



2018

GUIDE TO FINANCIAL AID



Understanding financial aid

Financial aid is more than just loans.

Student loans are the most common tool people use to pay for their education, but at Takoda Institute, we do not utilize student loans and instead, we explore all other aid options that might be available to you.

Important: In order to pursue all available funding for which you may qualify, it's vital to apply for financial aid—and to explore all of your options—as soon as possible after enrolling at Takoda Institute.

The application process

To get started, download and complete a FAFSA on the Web Worksheet, available at www.fafsa.gov. Next, schedule an appointment with the Financial Aid Coordinator to prepare a worksheet outlining your estimated educational costs as well as possible resources to cover those costs.

Researching your options

Research all sources of financial aid.

Here are some of the many resources you should consider as you seek to fund your creative education:

- Churches, community organizations, or fraternal groups that may offer financial assistance or scholarships.
- Your employer or, if applicable, your parents' employers, professional associations, or labor unions that offer aid.
- Students with physical or emotional disabilities may qualify for financial aid through state vocational rehabilitation programs.
- Veterans—and in some cases their dependents—may qualify for educational assistance through the U.S. Department of Veterans Affairs.
- Service members—and in some cases their dependents—may qualify for tuition assistance through the U.S. Department of Defense.
- Scholarships may be available at Takoda Institute.

Check the web!

Several very popular websites that offer helpful resources for students and their families seeking additional sources of financial aid include:

www.fastweb.com

www.finaid.org

www.ed.gov

How do I get started?

How do I apply for financial aid?

1. Complete and return a school application.
2. Upon the acceptance of your application, you'll receive an enrollment packet containing the appropriate financial aid applications, instructions for completing the Free Application for Federal Student Aid (FAFSA), additional forms and instructions, and other information. The fastest, most direct way to get started is by applying online at www.fafsa.gov.
3. Complete the financial aid application forms. About one week after you submit the FAFSA on the web, the school will receive an electronic Institutional Student Information Report (ISIR) from the federal financial aid processor when you indicate the school as a choice on your FAFSA.
4. Remember to reapply for financial aid every year, since the amounts and types of aid for which you are eligible may

change in subsequent years. Application deadlines are announced annually during the Spring Quarter.

What if I don't receive my financial aid by the start of classes?

If your aid applications and forms have been properly submitted, the school can pre-credit any anticipated aid to your student account. This enables you to start school on time by deferring costs that are covered by financial aid until the aid is received.

Are there any payment plan options?

Takoda Institute offers payment plan options that enable payments to be made on a monthly basis while attending the school. Our Financial Aid Coordinator will help identify the best possible combination of financial resources to meet students' needs.

How do I maintain my financial aid once I'm enrolled?

Application is a yearly process.

You need to reapply for financial aid each year. Even if you applied for aid the previous year, you must fill out a new FAFSA for each additional year you're requesting aid.

How do I maintain my eligibility for financial aid?

After you enroll at the school and accept financial aid, you agree to take on specific responsibilities and retain certain rights. Here are some pointers to help you maintain your eligibility for financial aid:

1. Take the full load of classes that are scheduled for you. Aid may be reduced or canceled if your class schedule is reduced.
2. Keep copies of tax returns and other records. Federal regulations require random verification of financial aid applications, so you and/or your parents may be asked to provide copies of your tax returns or to demonstrate that you were not required to file a return.
3. Maintain satisfactory academic progress toward your educational goals as defined in the school catalog and student handbook.
4. Notify the Financial Aid Coordinator if you receive any financial assistance that is not reported on your Student Financial Plan, including any outside scholarships and private loans.

Be aware that when you apply for financial aid, the assistance offered is subject to final funding authorization established by the U.S. Congress and state legislatures.

5. Reapply on time, accurately, and complete all applications and forms that are requested.

6. Stay up to date! Regulatory changes may bring about new rules and eligibility for financial aid, which could change your awards. There are substantial changes to federal awards each year that affect yearly aid availability and eligibility, along with maximum and aggregate eligibility.

Important: Please note that any or all federal financial aid programs may be modified or eliminated at any time at the discretion of the U.S. Congress.

