14.00
		General			\$60.00
		Infrastructure			\$100.00
		Construction			\$63.00
		Goods and Services			\$55.00
		Laboratory \$90.00 * 8			\$720.00
		Total			\$1,452.00
BOOKS		Avarage Cost Per Book			\$90.39
		Total Books Per Courses			1
		Total Courses			8
		Total (Total Courses * Books Per Courses * Cost)			\$723.00
EQUIPMENT					\$0.00
SUPPLIES		Note Book			\$6.04
		Pen			\$1.72
		Pencil			\$1.39
		Paper			\$18.98
		Folder			\$0.21
		Ruler			\$0.00
		Other			\$84.93
		Annual Other			\$0.00
		Total (Note Book+Pen+Pencil+Paper+Folder+Ruler) * Curses) + Others + Annual Other			\$312.00
TRANSPORTATION		Cost Per Trip			\$72.01
		Total Month			9
		Total Weeks			4
		Round Trip			1
		Total			\$2,592.00
PERSONAL EXPENSES		Grooming Aids			\$556.00
		Recreation			\$672.00
		Laundry			\$1,260.00
		Clothing			\$891.00
		Percent			11.5
		Total (GA + Re + La + Cl) * Prct			\$3,768.00
ROOM		Living on Campus			\$7,650.00
		Other Independent			\$5,386.00
		Independent Without Dependents Living w ith Parents			\$5,386.00
		Dependent Living w ith Parents			\$5,386.00
BOARD		Living on Campus			\$4,232.00
		Other Independent			\$4,232.00
		Independent Without Dependents Living w ith Parents			\$3,023.00
		Dependent Living w ith Parents			\$3,023.00
TOTAL BUDGET		Total Living On Campus			\$25,577.00
		Total Other Independents			\$23,313.00
		Total Independents w ithout Dependents Living With Parents			\$22,104.00
		Total Dependent Living With Parents			\$22,104.00
El costo para la compra de computadora y programas deberá asignarse a todo estudiante que no tuvo incluida la partida de computadora en su presupuesto de estudio. Este costo se asigna solamente una vez durante el tiempo en que el estudiante asiste a la UIPR.					



## GRADUATE PROGRAM

Interamericana University of Puerto Rico  
Central Office  
Financial Aid Office

### Basis For Student Budgets

<b>Academic Year:</b> 2022-2023		<b>Campus:</b> Metropolitano	<b>Academic Load:</b> Full Time
<b>Level:</b> Graduate		<b>Program:</b> Regular Semester	
<b>TUITION</b>		12 Credits * 227 Per Credits	<b>\$2,724.00</b>
<b>FEES</b>		Health Insurance Contract	
		Special (Specify)	\$0.00
		Dispensary	\$15.00
		Access Information Center	\$40.00
		Parking Fee	\$0.00
		Student Center	\$19.00
		Student Activity	\$14.00
		General	\$60.00
		Infrastructure	\$100.00
		Construction	\$63.00
		Goods and Services	\$55.00
		Laboratory \$0.00 * 0	\$0.00
		<b>Total</b>	<b>\$732.00</b>
<b>BOOKS</b>		Avarage Cost Per Book	\$90.39
		Total Books Per Courses	1
		Total Courses	4
		<b>Total (Total Courses * Books Per Courses * Cost)</b>	<b>\$362.00</b>
<b>EQUIPMENT</b>			\$0.00
<b>SUPPLIES</b>		Note Book	\$6.04
		Pen	\$1.72
		Pencil	\$1.39
		Paper	\$18.98
		Folder	\$0.21
		Ruler	\$0.00
		Other	\$84.93
		Annual Other	\$0.00
		<b>Total (Note Book+Pen+Pencil+Paper+Folder+Ruler) * Curses) + Others + Annual Other</b>	<b>\$198.00</b>
<b>TRANSPORTATION</b>		Cost Per Trip	\$72.01
		Total Month	9
		Total Weeks	4
		Round Trip	1
		<b>Total</b>	<b>\$2,592.00</b>
<b>PERSONAL EXPENSES</b>		Grooming Aids	\$556.00
		Recreation	\$672.00
		Laundry	\$1,260.00
		Clothing	\$891.00
		Percent	11.5
		<b>Total (GA + Re + La + CI) * Prct</b>	<b>\$3,768.00</b>
<b>ROOM</b>		Living on Campus	\$7,650.00
		Other Independent	\$5,386.00
		Independent Without Dependents Living w ith Parents	\$5,386.00
		Dependent Living w ith Parents	\$0.00
<b>BOARD</b>		Living on Campus	\$4,232.00
		Other Independent	\$4,232.00
		Independent Without Dependents Living w ith Parents	\$3,023.00
		Dependent Living w ith Parents	\$0.00
<b>TOTAL BUDGET</b>		Total Living On Campus	\$22,258.00
		Total Other Independents	\$19,994.00
		Total Independents w ithout Dependents Living With Parents	\$18,785.00
		Total Dependent Living With Parents	\$0.00
El costo para la compra de computadora y programas deberá asignarse a todo estudiante que no tuvo incluida la partida de computadora en su presupuesto de estudio. Este costo se asigna solamente una vez durante el tiempo en que el estudiante asiste a la UIPR.			

## OPTOMETRY SCHOOL

Interamericana University of Puerto Rico  
Central Office  
Financial Aid Office

### Basis For Student Budgets

<b>Academic Year:</b> 2022-2023		<b>Campus:</b> Optometria	<b>Academic Load:</b> Full Time
<b>Level:</b> Graduate		<b>Program:</b> 1er Year Optometry	
<b>TUITION</b>		1 Credits * 29500 Per Credits	<b>\$29,500.00</b>
<b>FEES</b>		Health Insurance	Contract
		Special (Specify)	\$0.00
		Dispensary	\$0.00
		Access Information Center	\$40.00
		Parking Fee	\$0.00
		Student Center	\$0.00
		Student Activity	\$62.00
		General	\$60.00
		Infrastructure	\$100.00
		Construction	\$63.00
		Goods and Services	\$55.00
		Laboratory \$38.00 * 10	\$380.00
		<b>Total</b>	<b>\$1,140.00</b>
<b>BOOKS</b>		Avarage Cost Per Book	\$638.00
		Total Books Per Courses	1
		Total Courses	1
		<b>Total (Total Courses * Books Per Courses * Cost)</b>	<b>\$638.00</b>
<b>EQUIPMENT</b>			\$5,861.54
<b>SUPPLIES</b>		Note Book	\$3.11
		Pen	\$1.98
		Pencil	\$2.26
		Paper	\$2.51
		Folder	\$1.87
		Ruler	\$0.83
		Other	\$1,113.89
		Annual Other	\$0.00
		<b>Total (Note Book+Pen+Pencil+Paper+Folder+Ruler) * Curses) + Others + Annual Other</b>	<b>\$1,265.00</b>
<b>TRANSPORTATION</b>		Cost Per Trip	\$1,222.39
		Total Month	1
		Total Weeks	1
		Round Trip	1
		<b>Total</b>	<b>\$1,222.00</b>
<b>PERSONAL EXPENSES</b>		Grooming Aids	\$556.00
		Recreation	\$672.00
		Laundry	\$1,260.00
		Clothing	\$891.00
		Percent	11.5
		<b>Total (GA + Re + La + Cl) * Prct</b>	<b>\$3,768.00</b>
<b>ROOM</b>		Living on Campus	\$6,500.00
		Other Independent	\$7,793.01
		Independent Without Dependents Living w ith Parents	\$7,793.01
		Dependent Living w ith Parents	\$0.00
<b>BOARD</b>		Living on Campus	\$6,382.00
		Other Independent	\$6,382.00
		Independent Without Dependents Living w ith Parents	\$4,559.00
		Dependent Living w ith Parents	\$0.00
<b>TOTAL BUDGET</b>		Total Living On Campus	\$0.00
		Total Other Independents	\$57,569.55
		Total Independents w ithout Dependents Living With Parents	\$55,746.55
		Total Dependent Living With Parents	\$0.00
El costo para la compra de computadora y programas deberá asignarse a todo estudiante que no tuvo incluida la partida de computadora en su presupuesto de estudio. Este costo se asigna solamente una vez durante el tiempo en que el estudiante asiste a la UIPR.			

