



This guide is a supplement to the CIM website, catalog and NetPartner to explain briefly the terms and conditions that acceptance of financial aid at CIM requires. Please become familiar with this information before accepting your CIM aid offer. More detailed information about the policies of CIM may be found on our website at www.cim.edu where you may view the entire student catalog and handbook. Student-specific data is found on NetPartner, CIM's online financial aid system, at <http://netpartner.cim.edu>.

CIM financial aid awards assume the student will enroll full time. The full time minimum is 12 credit hours for undergraduates and 9 credit hours for graduate students, per semester. Listed below are the types of aid that CIM may award. Part time enrollment at CIM is rare and must be pre-approved by the Office of the Dean. No CIM aid is offered to part time enrolled students; however, prorated federal aid may be awarded, as applicable and eligible.

When accepting an offer of financial aid from CIM, the student shall understand that there is a mutual commitment on the part of the student and CIM. Therefore, the student agrees that after May 1 of the calendar year of matriculation into an undergraduate level program or after April 15 of the calendar year of matriculation into a graduate level program, the student will not consider any other offers from an institutional member of the National Association of Schools of Music for the academic year 12-13 except with the express written consent of the Dean of CIM. Likewise, CIM may not offer aid to a student after said dates without verification from the applicant that he/she has not already accepted an offer at another school without a Transfer Clearance Form from that school.

All federal and state need-based aid is subject to change if corrections to the 12-13 FAFSA by the student, parent or school results in a change to the Expected Family Contribution (EFC), per federal and state guidelines. If the student has been selected for Verification, no federal aid may be disbursed until Verification is complete (including providing CIM with your official IRS Tax Return Transcript or IRS Data Retrieval option on FAFSA – photocopied tax returns are no longer acceptable for Verification purposes). If any FAFSA data was estimated, all aid awarded is pending until FAFSA corrections are made to update actual data completed tax returns (both student and parent, as applicable). Anticipated aid may appear on the tuition statement, but until all required supporting documents are completed, it may not be officially disbursed.

Aid offered from Federal, State or institutional programs is tentative, based upon expected appropriations. While we are reasonably certain that all commitments will be met, CIM reserves the right to revise any award offered.

Any aid offered to the student on NetPartner may be canceled or reduced by the student. To do so, simply reduce or decline the offered amount on your Accept Awards page on NetPartner prior to hitting the "submit" button. Once aid has been accepted, any change will require written notice from the student to the CIM Financial Aid Office.

14 Day Window to Cancel or Reduce Loans: Federal Direct Stafford Loans, Parent and Graduate Direct PLUS Loans, Federal Perkins Loans and CIM Institutional Loan borrowers have the right to cancel or reduce the amount of their loans within 14 calendar days of the date the loan funds are credited (disbursed) to their student account and have any associated origination fees reversed. Borrowers who wish to cancel or reduce their loans must submit a written request within the 14 day period to the Financial Aid Office at CIM. If the Loan funds have been applied to current student account charges due, the borrower must make arrangements to pay CIM the amount applied toward charges before funds may be returned. After the 14 day period has expired, any cancellation or reduction of loans takes place directly between the borrower and the lender and lender origination fees (if applicable) are not reversed.

All students should become familiar with our **Satisfactory Academic Progress (SAP) Policy**, as it directly impacts aid eligibility for all. This is found on our website at <http://www.cim.edu/assets/downloads/college/sap.pdf>.

SCHOLARSHIPS AND GRANTS (do not need to be repaid)

CIM INSTITUTIONAL SCHOLARSHIPS are awarded by the CIM Financial Aid Committee on the combined basis of both financial need and merit. There is no special application for these awards other than the required FAFSA and/or CSS PROFILE, as applicable. CIM Scholarships are renewed at the same fixed dollar amount yearly, for the normal duration of the program as follows: Bachelor of Music = 4 years (5 years for BM dual degree with CASE); Artist Certificate = 3 years; Master of Music, Artist Diploma and Professional Studies = 2 years; Doctor of Musical Arts = 3 years. A written request by the student to extend the program time frame will be considered and reviewed by the Office of the Dean on a case by case basis. Scholarship renewal in the case of program extension is not guaranteed and may be limited. Repeated dropping of classes or non passing grades specifically will *not* justify extension of scholarship beyond the normal renewal guidelines. Annual CIM Scholarship renewals require a minimum 3.0 cumulative Grade Point Average, continued Satisfactory Academic and Artistic Progress, and submission of the CIM Intent to Re-Enroll Form and \$100 renewal tuition deposit annually by February 1. CIM Scholarships are reduced by \$500 for any semester the GPA is below 3.0, plus an extra \$500 reduction every additional semester until the cumulative Academic GPA is back to 3.0 or better, at which time the original scholarship amount will resume from that point forward.