If I withdraw from school, will I receive a tuition refund?

If you withdraw for any reason, you may be entitled to a partial refund of tuition and fees paid. All students who withdraw and who are receiving financial aid are subject to a federally mandated refund policy and Return to Title IV Calculation that determines what amount and types of aid should be returned and in which order. The refund policy outlined in the school catalog and on the enrollment agreement determines whether any tuition and fees refund is due. Information on the calculation used regarding the return of funds can be found in the school catalog.

If you receive financial aid and you withdraw from the school with the intention of returning, you must notify the Financial Aid Coordinator in order to request financial assistance for future terms. If you do decide to return to school you will likely need to reapply for financial aid.

Completing the FAFSA form

Fill out the Free Application for Federal Student Aid (FAFSA).

Get organized by gathering your personal and family financial records.

Important: Remember that some federal financial aid is limited, so apply as soon as possible after enrollment. You may complete the FAFSA online at www.fafsa.gov.

Which financial records will I need?

You'll need your 2015 1040 tax return and maybe your parents' as well, but only if you're considered to be a dependent student for purposes of federal financial aid. If eligible, and if you have already filed your taxes, you are encouraged to take advantage of the IRS Data Retrieval System when filing your FAFSA online.

You may also need:

- Checkbook stubs
- Savings account and investment statements
- Information relating to income including wages, dividends, Social Security benefits, welfare and other government payments, alimony or child support, Veterans Affairs benefits, and disability benefits, etc.

If you've not yet filed your tax return, try to do so before you apply for financial aid. If you can't find last year's return, call the Financial Aid Coordinator at the school, and we'll help you get a copy from the IRS.

If you're considered a dependent student for federal financial aid purposes, not only will you need a copy of your parents' tax return, but your parent(s) will need to complete the parent section of the form as well.

Determining dependency status

For the 2017–2018 financial aid award year, the U.S. Department of Education uses the following questions to determine whether a student is dependent or independent for the purpose of applying for federal student aid:

- Were you born before January 1, 1994?
- Will you be working on a master's degree or doctorate degree?
- Are you married?
- Do you have children who receive more than half of their support from you?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you?

- At any time since you turned age 13, were both parents deceased, were you in foster care or were you a dependent or a ward of the court?
- As determined by the court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- Are you currently serving on active duty in the U.S. Armed Forces?
- Are you a veteran of the U.S. Armed Forces?
- Are you a homeless youth as defined on the FAFSA?

If you answer "NO" to all these questions, you are considered to be dependent for the purposes of applying for federal financial aid. You will need to have your parents complete the parent section of the Free Application for Federal Student Aid (FAFSA).

If you answer "YES" to any of these questions, you are considered to be independent for the purposes of federal financial aid. Your parents' information is not required. Please see the FAFSA instructions for more details on dependency status.

Is the information I send confidential?

While this information is necessary to verify application statements, we appreciate the sensitive nature of individual tax returns. We hold all financial information you entrust to us in strictest confidence. You should also know that each school is bound by the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), which regulates the release of any personal information. The FERPA policy can be found in the school catalog.

Tips for filling out your FAFSA form

Complete the FAFSA on the Web Worksheet before starting the online application.

- Follow the online instructions carefully. The website is designed to assist you through the process.
- You should feel free to call the school if you are unsure how to answer specific questions on the form.
- Remember to sign the form electronically (e-sign). A parent must also e-sign if he or she contributed information to the form.
- Students and parents of dependent students will both need to create and provide an FSA ID. The FSA ID can be created at fsaid.ed.gov.

Federal government loans

How do I apply for the Federal Direct Student Loan?

Takoda Institute does not utilize Federal Direct Student Loans,

Private Loans, Educational or Personal Loans of any kind. Our goal at Takoda Institute is for all students to leave with no or no additional student loan debt.

Taking advantage of tax benefits

Don't overlook possible tax savings related to higher education.

You or your parents may qualify for various tax benefits available to students enrolled in higher education.

These include:

- American Opportunity Credit
- Lifetime Learning Credit
- Tuition and fees tax deduction
- Student loan interest deduction
- Withdrawals from IRAs

Learn more about educational tax benefits by obtaining the IRS Publication 970 "Tax Benefits for Education" at www.irs.ustreas.gov. (Note that Congress may change these benefits at any time.)