Interamericana University of Puerto Rico  
Central Office  
Financial Aid Office

### Basis For Student Budgets

<b>Academic Year:</b> 2022-2023		<b>Campus:</b> Law School Day	<b>Academic Load:</b> Full Time
<b>Level:</b> Graduate		<b>Program:</b> Law	
<b>TUITION</b>		28 Credits * 485 Per Credits	<b>\$13,580.00</b>
<b>FEES</b>		Health Insurance	Contract
		Special (Specify)	\$20.00
		Dispensary	\$15.00
		Access Information Center	\$40.00
		Parking Fee	\$30.00
		Student Center	\$0.00
		Student Activity	\$20.00
		General	\$60.00
		Infrastructure	\$100.00
		Construction	\$125.00
		Goods and Services	\$55.00
		Laboratory \$0.00 * 0	\$0.00
		<b>Total</b>	<b>\$930.00</b>
<b>BOOKS</b>		Avarage Cost Per Book	\$226.91
		Total Books Per Courses	1
		Total Courses	10
		<b>Total (Total Courses * Books Per Courses * Cost)</b>	<b>\$2,269.00</b>
<b>EQUIPMENT</b>			\$0.00
<b>SUPPLIES</b>		Note Book	\$6.04
		Pen	\$1.72
		Pencil	\$1.39
		Paper	\$18.98
		Folder	\$0.21
		Ruler	\$0.00
		Other	\$84.93
		Annual Other	\$0.00
		<b>Total (Note Book+Pen+Pencil+Paper+Folder+Ruler) * Curses) + Others + Annual Other</b>	<b>\$368.00</b>
<b>TRANSPORTATION</b>		Cost Per Trip	\$72.01
		Total Month	9
		Total Weeks	4
		Round Trip	1
		<b>Total</b>	<b>\$2,592.00</b>
<b>PERSONAL EXPENSES</b>		Grooming Aids	\$556.00
		Recreation	\$672.00
		Laundry	\$1,260.00
		Clothing	\$891.00
		Percent	11.5
		<b>Total (GA + Re + La + Cl) * Prct</b>	<b>\$3,768.00</b>
<b>ROOM</b>		Living on Campus	\$0.00
		Other Independent	\$7,793.01
		Independent Without Dependents Living w ith Parents	\$7,793.01
		Dependent Living w ith Parents	\$0.00
<b>BOARD</b>		Living on Campus	\$0.00
		Other Independent	\$6,382.00
		Independent Without Dependents Living w ith Parents	\$4,559.00
		Dependent Living w ith Parents	\$0.00
<b>TOTAL BUDGET</b>		Total Living On Campus	\$0.00
		Total Other Independents	\$37,682.01
		Total Independents w ithout Dependents Living With Parents	\$35,859.01
		Total Dependent Living With Parents	\$0.00
El costo para la compra de computadora y programas deberá asignarse a todo estudiante que no tuvo incluida la partida de computadora en su presupuesto de estudio. Este costo se asigna solamente una vez durante el tiempo en que el estudiante asiste a la UIPR.			

## TERMS AND CONDITIONS FOR RECEIVING FINANCIAL ASSISTANCE

All recipients must comply with the following terms and conditions:

- **RECEIVING FINANCIAL ASSISTANCE DURING THE FIRST WEEK OF CLASS:** To receive the Pell Grant disbursement, you must present evidence of class attendance and/or academic activity during the first three weeks of the trimester or semester, or their equivalent in shorter academic terms. The faculty will inform class attendance during this period. If you do not attend or perform any academic activity, you will receive an administrative withdrawal and the Pell Grant amount will be adjusted. The academic and administrative calendar of each academic term states the cutoff date when your academic workload will be confirmed. Any changes made after this date will not be considered for your Pell Grant.
- **MAINTAIN AT LEAST HALF-TIME ENROLLMENT** to be eligible for federal educational loans.
- **MAINTAIN SATISFACTORY ACADEMIC PROGRESS** in your educational program as stated in the General Catalog of the UIPR, as applicable depending on your academic level, and obtain a minimum grade point average of C when completing your second academic year (undergraduate students only).
- **COMPLETE YOUR DEGREE IN THE REQUIRED TIME** that does not exceed 150% of time, measured according to the total credits required to complete your study program.
- **SCHOLARSHIP FOR ACADEMICALLY TALENTED STUDENTS (BETA):** Eligibility for this program requires a minimum grade point average of 3.00, full-time enrollment and meeting the minimum income criteria as established by the Puerto Rico Board of Postsecondary Institutions.
- **THE FEDERAL PELL GRANT WILL COVER COURSE REPETITIONS IF** the student failed the course. If the student passed the course, they may repeat it once. Repeating courses will impact your satisfactory academic progress and consume your lifetime eligibility used for the Pell Grant.
- **NOTIFY THE FINANCIAL AID OFFICE** of any financial resource you did not declare in your FAFSA® for the current academic year, including part- or full-time employment, veteran status, UIPR employee benefits, honors grants, athlete grants and any other financial aid program in which you participate.

## FINANCIAL AID - GENERAL DISPOSITIONS

- The financial aid offer is based on the tuition estimates, and any changes to enrollment (partial or total withdrawal) may require readjustment, cancellation, or partial or total reimbursement of the aid received. If the student does not attend class during the first three weeks of the academic term, as stated in the semester or trimester calendar, or the equivalent for shorter terms, they will receive an administrative withdrawal and the Pell Grant amount will be adjusted.
- Grants are free financial assistance programs that do not have to be repaid. These come from various sources, such as federal, state, institutional and private agencies, among others.