***FEDERAL PELL GRANT** is a need-based federal award. Eligibility and award amount is determined by the U.S. Department of Education to eligible first time bachelor degree students. Eligibility is based on the EFC from a valid FAFSA. The expected/pending 12-13 Pell Grant has a maximum award of \$5,550 (for EFC of 0) with maximum phase-out EFC of 4995. This is reduced from the maximum EFC in 11-12 of 5273.

***FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** is a need-based Campus Based Federal grant administered by CIM. Priority is given to students eligible for the Federal Pell Grant. Funding is extremely limited for this award. Federal limits on this fund range from \$100 to \$4000 annually.

***STATE GRANT AID** - Many states have established state grant and/or scholarship programs that may be available to eligible students. Students must apply for these state programs individually (generally via the FAFSA). Please contact your state department of education for more information on eligibility and application process. Each state's education agency may be found here: http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SEA.

OUTSIDE / PRIVATE SCHOLARSHIPS may or may not be need-based. Generally they would not reduce CIM Institutional Scholarships, but may reduce federal aid if an "over-award" occurs, per federal regulations. Students are required to notify the CIM Financial Aid Office of any and all outside awards received. These may be from high school, religious or local organizations, parent employer, etc. Combined total aid (including outside awards) may not exceed the Cost of Attendance budget. Over-awards are corrected by first reducing loans, work study, FSEOG and if still over-awarded, then scholarship is the last item reduced.

WORK / SELF HELP (subject to tax withholding)

All types of aid that are work related require the student to complete new hire tax forms with the CIM Payroll Manager prior to beginning the job. This is taxable income and the student will receive a W-2 at year-end for tax return purposes. If the student does not have a U.S. Social Security Number, one must be applied for upon arrival at CIM and is needed before any funds from these aid programs may be disbursed.

***FEDERAL WORK-STUDY (FWS)** is a limited, need-based program that provides on-campus jobs for students in CIM Offices or Community Service related. Students must indicate their interest on the FAFSA and if awarded, complete the WS Contract. WS awards are not applied to the student tuition account. WS is paid via payroll on a semi-monthly basis as submitted hours worked are approved by the supervisor. There is no guarantee award amounts will be earned by the student. Not all students that are eligible (per federal student aid definitions) will be awarded WS due to limited funding.

INSTITUTIONAL WORK-STUDY (CIMWS) is a limited, need-based program that provides on-campus jobs for international students. Most jobs are in CIM Offices or are Community Service related. If awarded, a WS Application and Contract is required. WS awards are not applied to the student tuition account. Instead, these funds are paid to students on a semi-monthly basis via payroll as they submit their hours worked and have been approved by the supervisor. There is no guarantee award amount will be earned by the student. Not all students that would be eligible will be awarded WS due to limited funding for this program.

SERVICE AWARDS, FELLOWSHIPS, GRADUATE ASSISTANTSHIPS are awarded institutionally to students in exchange for work responsibilities within CIM. These awards are extremely limited and are only given to students in specific areas, i.e. Collaborative Piano and Orchestral Conducting. Service Awards and Fellowships are applied to the student tuition account as soon as the student is on payroll. The amount awarded via NetPartner is the Gross pay amount. The Net pay, after tax withholding, is what will be posted as a credit to the student tuition account.

LOANS (must be repaid)