What are the tax benefits for students?

To make postsecondary education more affordable, The Taxpayer Relief Act of 1997 provided for Hope Scholarship Credits, Lifetime Learning Credits, and other tax benefits for students and parents. These benefits, called the American Opportunity Tax Credit, were enhanced as part of the Economic Stimulus Bill of 2009.

Consult your tax advisor to learn more about tax benefits for higher education.

American Opportunity Tax Credit (AOTC) (formerly the Hope Scholarship)*

A credit that reduces the amount of tax you pay, against tax paid or owed, the American Opportunity Credit helps to make the first four years of postsecondary education more affordable. Tax filers may be eligible for a tax credit of up to \$2,500 of qualified education expenses paid. Up to 40% is refundable. The credit covers tuition, fees, course-related books and supplies. For additional information, see:

<https://www.irs.gov/publications/p970/ch02.html>

Lifetime Learning Credit*

A credit that reduces the amount of tax you pay, the Lifetime Learning Credit benefits students who are not able to claim the American Opportunity Credit. A family may claim up to \$2,000 of qualified expenses for all students per tax year. Unlike the AOTC, this credit is non-refundable.

For additional information see: <https://www.irs.gov/publications/p970/ch03.html>

Student loan interest deduction

A student loan borrower may take a tax deduction for interest paid in the tax year. This deduction can be taken even if the taxpayer does not itemize deductions. The maximum deduction is \$2,500.

Withdrawals from IRAs

Students and their parents can take withdrawals from IRAs without penalty when the funds are used for qualified education expenses.

***Important:** Tax benefits available via these programs are subject to income limits. Please consult a tax advisor or the Internal Revenue Service for more information.

Frequently asked questions

When should I apply for financial aid?

As soon as you enroll at the school. That's all it takes to be considered. After you're enrolled, annual deadline dates for reapplying for financial aid will be posted for continuing students.

How much financial aid will I receive?

Most financial aid is based on individual economic circumstances. We determine these by analyzing the financial information you provide on the Free Application for Federal Student Aid (FAFSA) form available at www.fafsa.gov.

The FAFSA is a standard form used to determine your eligibility for many financial aid programs, including:

- Federal grant programs
- Federal loan programs
- The Federal Work-Study program (FWS)
- Some state student assistance programs

We compute the difference between the total cost of your education and the amount that you and your family are expected to contribute based on a federally defined calculation referred to as your Expected Family Contribution (EFC). Once this is complete, we can determine the amount of financial aid for which you're eligible.

How do you calculate whether I'm eligible for financial aid?

1. We estimate the cost of your education based on direct and indirect costs.

Examples of direct costs include:

- Tuition
- Fees
- Some school supplies

Examples of indirect costs include:

- Food
- Transportation to and from school
- Personal expenses and supplies

Housing expenses may be considered a direct or indirect cost, depending on your living arrangements.

We consider both direct and indirect costs when helping

you budget adequate financial support during your enrollment at the school. Standard budget figures are used to estimate indirect costs, based on where you will live when you attend the school.

2. We add up all of your available resources for educational costs. These resources include:

- Family financial resources
- Scholarships
- Federal grants and loans for which you are eligible
- State grants and loans for which you are eligible
- Veterans Affairs (VA) benefits
- Work programs
- Tuition assistance

3. We subtract all of the available resources from the total estimated cost of your education.

When will I receive my financial aid?

Your Financial Plan provides you with a schedule of aid payments from each aid program you use. These payments are usually made in equal installments for each term in each academic year. Once all the required paperwork is accurately completed, submitted, and you start school, your financial aid is automatically credited to your account. Most other aid is also sent to the school electronically. Students will be informed of their aid eligibility through written letter.

Frequently asked questions continued

Are there any eligibility requirements to receive federal student aid?