- Unlike grants, loans are borrowed money that must be paid back with interest. The borrower must begin repaying their loans when they graduate, withdraw from the university, or drop below half-time enrollment.
- **The Work-Study Program** is not a grant. It is financial assistance earned by working at a job assigned by the Financial Aid Office, where the student is paid a wage for hours worked.
- The student is obligated to return part or all the financial assistance received if it was awarded on the basis of false or incomplete FAFSA® information.
- Financial aid amounts are divided according to the academic terms in which the student is expected to enroll. The financial aid offer is based on the academic workload of the first academic term and a projection of following terms with the same academic workload. This will be modified according to the total credits in which the student officially enrolls by the cutoff date.
- All financial aid programs and loans are offered to help pay for a student's cost of attendance.
- The annual budget describes the items considered to determine the estimated cost of attendance during the academic year.
- It is important that the student meets the deadlines established in the financial aid offer they received.
- The financial need assessment is based on the U.S. Department of Education method and includes the EFC, which is calculated using the student's FAFSA® information. The EFC represents the student/family's contribution to cover educational costs.
- If the student is dependent, they may choose to apply for a federal loan to cover the cost of education.
- After the enrollment and withdrawal cutoff date, the student's academic workload is set, and changes made after this date will not be considered for the Pell Grant disbursement.
- Visit your campus' Financial Aid Office to learn more about financial aid programs or if you wish to request a revision to your financial aid offer.

## INSTITUTIONAL POLICIES THAT STUDENTS SHOULD KNOW

### FEDERAL PELL GRANT RECALCULATION

Federal regulations require that a student attends all courses in which they enrolled during an academic term paid for by the Pell Grant. To comply with this requirement, the UIPR establishes a time period at the start of each academic term to make changes to enrollment before determining the student's official academic workload for the purpose of receiving financial assistance. The date to confirm final enrollment is known as the cutoff date, which is published each academic term in the academic and administrative calendar. If a student does not attend all their enrolled courses before the cutoff date, the university will recalculate the Pell Grant

amount up to the cutoff date, and the amount the student receives will reflect the courses which the student attended.

The U.S. Department of Education also requires the University to recalculate the Pell Grant if the student's EFC changes at any moment while they receive financial assistance. This may happen as a result of a correction to the FAFSA® or the data verification process.

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## **MAXIMUM TIME REQUIREMENTS TO RECEIVE FEDERAL FINANCIAL ASSISTANCE**

The time period during which a student is eligible to receive financial assistance depends on the duration of their study program, as stated by the University. To this effect, the University has defined the duration of all study programs based on the number of credits required to complete the degree. The student must complete their study program within a time period that must not exceed 150% of the duration established for the program. Students also accumulate educational time for transferred credits. Pell Grant eligibility expires when the student meets the academic requirements to achieve their first bachelor's degree. At the end of their second academic year, the student must have a minimum GPA of 1.50 to maintain eligibility for financial aid.

Students will have 6 years of full-time enrollment or 600% of the Pell Grant eligibility time to complete their study programs. The time that was already used at another eligible institution counts towards the total Pell Grant lifetime eligibility used.

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## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Federal and state regulations require that students evidence their satisfactory academic progress. The U.S. Department of Education allows institutions to establish their own SAP norms, as long as it includes quantitative (time to complete the degree) and qualitative (GPA) criteria.

- **Qualitative:**

The GPA the student must achieve in each assessment, which must be consistent with the graduation requirements. In addition, the law specifies that, at the end of their second year, students must achieve a minimum GPA of 1.50 if they are enrolled in a two-year or more academic program.

- **Quantitative:**

The maximum time permitted to complete a degree, which must not exceed 150% of the study program's duration, measured in time or credits. At the UIPR, we measure time based on the number of credits of the different majors.

Other elements may be included in the SAP policy, such as remedial courses, repeated courses, transferred courses, probationary periods, academic probations and requisites to complete a degree. A student who does not meet an SAP criteria may lose eligibility to federal and state funds.

## Reestablishing Financial Assistance

Students who do not achieve satisfactory academic progress are not eligible to receive federal or state financial aid until they successfully appeal their loss of eligibility before their campus' Appeals Committee.

If the appeal is successful, the student will be classified as being in a financial aid probation period and will be eligible to receive federal and state funds for **an additional term**. These students will be evaluated during all academic terms until they achieve an SAP. If necessary, the Appeals Committee may require the student to comply with an academic plan that allows them to achieve an SAP in an established time period.

The institutional catalog available at [www.inter.edu](http://www.inter.edu) provides more details on the SAP policy.

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## REIMBURSEMENT POLICY DUE TO TOTAL WITHDRAWALS APPLICABLE TO FSA RECIPIENTS

### Total Withdrawal and Its Impact on Financial Assistance

Federal regulations establish the requirements for the use and awarding of FSA funds when recipients officially withdraw from all courses, never attend classes, or are suspended before completing 60% of their payment or enrollment period.

The University must determine the Title IV amount awarded to the student from the date when the student stopped attending until 60% of the academic period. An apportionment of the calendar will be made to determine the Title IV funds amount that the student received until the moment of the total withdrawal. For example, a student who retires from university after completing only 40% of their period of enrollment (payment period) only earned 40% of the original financial aid for which they were eligible. After the 60% mark of the academic term, a student has earned 100% of Title IV funds to which they were entitled.

### Official Total Withdrawal

Official total withdrawals are those in which the student formally notifies the University about their decision to interrupt their studies.

Any student who wishes to withdraw from the university must contact a Professional Counselor who will guide them through the process. The student must complete the Official Total Withdrawal Form and sign it on the date when the process begins. The student must then obtain endorsement from a Financial Aid Officer and submit it to the Registrar's Office to be processed. The total withdrawal will be effective on the date when the student started the withdrawal process, as signed in the Official Total Withdrawal Form.

Online students must contact the Professional Counselor via email to notify them of their decision to withdraw. The Professional Counselor will complete the Official Withdrawal Form with the information provided by the student and will submit it to the Registrar's Office with a copy of the student's email request. The effective date of the total withdrawal will be the date when the student sent the email.

If a student never attended class or participated in any related academic activities during the first 3 weeks of the academic term, or their equivalent in shorter terms, they will receive an administrative withdrawal and they must return 100% of the Title IV aid received.

### **Unofficial Total Withdrawal**

Unofficial total withdrawals happen when a student stops attending class for at least 3 consecutive weeks during a semester, or its equivalent in shorter academic terms, without presenting a justification to the professor or the Dean of Student Affairs, and does not qualify to receive an Incomplete or Failing grade.

If students with veteran benefits stop attending class for 2 or more weeks, or its equivalent in shorter academic terms, it will be notified to the Administration of Veteran Affairs.