FEDERAL DIRECT STAFFORD LOAN may be either **SUBSIDIZED** and/or **UNSUBSIDIZED**. *Subsidized* loans are need-based, *unsubsidized* loans are not. Subsidized means the federal government pays the interest while the student is enrolled at least half time, and during the 6 months grace period after the student graduates or ceases to be enrolled at least half time. Unsubsidized loans accrue interest from the date funds are disbursed. Repayment of the loan begins 6 months after the student ceases to be enrolled at least half time. Annual limits for dependent students are: \$5,500 for freshmen (max of \$3,500 subsidized), \$6,500 for sophomores (max of \$4,500 subsidized), and \$7,500 for juniors and seniors (max of \$5,500 subsidized). Independent undergraduates are eligible for \$4,000 more in unsubsidized loan (\$5000 if Jr/Sr). Graduate students may borrow up to \$20,500, all of which will be Unsubsidized, as there is no longer any Subsidized eligibility for graduate students, as of 7/1/12. Eligibility is determined by need analysis from 12-13 FAFSA results. Loans are made directly through CIM. Generally, CIM packages these loans to all eligible students. If you wish to decline the loan, you have that option when accepting/declining aid offers on NetPartner. Entrance Counseling and a signed Master Promissory Note are required prior to first disbursement. The interest rate for all Stafford Loans as of 7/1/12 is 6.8%. All Stafford Loans have an origination fee of 1%. This does not affect the variable rate on Stafford loans issued prior to 7/1/06. Borrowers have the right to cancel or reduce the amount of their loans within 14 calendar days of the date the loan funds are credited (disbursed) to their student account, by submitting a written request within that 14 day period to the CIM Financial Aid Office. If the Loan funds have been applied to current student account charges due, the borrower must make arrangements to pay CIM the amount applied toward charges before funds may be returned. After the 14 day period has expired, any cancellation or reduction of loans takes place directly between the borrower and the lender, Direct Loan Servicing Center, and lender origination fees are not reversed. For more information, please see <https://studentloans.gov/>.

FEDERAL DIRECT PLUS LOAN is a non need-based loan available to **parents of undergraduate students (Parent PLUS)** or to **graduate students (Graduate PLUS)**, pending successful credit approval. The parent or graduate student may borrow up to the full cost of education minus all other financial aid received by the student. The interest rate is a fixed 7.9% on Direct PLUS loans disbursed after 7/1/06. This does not affect the interest rate on loans borrowed prior to 7/1/06. PLUS repayment begins 60 days after the final disbursement of the funds for the year, but you may opt for an in-school deferment similar to that of the Stafford Loan. To process the loan, a PLUS Loan Master Promissory Note must be signed by the borrower (one parent, or the graduate student). The origination fee is 4% of loan amount. If the Parent PLUS Loan is denied due to credit check, an undergraduate student will automatically become eligible for an additional \$4,000 Unsubsidized Direct Loan (\$5,000 if Junior or Senior student) or the parent may add a creditworthy endorser as a cosigner. Borrowers have the right to cancel or reduce the amount of their loans within 14 calendar days of the date the loan funds are credited (disbursed) to their student account, by submitting a written request within that 14 day period to the CIM Financial Aid Office. If the Loan funds have been applied to current student account charges due, the borrower must make arrangements to pay CIM the amount applied toward charges before funds may be returned. After the 14 day period has expired, any cancellation or reduction of loans takes place directly between the borrower and the lender and lender origination fees are not reversed. ***CIM will pre-package the PLUS loans to all eligible FAFSA filers, but this is NOT a guaranteed loan and is subject to credit approval.** CIM's inclusion of the loan with other aid is simply a notification of the maximum amount that would be eligible, if approved. See <https://studentloans.gov/> for more details about this loan or to apply - but **do not apply until May 1 at the earliest**, as the loan approvals are only valid for 90 days and CIM cannot begin processing 12-13 loans until July.

FEDERAL PERKINS LOAN is available to students with demonstrated financial need, through very limited federal funding administered by CIM. The interest rate on the Perkins Loan is a fixed rate of 5%. Interest accrual and repayment begins 9 months after the student ceases to be enrolled at least half time. A Perkins Loan Master Promissory Note (MPN) and Perkins Loan Entrance Counseling are both required before the loan may be disbursed to the student's account. Repayment of this loan program at CIM is serviced by Campus Partners (www.campuspartners.com). Funding is limited and may vary year to year, based on FAFSA results. There are no origination fees for this loan. Maximum annual awards are \$5,500 for undergraduates and \$8,000 for graduate students, although CIM rarely awards these maximums, due to limited funding. Borrowers have the right to cancel or reduce the amount of their loans within 14 calendar days of the date the loan funds are credited (disbursed) to their student account, by submitting a written request within that 14 day period to the CIM Financial Aid Office. If the funds have been applied to current student account charges due, the borrower must make arrangements to pay CIM the amount applied toward charges before funds may be returned. After the 14 day period has expired, any cancellation or reduction of loans takes place directly between the borrower and the loan servicer, Campus Partners.