Yes. Applicants must:

- Demonstrate financial need, except for some loan programs.
- Not be in default on a prior educational loan or owe repayment on a prior grant.
- Possess a high school diploma or a General Educational Development (GED) certificate.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be enrolled at least half-time except for the Pell Grant program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Make satisfactory academic progress.
- Sign a statement of educational purpose and a certification statement on overpayment and default, both found in the FAFSA.
- Register with the Selective Service, if required.
- Not have been convicted of certain drug violations.

Takoda Institute does not discriminate on the basis of age, creed, ancestry, religion, sex, disability, sexual orientation, race, color, or national or ethnic origin in any of its programs or services. This includes scholarship and loan programs, as well as administrative, educational, and admissions policies. It also includes housing, counseling, financial assistance, and student employment services.

Questions about this policy, which is governed by Title IX of the Education Amendments of 1972 and subsequent regulations, should be directed to the school or to the Director of the Office for Civil Rights of the Department of Education, Washington, D.C. 20202.

What is verification?

Verification is the process by which the school is required to verify the information that students and parents provide on their FAFSA application in order to receive federal financial aid. Students are typically chosen by the government, either at random or due to something they filed in their application. The school can also choose to verify a student's record at its discretion. Not all students are chosen for verification. When chosen, students will be required to supply specific signed documentation that will be used to verify that the information supplied on the FAFSA application is accurate. If chosen, this information must be supplied and verified before federal aid can be disbursed to the student's account. Students will receive both written and email notices if selected for verification.

Financial aid at our school

Federal grants

Federal Pell Grant

Description: Federal Pell Grants are the most beneficial form of assistance to students who meet financial standards set by the federal government because they do not have to be repaid. They are available to students who demonstrate financial need, based on a federal formula, and who have not already received a bachelor's degree. The amount available varies from year to year based on Congressional appropriations. Grants for 2017-2018 for full-time, eligible students may be available up to \$5,920 per academic year. Part-time students who are eligible for grants may receive smaller amounts. Please contact Student Financial Services for current Pell Grant ranges and to discuss your eligibility. Federal Grants do not have to be repaid by eligible students who remain in school. Students might have to pay back all or part of a Federal Grant if he/ she withdraws from school before finishing an enrollment period (for example, a semester). As of July 1, 2012, Pell Grants are limited to six years of lifetime eligibility. To confirm your current status, please check your NSLDS information. The Pell Grant does not have to be repaid by eligible students who remain in school. Students might have to pay back all or part of a Pell Grant if he/she withdraws from school before finishing an enrollment period (for example, a quarter).

How to apply: Visit www.fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA).

How payments are made: If we have a valid Institutional Student Information Report (ISIR) for you, we can receive your Pell Grant funds directly from the federal government. Your account is then credited with these. The credit is automatic as long as your financial paperwork is complete each year, you remain eligible for aid, and you officially register for classes each term.

State Grants/Scholarships

Minnesota State Grant

Description: The Minnesota State Grant program provides undergraduate students with assistance in meeting the cost of attendance at eligible Minnesota public and private postsecondary institutions of their choice. Each academic year, the Agency determines which schools will be eligible according to program statutes and rules. Program funds are allocated to the Agency by the State Legislature. To receive a State Grant, the student must be enrolled at an eligible Minnesota postsecondary institution for at least three credits per term, demonstrate financial need (as defined in Minnesota, and meet several other eligibility requirements outlined in the 'Eligibility Requirements' section of this chapter. A student may receive a State Grant for any year of undergraduate study unless the student fails to meet the program eligibility requirements. Participating schools are responsible for screening applications, calculating awards, award notification, and disbursement of awards at the campus level, and electronically reporting the application and award data to the Agency on a monthly basis to

ensure that the school's award calculations and payments fall within established tolerances.

How to apply: The student applies for a State Grant by completing the Free Application for Federal Student Aid (FAFSA) on the Web at: www.fafsa.gov and an application through the school.

How payments are made: If we have a valid Institutional Student Information Report (ISIR) for you, we can receive your State Grant funds directly from the Office of Higher Education. Your account is then credited with these funds once they are received. The credit is automatic as long as your financial paperwork is complete each year, you remain eligible for aid, and you officially register for classes each term.