The professor will notify the student's last day of class attendance or related academic activity at the end of the academic term. If the last date of class attendance or related academic activity is before the completion of 60% of the academic term, the withdrawal date will be the midpoint of the academic term. Fund reimbursement applies only if the student withdraws before completing at least 60% of the academic term. The University will determine the withdrawal date within 30 calendar days after the end of the academic term in which the student was enrolled.

### **Total Withdrawal from Title IV Eligible Courses and non-Title IV Courses**

Students sometimes take Title IV eligible courses to obtain credits along non-Title IV courses for which they will not receive any credits, i.e. attending a course as an auditing student, completing Incomplete courses, or repeating courses for which they already obtained a passing grade. If a student stops attending all their Title IV eligible courses during an award period, they will be subject to the total withdrawal reimbursement policy, but the student will maintain their active enrollment status for non-Title IV courses.

### **Leave of Absence (LOA)**

A leave of absence (LOA) is conceded to a student who, for one or more previously notified reasons, temporarily interrupts their studies or academic activity. To be eligible for a LOA, the student must request it while being officially enrolled at the university.

A student with a LOA who does not return to the university when the LOA expires is considered to have withdrawn. The University must calculate the amount of funds the student must return. The official withdrawal date is the date when the student started their LOA.

### **Calculation of the Reimbursement**

A reimbursement is required when the real amount of the previously disbursed aid is higher than the earned amount, as determined by the new calculation. The responsibility for returning unearned aid is assigned between the student and the University. The amount to be returned is calculated based on the formula provided by the U.S. Department of Education. The amount to be returned depends on the type of financial assistance



the student received, the effective date of the total withdrawal and the institutional charges incurred. The institution must return a part of the funds in excess that is the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the funds; or
2. The total amount of the exceeding funds

If the University is not obligated to return the funds, the student is responsible for returning them to the USDE.

Any loan funds that the student must return (or their parents, in the case of a Direct PLUS Loan) will be reimbursed according to the terms stated in the promissory note. In other words, it is not necessary that loan funds are returned immediately, but in scheduled payments to the lender during an agreed period of time.

Any amount that the student returns to a loan program may be reimbursed according to the terms of the signed promissory note. All educational loans recipients who withdraw from the university must complete an exit counseling at [studentloans.gov](https://studentloans.gov), as required by the U.S. Department of Education.

An amount of \$50 or more of the grants paid to a student in excess of their need is called an overpayment, and the student must schedule repayments with the U.S. Department of Education.

If the amount paid to a student is less than their award, the student may receive a disbursement after the total withdrawal. If your disbursement after the total withdrawal includes loan funds, the Financial Aid Office must obtain permission from the student before making the disbursement. The student may choose to decline some or all the loan funds received to avoid additional debt. After the total withdrawal, the University will automatically apply all or a part of the disbursement to the tuition, fees, housing, food and other current institutional costs previously authorized by the student during the enrollment process.

Some Title IV funds that a student is programed to receive cannot be disbursed due to eligibility criteria after the student withdraws. For example, if a first-year undergraduate student or a first-time Direct Loan recipient has not completed the first 30 days of their study program before withdrawing, they will not receive any Direct Loan funds they would have received if they had maintained enrollment after those first 30 days.

A school must return unearned funds to the federal programs no later than 45 calendar days after the student's withdrawal date. Federal funds must be returned in the following order, as applicable:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan (for parents or graduate students)
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grant (IASG)

6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Teacher Education Assistance for College and Higher Education (TEACH) Grant

If the student owes any amount after returning Title IV funds, they will be notified in writing within 10 business days. Any amount owed to the University must be paid in total or the student can make a payment agreement with the University. The Collections Office will place a restriction on the student's account until the owed amount is paid completely. If returning the Title IV funds results in a credit, the University will reimburse the amount to the student within 14 days via direct deposit or paper check.

**Example:**

A student is owed a disbursement of \$800 after their total withdrawal.

The total institutional charges for which the student was originally assessed are \$2,300. However, under the institutional reimbursement policy, the institution can only keep \$600 of those institutional charges. Funds had not been used to pay for the institutional charges at the moment when the student withdrew.

The institution must reimburse a part of the \$800 after the total withdrawal. The institution can credit \$600 to institutional charges and offer \$200 to the student.

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## **INSTITUTIONAL FUNDS REPAYMENT POLICY APPLICABLE TO WITHDRAWN STUDENTS**

The Funds Repayment Policy is applicable to all students who request a total withdrawal in one of the following situations:

1. Students who pay their tuition in cash, with state or institutional funds, or other programs that are **not** under Title IV of the Higher Education Act of 1965, as amended.
2. Students who request a total withdrawal or stop attending class will be subject to a fund repayment as explained below:

**Semester, trimester and quadmester:**

100% of funds must be returned before the first day of class.

75% of funds must be returned during the first week of class.

50% of funds must be returned during the second week of class.

**NO FUNDS WILL BE RETURNED AFTER THE SECOND WEEK OF CLASS**

### Summer session:

100% of funds must be returned before the first day of class.

75% of the funds must be returned during the first and second days of class.

50% of the funds must be returned during the third and fourth days of class.

### **NO FUNDS WILL BE RETURNED AFTER THE FOURTH DAY OF CLASS**

Students who pay with financial assistance are responsible for the difference between the fund reimbursement and the cost of their tuition.

The UIPR states, in their academic and administrative calendar, various important dates, including the cutoff date. This is when the student's academic workload is confirmed so the financial aid programs can make their payments. After this date, the academic workload will not be recalculated.

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## **VERIFICATION PROCESS AND PROCEDURE**

**Verification** is the federal mandated process under which an applicant's **FAFSA**® information is selected by the Department or a school and determined to be accurate or inaccurate. To complete the verification process, the student, their parents or their spouse must provide certain documents for revision to the school. If the information does not match with the **FAFSA**® information, the verification may result in changes to a student's eligibility to receive financial aid and/or financial aid offers.

In accordance with federal regulations, the UIPR verifies all the applications of students enrolled at the institution and who have been selected for verification by the U.S. Department of Education. The selected applications are identified with an asterisk (\*) beside the EFC.

The Financial Aid Office will notify students in writing if they are selected for verification and request the documents necessary to complete the verification process along with the established deadlines.

If during the verification process it is determined that it is necessary to correct some information, the student will receive counseling about the steps they must follow to make the necessary corrections. The institution may select other applications that seem to contain conflicting information.

The UIPR will not credit financial aid funds or certify loans to students who do not complete the verification process, except graduate students who only receive an unsubsidized loan. If the student's application is selected after the financial assistance was awarded, the award must be revised to ensure the student maintains eligibility to the disbursed amount; if not, the Financial Aid Office will make the necessary adjustments. The student is responsible for any balance in their account as a result of the adjustment.