CIM INSTITUTIONAL LOAN is very limited and offered only to international students (as they are not eligible for federal aid) on the basis of demonstrated financial need. Repayment of this loan begins 12 months after the student leaves CIM or is no longer at least half time enrolled, and continues over a five-year period. This loan requires a Promissory Note and a co-signer. Interest rate on CIM Loans is 7%. Loan amounts rarely exceed \$2,000 per year. Repayment of this loan program is serviced by Campus Partners (www.campuspartners.com). There are no origination fees for this loan. Loan borrowers have the right to cancel or reduce the amount of their loans within 14 calendar days of the date the loan funds are credited to their student account and have any associated origination fees reversed. Borrowers that wish to cancel or reduce their loans must submit a written request within the 14 day period to the Financial Aid Office at CIM. If the Loan funds have been applied to current student account charges due, the borrower must make arrangements to pay CIM the amount applied toward charges before funds may be returned. After the 14 day period has expired, any cancellation or reduction of loans takes place directly between the borrower and the loan servicer, Campus Partners.

ALTERNATIVE / PRIVATE LOAN is not need-based. They are available to any student who needs additional funding above and beyond what CIM may offer. A U.S. co-signer is usually required (always required if an international student). Fees and interest rates vary with lender and program options. These are not packaged by CIM, although certification of loan amount is required. Federal student aid eligible students are strongly encouraged to optimize all federal loans before seeking private loans, as federal loan rates and terms are generally more favorable.

For more detailed information about specific eligibility criteria and all Federal Student Aid programs, please see <http://studentaid.ed.gov>. For federal loans, see <https://studentloans.gov/>.

STUDENT RIGHTS AND RESPONSIBILITIES

You have the right to:

- Be advised of what financial aid programs are available and how to apply for them,
- Be advised of requirements in the case of withdrawal, refunds and repayment of financial aid,
- Have all application information treated in the highest professional confidentiality,
- Be advised of financial aid procedures and deadlines,
- Be advised of how and when financial aid is disbursed,
- Request a review of your financial aid award if you believe a mistake has been made, if your enrollment status changes, and/or if your financial circumstances have changed,
- Be advised of how CIM determines whether you are making satisfactory progress for financial aid and what happens if you are not,
- Be advised of campus security and crime statistics (Available at CIM in the Dean's Office)

You are required to:

- To participate in performances or events serving the interests of CIM, as requested,
- Report to the Financial Aid Office any scholarships or other awards received from sources other than CIM,
- Establish plans to meet your educational and living expenses,
- Apply for financial aid early if you need financial assistance,
- Submit all forms required to complete the application process in a timely manner,
- Read, understand (if you do not understand, ask!) and retain copies of all information and/or forms that are sent to you, or that you must sign,
- Maintain an accurate permanent and current residence address with the CIM Registrar's Office,
- Keep CIM (and any loan servicer) informed of any change of address or name while attending CIM, and until all loans have been paid in full,
- Maintain Satisfactory GPA, Academic and Artistic Progress as detailed in our Satisfactory Academic Progress Policy
- Regularly check your CIM/CASE email and CIM mail folder for important CIM communications.
- Satisfactorily perform any work assignment accepted through student employment programs

NEED-BASED ELIGIBILITY

The results of the FAFSA will include an **Expected Family Contribution (EFC)**. The EFC is calculated by a standard formula established by Congress to determine a family's financial strength. It takes into account dependency status (which may or may not be the same as TAX dependency), family size, income, assets, and the number in the household enrolled in college. Do not assume that the EFC calculated will necessarily be the amount we assume you can pay, or that CIM will be able to fully meet the difference between the **Cost of Attendance (COA)** and the EFC. It is simply an index used by the Financial Aid Office to determine the allocation of need-based aid. Need is based on the following equation: **COA – EFC = Need Based Eligibility**. International students do not submit a FAFSA, so CIM determines need based eligibility based on data from the International Student Declaration Form. More information about Federal Student Aid may be found at <http://studentaid.ed.gov/>.

COST OF ATTENDANCE (COA) - ESTIMATED

The 12-13 Financial Aid estimated Cost of Attendance (COA) includes billed/direct costs and non-billed/indirect costs (items in bold below are not billed by CIM):

	<u>On Campus</u>	<u>Off Campus</u>	<u>Commuter (lives with parent locally)</u>
Tuition**	40,300	40,300	40,300
Fees ***	1,730	1,730	1,730
Room and Board	12,198	10,292	4,000
Health Insurance (waivable)	1,550	1,550	1,550
Books/Supplies (estimate)	600	600	600
Travel (estimate)	2,200	2,200	2,200
<u>Personal / Computer/ Misc (estimate)</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Annual Budget:	59,778	57,872	51,580

** Double Major/Double Degree student budgets will include the additional \$4,000 surcharge.

*** Fees include: Comprehensive Fee, Health Service Fee and Accompanying Fee

These budgets are average cost estimations for aid purposes only. They do not necessarily represent the actual charges you will be billed from CIM. Some non-billed/indirect costs we will not bill you are included in the budget, as students may need to borrow loans for those expenses. Also, some fees do not apply to each student, based on individual scenarios. A complete list of tuition and fees (some items are still estimated at this time) is found at the end of this guide. *On campus room and board is based on double occupancy housing and the 10 meals/week plus \$250 cash plan (the most common plan used by 11-12 students). **For double major and CASE dual degree students, the \$4,000 surcharge will be added to the tuition budget.