Minnesota Indian Scholarship

Description: Minnesota Indian Scholarship Program (MNIS) provides postsecondary financial assistance to eligible Minnesota resident students who are of one-fourth or more Indian ancestry and demonstrate financial need for an award. Scholarships are available to eligible Indian undergraduate students enrolled at least $\frac{3}{4}$ time and graduate students enrolled at least half time. In order to qualify for this scholarship, you must be: One-fourth or more American Indian, A Minnesota resident, enrolled in an accredited college, university or vocational school in Minnesota, An undergrad student who qualifies for either a Pell or State Grant and demonstrates financial need or a graduate student who demonstrates financial need. The award amount is based on need up to \$4,000 per year for undergraduate students and up to \$6,000 for graduate students. Students are eligible to receive scholarship funding for a maximum of ten years, five years for undergraduate study and an additional five years for graduate-level study. Undergraduate students seeking less than a four-year degree can receive a maximum of three years of scholarship funding in order to preserve two years of eligibility to complete a four-year degree. Students may receive the scholarship for only one degree per undergraduate educational level and one terminal degree.

How to apply: The student applies for an Indian Scholarship by completing the Free Application for Federal Student Aid (FAFSA) on the Web at: www.fafsa.gov and an online MNIS application through the Office of Higher Education's website.

How payments are made: If we have a valid Institutional Student Information Report (ISIR) for you, we can receive your Indian Scholarship funds directly from the Office of Higher Education. Your account is then credited with these funds once they are received. The credit is automatic as long as your financial paperwork is complete each year, you remain eligible for aid, and you officially register for classes each term.

Financial aid at our school continued

Military Funding

Veterans Education Act

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov, or visit the website listed on the back cover of this publication for more information.

Department of Defense

Military tuition assistance

Military tuition assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application process, and restrictions. The benefit pays \$166 per quarter credit or \$250 per semester credit up to a maximum of \$4,500 per fiscal year.

Vocational rehabilitation programs

Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time. Eligibility criteria and amounts

vary according to state regulations. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources.

Takoda Institute Funding

Federal, State and County Funding

Takoda Institute may offer various scholarships, awards, and grants every year to new and continuing students. Offers may be based on program of study, attendance, financial need, academic achievement, and community-service credentials. Contact the Financial Aid Coordinator to find out how to apply for these and other available regional and local scholarships, awards, and grants.

Payment plan options

Takoda Institute offers payment plan options that enable payments to be made on a monthly basis while attending the school. Our Financial Aid Coordinator reviews payment plan options with students while reviewing their financial aid awards to help identify the best possible combination of financial resources to meet their needs.

Student consumer information

All students are strongly encouraged to visit our Consumer Information site here, <https://www.artinstitutes.edu/denver/student-consumer-information/> for helpful financial resources like our Net Price Calculator along with important information on student success including graduation and placement rates, student services, academic programs and policies, and much more, to help you successfully navigate through your education and beyond. If you have any questions or would like any specific consumer information in writing, your admissions or financial aid representative can provide them for you.

If you're new to Takoda Institute visit www.takoda.org to access the web pages listed below. When typing any of these links into your browser, all hyphens and other punctuation marks that appear here must be included.

FAFSA code:

016346

Here are specific consumer information links to be aware of.

FERPA Policy

To find out more about your rights as a student, including your rights and procedures to view your education records, you can review our FERPA policy here. <https://content.edmc.edu/assets/pdf/AI/Student-Consumer-Information/FERPA-Policies/ferpa-policy-denver.pdf>

Jeanne Clery Crime Report

Your health and safety are a priority. Information about our security policies and crime statistics can be found in our crime report. <https://content.edmc.edu/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-denver.pdf>

Voter Registration

U.S. citizens of voting age can find voter information in accordance to their state of residence online. http://www.eac.gov/voter_resources/contact_your_state.aspx

Drug and Alcohol Policies

Policies regarding sanctions for drug and alcohol use can be found at this link. <https://content.edmc.edu/assets/pdf/AI/Student-Consumer-Information/Drug-Alcohol-Policy/drug-alcohol-policy-denver.pdf>

Gainful Employment

For Gainful Employment information, please visit <http://new.artinstitutes.edu/programs-info?locationid=4>

Takoda.org



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