Not all students are required to submit the same information, as the U.S. Department of Education categorizes them in different verification groups which list the documents a selected student must provide:

- Verification tracking group V1 - Standard verification
- Verification tracking group V4 - Custom verification
- Verification tracking group V5 - Aggregate verification

The verifications requirements apply to the majority of the federal financial aid programs.

1. Federal Pell Grant
2. Federal Direct Subsidized Loan
3. Campus-Based Programs:
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Federal Work-Study Program
4. State Funds Programs

Students can find the Title IV Verification Form at <https://ssb.ec.inter.edu/ssomanager/c/SSB> or by clicking the InterWeb tab on your campus' website.

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#### **DOCUMENTS REQUIRED FOR THE VERIFICATION PROCESS:**

Documents Required for the Verification Process:

1. Puerto Rico Tax Returns, U.S. Tax Returns, IRS Forms 1040, 1040A, 1040EZ. You must include all attachments, as well as all applicable Form W-2.

NOTE: If the recipient does not file for taxes, but due to their income (if the student is independent), or their spouse's income, or their parent's income (if the student is dependent) it is determined that they should file taxes, they must obtain a Verification of Nonfiling (IRS Form 4506-T), as applicable. In some cases, the institution may request information about received child support, if that helps to explain how the family supports itself.

2. Tax exempt income, such as: untaxed portions of IRA distributions and untaxed portions of pensions.
3. Non taxfiling applicants or parents:
  - a. Form W-2 for all income earned from work
  - b. Statement of Educational Purpose
4. Verification Form corresponding to your verification tracking group

## 5. Identity/Statement of Educational Purpose

To meet the criteria related to identity and the statement of educational purpose, students must present the necessary documents in-person at their campus' Financial Aid Office. To verify a student's identity, only valid state-issued identifications are accepted, including a driver's license, passport, military identification or voter ID.

### COVID-19 Exemptions:

**1. Identity/Statement of Educational Purpose:** The U.S. Department of Education has suspended the in-person and notary requirements to verify Identity/Statement of Educational Purpose and has provided other options described below until the end of the payment period that begins after the termination of the federal COVID-19 emergency declaration.

After completing the Identity/Statement of Educational Purpose requirements, as described in the Federal Register notice "[Free Application for Federal Student Aid \(FAFSA®\) Information To Be Verified for the 2021-2022 Award Year](#)", institutions may accept:

- a) Digital copies of the required documents You can upload a photo of the documents, a PDF or other similar digital file via an institution's secure site or email.
- b) A digital signature made with an optical pen or the applicant's finger on the statement, or an image of the signature instead of a wet signature.

A disability identification card is not accepted, as it is not considered to be a valid form of identification.

**2. Changes to the Verification Requirements for 2022-2023:** The U.S. Department of Education published changes to the verification requirements effective on July 13, 2021, as a result of the continued economic, social and physical impact of the COVID-19 pandemic. To provide relief to millions of university students who struggle because of the current national emergency, in the 2022-2023 academic year the USDE has focused its efforts strictly on identity and fraud. This means that the USDE is foregoing the verification of most FAFSA®/ISIR information, except the Identity/Statement of Educational Purpose and the high school diploma under verification tracking groups V4 and V5.

However, this does not prevent institutions from verifying all documents to search for contradictory information that may affect a student's eligibility.

This exemption is applicable for the process and verification of the 2022-2023 FAFSA®. The Inter American University of Puerto Rico applied these changes immediately.

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## OTHER INSTITUTIONAL POLICIES

Visit [www.inter.edu](http://www.inter.edu) and click on the Documents tab to find manuals, regulations, catalogs and normative documents, as well as:

- Academic programs
- The faculty
- Accreditations and licenses
- Facilities
- Help for disabled students
- Credit transfer policy
- Copyright guidelines and norms
- Privacy policy
- Institutional norms
- The International Student Mobility Program (ISMP)

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#### **OTHER VALUABLE RESOURCES:**

You can also access your campus' website to find specific information about counseling and tutorship, services for disabled students, book lists and their cost, remote learning, class programs and academic calendars.

Other information you may find in this website includes:

- Security and crime statistics
- Policies on the use and abuse of drugs and alcohol
- Contact information for key personnel
- The Student Right-to-Know Act
- Athletic participation

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Students have the right to:**

1. Receive orientation about available financial aid programs and how to benefit from them.
2. Know the requirements for withdrawal, reimbursements and repayment of financial aid.

**Students are responsible for:**

- Requesting financial aid within the established time period.
- Complete all required documentation related to financial aid within the established time period.
- Know the terms and conditions of the loans they request and the promissory notes they sign.
- Use financial aid awards only for educational purposes.
- Notify the institution about any changes to the address, financial situation or dependency status while enrolled at the institution.
- Request information about their loan payment plan at the moment of retiring from the institution.
- Complete the loan programs' exit counseling if they graduate, withdraw, abandon their studies or drop below half-time enrollment.
- Maintain satisfactory academic progress (SAP).

### -A-

#### **Ability to Benefit (ATB)**

Federal norm that permits an individual who does not have a high school diploma and wishes to course post-secondary education using financial aid to be eligible if:

- (a) the student does not have a high school diploma or a recognized equivalent
- (b) the student is older than the compulsory school attendance age at the state where the Institution is located.

To be eligible to receive financial aid, the Higher Education Act (HEA) of 1965, as amended, requires these students to pass an individual USDE-approved exam administered by the Institution.

#### **Academic Year**

A period of at least 30 weeks and 24 semester/trimester credit-hours or 36 bimester credit-hours for a program measured in credit-hours, or at least 900 clock-hours for program measured in clock-hours.

#### **Accredited Institution**

Any school or institution that complies with the administrative, financial and academic norms established by an accrediting agency or national association recognized by the U.S. Department of Education. Accreditation is a requisite to obtaining federal funds.

#### **Accrediting Agency**

An agency recognized by the U.S. Department of Education (USDE) as a trustworthy authority to evaluate the quality of the educational programs offered by university and/or post-secondary institutions.

#### **Administrative Capability**

The ability a school must demonstrate in providing the education it promises and properly managing the Federal Student Aid Programs (34 CFR 668.16).

#### **Advanced Payment Method**

A payment method under which a school submits a request for funds to the U.S. Department of Education before making financial aid disbursements to eligible students. If the USDE accepts the request, it initiates an electronic funds transfer (EFT) of that amount to the depository account designated by the school. The school must disburse the funds requested no later than three (3) natural days following the date the school receives those funds.



## **Agreement to Serve (ATS)**

Agreement under which the individual receiving a TEACH Grant commits to meet the service obligation and other provisions of the agreement.

## **Allocation**

A specific sum of money awarded for use during a specific period of time. Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program (FWS) and Federal Perkins Loan Program funds are allocated to a school on an award-year basis.

