

Completing the FAFSA

The FAFSA, free application for federal student aid, must be completed every school year in order to qualify for federal aid to cover tuition costs. The FAFSA must be completed and include our school code, **001958**, before our financial aid department can issue you an award letter. If you have trouble completing the FAFSA or have questions about it, you can email financial.aid@brescia.edu for help.

Options for Payment

- Most students qualify for various forms of financial aid. Pell grants and federal student loans may be available once you complete your FAFSA and fill out your financial aid documents. ALL financial aid paperwork must be completed and turned in to accept any loans or aid. You must be enrolled at least half-time and maintain good academic standing to continue receiving aid.
- Some students participate in their workplace's employee tuition reimbursement plan. Please contact the cashier's office in order to fill out the paperwork for this BEFORE your courses begin.
- For students who will be paying out of pocket, payment is due 10 days before the start of courses. Payment plans are available, but must be set up at the beginning of the semester. There is the option for 2 payments during the semester or 5 payments during the semester.

How do I get my refund?

Refunds are issued by the cashier every Friday, starting one month after the start of courses. A refund check can not be issued until the funds have been paid to Brescia University. If you qualify for a refund, the check will be mailed to your home address. You can find your refund amount in netclassroom. Refunds can only be issued if your financial aid is completed and you are enrolled in classes.

How do I get a book voucher?

To qualify for a book voucher, all of your financial aid paperwork must be completed, and your estimated financial aid must cover all of your tuition and fee costs while leaving you with a credit balance.

If you meet these requirements, a book voucher will automatically be issued to your Brescia University email as well as directions on how to use the book voucher. Students will need to order textbooks for both modules at the beginning of each semester since book vouchers do have an expiration date. Once refund checks are issued, book vouchers are not available until the following semester.

Contact Us

For general inquiries, contact the Financial Aid office at:

financial.aid@brescia.edu

Phone: (270) 686-4253

Fax: (270) 686-6422

For Billing, Vouchers, or Payment, Contact our Cashier's Office at:

cashier@brescia.edu

Phone: (270) 686-4238

Daniela Houk

Financial Aid Advisor for BUonline

Phone: (270) 686-4334

Kristi Eidson

Director of Financial Aid and Compliance

Phone: (270) 686-4356

Below are the federal financial aid programs in which Brescia University currently participates:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant
- Federal Subsidized Direct Loan Program
- Federal Direct Unsubsidized Direct Loan

Financial Aid Application Process – Current Students

Step #1: Renew your Free Application for Federal Student Aid (FAFSA).

The Free Application for Federal Student Aid (FAFSA) informs Brescia University of a student's grant, loan, and work study eligibility from federal and state sources. Students who have previously filed the FAFSA may renew their application online using their FAFSA ID from last year. Kentucky residents should file their FAFSA as soon as possible after October 1st in order to receive the maximum amount of state assistance.

Step #2: Pre-Register for Classes / Complete Verification Process (if applicable)

Prior to receiving an award letter, current students must have completed the pre-registration process for the next academic year. Pre-registration for the fall semester typically occurs March of each year. In addition to completing pre-registration, students selected for verification should complete verification as soon as possible to be eligible for their book vouchers and ensure refunds in a timely manner. For more information on the pre-registration process, contact your academic advisor.

Some students are selected by the FAFSA processing center for a process called Verification. Students who have been selected will be notified at the email address s/he listed on their FAFSA. Verification requires students to submit information that allows the reviewer to determine if the FAFSA was completed correctly or if corrections may be needed. Kentucky Higher Education Assistance Authority (KHEAA) processes all verification for Brescia University students. If you have questions about the verification process you may contact KHEAA directly at 855-272-8771 or verification@kheaa.com.

Step #3: Students will receive a financial aid award letter.

Because financial information changes from year to year, current students will receive a new financial aid award letter from Brescia University for each academic year of enrollment. This award letter outlines all sources of aid that the student is currently eligible to receive. Brescia University will begin to mail award letters to current students that have completed the pre-registration process beginning June 1st of each year. Review all information regarding your financial aid information to complete all steps necessary.

Step #4: Student will sign and return financial aid award letter.

The student is asked to sign and return the financial aid award letter to the Financial Aid Office within two weeks of the date of the letter. By signing the award letter, the student is asking Brescia University to retain those funds in the student's name for the next academic year.

Sample Payment Plan Form

BRESCIA UNIVERSITY PAYMENT OPTIONS & TERMS

OPTION A	
<input type="checkbox"/>	I will pay my balance (charges less financial aid) in full by the due date.
<div>Fall semester due date - August 15thSpring semester due date - January 5th</div>	
Account Balance	\$ <input type="text"/>
Pending Financial Aid	\$ <input type="text"/>
Balance Due	<u>\$ 0.00</u>

OPTION B	
<input type="checkbox"/>	I will pay my balance in 5 installments
Monthly payment	\$ 0.00
+ Processing Fee	\$ 60.00
+ Payment Plan Charge	\$ 0.00
= AMOUNT DUE TODAY	<u><u>\$ 60.00</u></u>
<div>Fall semester - monthly payments due September 1, October 1, November 1 & December 1Spring semester - monthly payments due February 1, March 1, April 1 & May 1</div>	

OPTION C	
<input type="checkbox"/>	I will pay my balance in 2 installments
Installment amount	\$ 0.00
+ Processing Fee	\$ 30.00
+ Payment Plan Charge	\$ 0.00
= AMOUNT DUE TODAY	<u><u>\$ 30.00</u></u>
<div>Fall semester - final installment is due November 1Spring semester - final installment is due March 1</div>	

Note: If your employer pays your tuition, please contact the Cashier's Office for a different form.

I promise to pay Brescia University in accordance with the option I have selected above.

I understand that my failure to pay by the due dates specified will result in additional charges including but not limited to: \$100 late payment fee, late fee of 1.5% per month on past due balances, and any collection costs incurred by Brescia.

I understand that if the financial aid for which I have applied is not forthcoming, I am responsible for all charges incurred.

I understand that any changes in my account that result in balance that is greater than will be covered by the payment plan I have chosen, are due and payable at the time of the change.

I understand that satisfactory settlement of my account must be made before a grade report or transcript of credits will be issued.

I understand that if I have a past due balance, I may not be eligible for all services offered by the University and I may be restricted from participation in University activities.