## **Appropriation**

A form of budget authority provided by law that permits federal agencies to make payments out of the Treasury for specified purposes.

## **Attendance (to Class and an Academically Related Activity)**

The criteria schools must use to determine whether a student has ceased attendance and, if necessary, determine whether the student must reimburse federal funds. Criteria used by the school include:

- attending a class where there is an opportunity for direct interaction between instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the institution;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academic attendance and attendance at an academically related activity do not include activities where a student may be present, but not academically engaged, such as:

- living in the student dorms
- participating in nutrition plans offered by the institution
- connecting to, but not being an active participant of, an online course
- participating in academic counseling

## **Award**

A specific quantity of financial aid that an eligible student may receive from one or various federal economic aid programs to help pay for educational costs.

## **Award Year**

The period beginning July 1 and ending June 30 of the following year, during which federal financial aid is awarded.

**-B-**

## **Base Year**

The calendar year period of 12 months ending on December 31 that precedes an award year. For example, the calendar year 2022 is the base year for award year 2022-2023.

## **Book Voucher**

A Document that reflects funds available on a student's account that can be used to purchase books and other educationally related materials from either a school or unaffiliated bookstore.

**-C-**

## **Campus-Based Programs**

Three Title IV programs administered by participating higher education institutions:

- Federal Perkins Loan Program (FPLP)
- Federal Work-Study Program (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

## **Cancellation (Federal Direct Loan Program and Federal Family Education Loan Program)**

Borrowers may request the cancellation of a portion of their loan when they no longer need the requested amount. However, if the borrower is employed in nonprofit organizations that offer community services, all or a portion of the debt can be forgiven. The loan can be discharged in the case of: death, total or permanent disability, school closure (before the borrower finished their studies) and other conditions established by the Department of Education.

In addition, FFEL and Direct Loan Programs borrowers can obtain forgiveness for all or a portion of their loan if they are employed as a teacher or childcare provider in certain low-income communities.

## **Cancellation (Perkins Loan Program)**

Perkins Loan Program borrowers may qualify for a cancellation of their loan if they meet at least one of the following reasons:

- the borrower performs specific public services full-time
- military service
- death
- total or permanent disability
- school closure before the borrower finishes their study program
- some bankruptcies

## **Central Processing System (CPS)**

System designed by the U.S. Department of Education for processing FAFSA® data. The CPS uses the FAFSA® data to calculate the applicant's Expected Family Contribution, creates and transmits the ISIR data to schools, and sends the SAR to students via mail.

A series of calculations is used to verify the consistency of the submitted information. It also verifies the applicant's eligibility with the Social Security Administration, the Citizenship and Immigration Services, and the Selective Service. In addition, each student is verified against the databases of the USDE and the National Student Loan Data System (NSLDS).

The CPS uses the FAFSA® data to calculate the applicant's Expected Family Contribution, creates and transmits the ISIR data to schools, and sends the SAR to students via mail. A specific program is used to verify the consistency of the submitted information. It also verifies the applicant's eligibility with the Social Security Administration, the Citizenship and Immigration Services, and the Selective Service. In addition, each student is verified against the National Student Loan Data System (NSLDS) databases.

## **Continuing Resolution (CR)**

A U.S. Congress accord to continue appropriations for specific agencies (at proportions generally determined based on the prior year's appropriation) when legislators have not reached an agreement on appropriation for those agencies during the current fiscal year.

## **Cost of Attendance (COA)**

Estimate cost of a student's educational expenses for an academic year or period of enrollment. Defining a student's COA is the first step in establishing a student's federal student aid package. It sets the limit on the

total federal student aid a student may receive according to their needs, it is also used to determine the amount of funds a student will receive from the Federal Pell Grant.

**-D-**

### **Delinquency**

The action of not repaying federal loans as established in the terms signed by the student. See Default.

### **Data Match**

The information submitted in the Free Application for Federal Student Aid (FAFSA®) is checked against other data in other federal agencies using the Central Processing System (CPS) to determine if an applicant meets eligibility requirements.

### **Default**

For Perkins Loan and Federal Direct Loans: the borrower's failure to meet repayments as established in the promissory note.

Borrowers may face serious legal consequences for defaulting on payments.

### **Dependency Override**

Action a financial aid administrator may take to change a student's status for federal student aid from dependent to independent. There must be unusual circumstances to warrant an override, which must be documented in the student's file.

**-E-**

### **EDEExpress**

A free of charge PC application provided by the U.S. Department of Education for Electronic Data Exchange (EDE). It allows schools to input, review and manage FAFSA® data. This PC application can also be used to create financial aid packages, originate Stafford Direct Loans and bank loans, and print promissory notes.

### **Electronic Data Exchange**

Process through which institutions and other electronic service providers transmit and receive FAFSA® data and results.

### **Eligible Noncitizen**

An FSA applicant who is not a U.S. Citizens but is a lawful permanent resident or authorized to be eligible to receive Title IV financial aid. The conditions for noncitizen eligibility are outlined in Volume 1 of the Federal Student Aid Handbook.

## **Eligible Program**

An educational program that is lawfully authorized to grant an academic degree or certificate, meets the criteria set by a national accrediting agency and is certified by the USDE as an eligible program. For more information, see Volume II of the Federal Student Aid Handbook.

## **Eligible Vocational or Technical Institution**

A school or institution that offers at least one USDE-approved training program to prepare students for employment in a recognized profession.

## **Expected Family Contribution (EFC)**

The eligibility index used by the Financial Aid Officers to determine the amount of financial aid a student may receive if they enroll at the University. The EFC is calculated using a formula set by law, based on the information provided by the student and their family in the Free Application for Federal Student Aid (FAFSA®).

**-F-**

## **Federal Direct Loans**

### **Federal Direct Subsidized Loan Program**

Loan provided with the market interest rate at the moment of application, but never higher than 8.25%. It has an origination cost deducted from the original requested amount. The federal government pays the interests of this loan while the applicant is still a student. Students start paying the loan 6 months after ceasing academic studies, graduating or enrolling in an academic workload smaller than 6 credits. The maximum amount awarded per year is currently \$5,500, up to an accumulated total of \$23,500.

### **Federal Direct Unsubsidized Loan Program**

Aimed at students with higher income who are totally or partially ineligible to receive a subsidized loan. These students have the option of applying for an unsubsidized loan. The terms are the same as the Federal Stafford Subsidized Loan, but the borrower is responsible for the interest that accrues from the moment of disbursement. The maximum amount awarded per year is currently \$7,000, up to an accumulated total of \$34,500. The sum of the total limits of subsidized and unsubsidized loans should never exceed \$57,500.

### **Federal Direct PLUS Program**

It provides loans to parents of dependent students and to graduate or professional students. Students must be enrolled at least half-time. Financial need is not a requisite to apply for this loan. Eligibility is evaluated according to the applicant parent's credit history and the cost of attendance. They are not subsidized or have a minimum annual amount. Parents may apply for deferment while their son or daughter is enrolled at least half-time. In addition, the parent can request deferment to start making payments 6 months after their son or daughter retires from the university. (Interests accrue.)

## **Federal Family Education Loan (FFEL) Programs**

Long-term loans secured by the state or nonprofit guaranty agencies. The Federal Government guarantees repayment of these loans if the student cannot make the required loan payments.

## **Federal Grant Programs**

Federal programs that do not require reimbursement or employment from the student. These include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG).
- Leveraging Educational Assistance Partnership (LEAP)

## **Federal Student Aid Handbook**

The Federal Student Aid Handbook is a U.S. Department of Education publication that explains the Title IV law and federal student aid administration. In addition, this publication describes how an institution can be eligible and maintain eligibility to participate in these programs. You can read the Handbook at <https://fsapartners.ed.gov/knowledge-center/fsa-handbook>.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Campus-Based Program that provides grants to eligible students who demonstrate exceptional financial need, are enrolled in eligible programs and have not yet achieved an associate or bachelor's degree. The priority of the FSEOG grant is to award funds to students with an exceptional financial need and receive the Federal Pell Grant.

## **Federal Work-Study Program (FWS)**

A program that provides part-time employment in-campus for undergraduate or graduate students who need the earnings to help meet their costs of attendance that are not covered in other financial aid.

## **Financial Aid Administrator or Director**

An individual employed by an institution to manage federal financial aid programs.

## **Financial Aid Awarded under Federal Title IV**

Federal financial aid programs for students enrolled in academic institutions authorized under Title IV of the Higher Education Act (HEA) of 1965, as amended. These programs, managed by the U.S. Department of Education, include:

- Federal Pell Grant

- Federal Supplementary Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Perkins Loan
- William D. Ford Federal Direct Loan Program
- Robert C. Byrd Federal Grant Program
- Teacher Education Assistance for College and Higher Education (TEACH) Grant

## **Financial Aid History**

Support data included in the SAR/ISIR processed through the National Student Loan Data System (NSLDS). The data show aid received by students, as well as overpayments, paid loans and/or outstanding payments, among other data.

## **Financial Aid Transcript (FAT)**

A document previously used by academic institutions to collect a student's Title IV data and financial aid received in other academic institutions.

## **Financial Need**

An eligible student's Cost of Attendance (COA) to an institution minus the student's Expected Family Contribution (EFC).

## **Free Application for Federal Student Aid (FAFSA®)**

A federal application which must be completed by a student who wishes to receive financial aid, and their spouse or their family.

## **FSA ID**

A personal identification number that allows access to personal information in various USDE systems. It is similar to a PIN number and must be kept secure and private.

A student or parent who has not received their PIN can create one at <https://fsaid.ed.gov>.

## **Full-Time Student**

An enrolled student carrying a full-time academic workload, as determined by the Institution. At the UIPR, the minimum academic workload required to consider an undergraduate student as a full-time student is 12 credits per academic year.

At institutions that measure progress in clock-hours, a full-time academic workload is 24 hours a week. For more information, read the Federal Student Aid Handbook.

**-G-**

### **Graduate or Professional Student**

A student who is enrolled in a program or course above the baccalaureate level.

**-H-**

### **Half-Time Student**

The Institution determines the criteria a student must satisfy to be considered a half-time student. At the UIPR, the minimum academic workload required to consider an undergraduate student as a half-time student is 6 to 8 credits per academic term.

No student enrolled solely in correspondence study is considered more than a half-time student.

**-I-**

### **Independent Student**

For the 2022-2023 academic year, a student qualifies as an independent student if they answer **YES** to any of the following questions:

- Was the student born before January 1, 1999?
- To date, is the student married? (Answer Yes if the student is separated, but not divorced.)
- At the start of the 2022-2023 academic year, is the student enrolled in a master's or doctorate degree program (i.e., a master's degree in art, business administration, or a doctorate degree in medicine, law, philosophy, education, or a post-graduate certification)?
- Does the student have (or will have) children who depend in part on the student between July 1, 2022, and June 30, 2023?
- Does the student have dependents other than their children or spouse who live in the student's household and depend in part on the student between July 1, 2022, and June 30, 2023?
- Is the student currently serving on active military duty in the Armed Forces of the United States for other than training purposes? (If the student is a voluntary recruit of the Reserve or National Guard, are they currently serving in active duty for other than state duty or training purposes?)
- Is the student a veteran of the Armed Forces of the United States?



- Was the student an orphan, in foster care, or a ward of the court at any time when they were 13 years of age or older?
- Has a court of competent jurisdiction in the student's state of legal residence determined that the student is an emancipated minor or in legal guardianship of someone other than their biological or adoptive parents? (Answer Yes if the student is currently an adult but had a legal guardian or was an emancipated minor immediately prior to attaining the age of majority.) Answer No if the court documentation says "custody" instead of "guardianship".)
- At any moment on July 1, 2021 or later has (a) the student's school or school district's homeless student office, (b) the director of an emergency shelter or transitional housing program financed by the U.S. Department of Housing and Urban Development, or (c) the director of a homeless youth center determined that the student is an unaccompanied youth who is homeless, self-supporting or at risk of homelessness?

**-L-**

### **Lifetime Eligibility Used (LEU)**

The sum with which the USDE identifies the Eligibility Used percentages for Pell Grant recipients. The maximum a student may receive is the equivalent of 12 full-time semesters, or 6 scheduled awards. The USDE's Common Origination and Disbursement (COD) system tracks a student's Pell LEU percentage.

**-N-**

### **Needs Assessment**

The method used to determine the student's Expected Family Contribution (EFC) to pay their educational costs.

### **Net Price Calculator**

An online tool that provides estimated net price information to current and prospective students. Net price is defined as the cost of attendance minus the average yearly grant and scholarship aid.

**-O-**

### **Overaward**

An overaward exists when a school awards aid to a student that, based on the student's need, exceeds the difference between the COA and the EFC.

### **Overpayment**

Funds disbursed to a student in excess of their need. An overpayment can result from an error in the COA or the EFC. It can also be the result of a change in the student's cost of enrollment, the student withdraws from the

school, or there is a change in the student's financial situation. However, Federal Work-Study funds (which are paid by worked hours) do not have to be reimbursed. The student must reimburse funds received in excess, unless changes can be made to the student's award during the following payment periods in the same academic year.

**-P-**

### **Packaging**

A school's process for determining the type and amount of assistance (loans and grants from all sources, as well as the Work-Study Program) that will be offered to a student.

### **Primary EFC**

The Expected Family Contribution (EFC) can be found on the first page of the SAR/ISIR. When there is only one Primary EFC in the SAR/ISIR, it is based on a simplified calculation of the student's FAFSA® information.

### **Private Institution, Nonprofit**

An institution organized as a nonprofit corporation under its corresponding tax jurisdiction. Nonprofit institutions do not have the purpose of making revenue or paying dividends to shareholders. A Board of Trustees governs this type of institutions. Normally, they are incorporated following a charitable, educational, cultural or scientific mission.

### **Professional Judgment**

Lawful action a financial aid administrator may take to change a student's dependency status for federal student aid to adjust a student's cost of attendance (COA) components, or adjust the data used to calculate the Expected Family Contribution (EFC). The professional judgment adjustment can increase a student's financial aid eligibility. It can only be used on a case-by-case basis and the financial aid administrator must document the circumstances in the student's file.

**-S-**

### **SAR Acknowledgment**

A report provided to an applicant showing their electronically submitted FAFSA® information and the amount of their Expected Family Contribution (EFC). The EFC is necessary for the calculation or needs assessment required to award financial aid. Unlike the SAR, this report cannot be used for corrections.

### **Satisfactory Academic Progress (SAP)**

A proportion determined as satisfactory between approved courses and attempted courses, measured with qualitative and quantitative standards. By law, Title IV participating institutions must create policies to supervise students' SAP. The U.S. Department of Education has published minimum standards to create these policies.

Schools must verify their students' SAP at least once per academic term and must document it for each disbursement period.

### **Semester**

A way to measure the length of an academic period. A course has a minimum of 30 weeks of instructional time. A semester provides at least 15 weeks of instructional time and full-time enrollment has a minimum of 12 semester hours per term.

### **Student Aid Report (SAR)**

A report provided to an applicant showing their electronically submitted FAFSA® information and the amount of their Expected Family Contribution (EFC). The EFC is necessary for the calculation or needs assessment required to award financial aid. This document has 8 pages, of which the last 4 can be used to submit any corrections to the Central Processing System (CPS).

**-T-**

### **Term-Based Program**

A study program that measures progress in semesters, trimesters or quadesters.

### **Three-Quarter Time Student**

An enrolled student who is carrying a three-quarter time academic workload, as determined by the Institution. At the UIPR, the academic workload required to consider an undergraduate student as a three-quarter time student is 9 to 11 credits per academic term.

**-U-**

### **Unusual Enrollment History (UEH)**

A student's unusual pattern of enrollment.

### **U.S. Department of Education (USDE)**

Federal entity responsible for managing the laws and funds related to elementary, secondary, post-secondary and vocational education. It is also responsible for creating, modifying and/or changing the regulations for managing federal education funds. It has administrative judges that allow entities to appeal the USDE's decisions. The USDE is part of the President's cabinet, who names the Secretary of Education.

## **Verification**

The process under which an applicant's FAFSA® information is selected by the Department or a school and determined to be accurate or inaccurate. To complete the verification process, the student, their parents or their spouse must provide certain documents for revision to the school. If the information does not match with the FAFSA® information, the verification may result in changes to a student's eligibility to receive financial aid and/or financial aid offers.

### **Verification, Sections to Verify**

The sections or items subject to verification. Institutions must only verify the sections required by the USDE. Verification may extend to other sections at the discretion of the Financial Aid Administrator.

### **Verification (Tolerance)**

It is the difference amount permitted between the submitted data and the verification process. If the error total is less than the maximum tolerance during a given year, the applicant's information needs to be corrected. See Verification.

## CAMPUS DIRECTORY



### **Aguadilla**

Phone: (787) 891-0925  
 . Admissions: Ext. 2101, 2102  
<http://aguadilla.inter.edu>



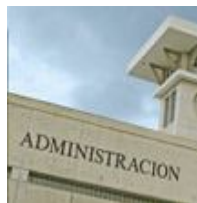
### **Arecibo**

Phone: (787) 878-5475  
 . Admissions: (787) 878-5195  
<http://www.arecibo.inter.edu>



### **Barranquitas**

Phone: (787) 857-3600  
 . Admissions: (787) 857-3600  
 Ext. 2055, 2011  
<http://www.br.inter.edu>



### **Bayamón**

Phone: (787) 279-1912  
 . Admissions: (787) 279-1200  
<http://bayamon.inter.edu>



### **Fajardo**

Phone: (787) 863-2390  
 . Admissions: (787) 860-3100  
<http://fajardo.inter.edu>



### **Guayama**

Phone: (787) 864-2222  
 . Admissions: (787) 864-7059  
<http://guayama.inter.edu>



### **Metro**

Phone: (787) 250-1912  
 . Admissions: (787) 765-1270  
<http://www.metro.inter.edu>



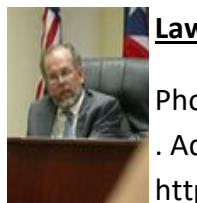
### **Ponce**

Phone: (787) 284-1912  
 . Admissions: (787) 841-0110  
<http://ponce.inter.edu>



### **San Germán**

Phone: (787) 264-1912  
 . Admissions: (787) 892-3090  
<http://sg.inter.edu>



### **Law School**

Phone: (787) 751-1912  
 . Admissions: (787) 751-1912  
<http://www.derecho.inter.edu>



### **Optometry School**

Phone: (787) 765-1915  
 . Admissions: (787) 765-1915 ext. 1020  
<http://www.optonet.inter.edu>

## Financial Aid Offices Directory

**Aguadilla**

Gloria Cortés, Director

Phone: (787) 891-0925

Financial Aid Office: Ext. 2748, 2746

**Arecibo**

Angel Méndez, Director

Phone: (787) 878-5475

Financial Aid Office: Ext. 3280, 3281

asist\_econ@arecibo.inter.edu

**Barranquitas**

Ana I. Colón, Director

Phone: (787) 857-3600

Financial Aid Office: Ext. 2249, 2250

Ext. 2055, 2011

**Bayamón**

Aurelis Báez, Director

Phone: (787) 279-1912

Financial Aid Office: Ext. 2017, 2285

**Fajardo**

Marilyn Martínez, Director

Phone: (787) 863-2390

Financial Aid Office: Ext. 2309, 2390

**Guayama**

Neidalis Davis, Director

Phone: (787) 864-2222

Financial Aid Office: Ext. 2206, 2242

**Metropolitan**

Lilliam Concepción, Director

Phone: (787) 250-1912

Financial Aid Office: Ext. 2239, 2116

**Ponce**

Karen Caquíás, Director

Phone: (787) 284-1912

Financial Aid Office: Ext. 2019, 2079

**San Germán**

Brunilda Ferrer, Director

Phone: (787) 264-1912

Financial Aid Office: Ext. 7252, 7259

**Law School**

Ricardo Crespo, Director

Phone: (787) 751-1912

Financial Aid Office: Ext. 2014, 2048

**Optometry School**

Sirimarie Martinez Ramos

Financial Aid Technician

Phone: (787) 765-1915

Financial Aid Office: Ext. 1021

Rev. October 6, 2022