DISBURSEMENT OF FINANCIAL AID TO THE STUDENT BILLING ACCOUNT

Actual disbursement of each semester's financial aid will be made to the student tuition billing account **after the DROP/ADD period** is complete and only after all supplemental required documents are received (promissory notes, etc.). You may receive a tuition bill that includes "Anticipated Aid," but it will not be "disbursed" until all required documents are completed as requested from the Financial Aid Office.

REFUND OF LOAN PROCEEDS

Each semester, financial aid is applied to the student tuition account to offset CIM charges (tuition, fees, on campus room and board, etc.). Once all CIM charges have been paid, refund checks are issued if there is a credit balance remaining. Refunds of credit balances will be processed via paper check payable to the student within 14 days after the date of disbursement. If aid is disbursed after the semester has begun, then any subsequent credit balance will be refunded within 14 days of disbursement date to student account, per federal regulations. A student should make provisions to cover all expenses that will be incurred before the issuance of a refund check. Financial aid actual disbursements are posted to student accounts after DROP/ADD processing is complete. Prior to that time, all aid will appear as "Anticipated Aid" and is not eligible for refund. **Students should expect credit balance refund checks no earlier than the fourth week of classes each semester.** If the credit balance is created because of a Parent PLUS Loan, the credit balance is refunded to the parent borrower, unless the parent indicated on the PLUS application that their credit balance is to be paid to the student.

**Exception, for Pell Grant recipients, if there is a pending credit balance, up to \$300 will be advanced the first week of classes, per federal regulations.

RENEWAL OF FINANCIAL AID

Aid offered at this time is for the 12-13 academic year only. To renew aid for subsequent years of study in the same program, students must submit by February 1 each year a \$100 Tuition Deposit and Intent to Re-Enroll Form. Due by March 1 is the Renewal FAFSA (for U.S. citizens and permanent residents seeking federal and/or state aid). CIM Scholarships are renewed at the same dollar amount annually, based on the program length guidelines as mentioned previously (assuming GPA and progress standards are met), but other aid may vary year to year based on year-specific FAFSA eligibility

results and CIM funding for certain programs. Late renewal applicants will be awarded on a funds-available basis. Students applying for new program or overlap program should contact the CIM Admission Office for requirements and deadlines.

FINANCIAL AID APPEALS (applicants and current students)

CIM makes its best offer of financial assistance in the initial award made to students prior to the first semester of study. CIM understands that certain circumstances may present your family with unique financial challenges and therefore newly admitted students may request reconsideration of our aid offer through a formal appeal process. Email your request to the Director of Financial Aid, at financial.aid@cim.edu and the appropriate **Appeal Form** will be provided. Newly admitted student appeals will not begin the review process until *all* admitted students have received an aid offer, or by April 1, whichever is first. Once a student has confirmed Intent to Enroll, this is no longer an option; all aid offered is considered final upon submission of Intent to Enroll.

Current student appeals may be completed for events such as parent loss of job, major illness or death of family member, one-time extraordinary non-voluntary expenses, separation or divorce of student or parent, etc. The event must be recent and/or involuntary. Receipts, canceled checks, letters from employers or doctors may be required to verify your claim. If you have completed a FAFSA, and the claim is warranted, the CIM Financial Aid office may consider processing a "Professional Judgment" adjustment to your FAFSA to account for income or expense amounts applicable for tax year 2011, which may result in a lower EFC. For all such special circumstance appeals to be considered, completion of the Verification process (if not already selected by Department of Education), which requires signed copies of student (and parent, if dependent) 2011 tax returns in addition to the Appeal Form must take place before your review will occur. Please allow 2 weeks for the results of this appeal. This Appeal Form is available upon request from the Financial Aid Office for admitted or current students only. Email your request to the Director of Financial Aid, at financial.aid@cim.edu.

Not all appeals will result in increased aid. Nor should CIM be expected to provide institutional financial aid to cover an unexpected loss of financial resources while enrolled for study. In such circumstances, the student may need to take out additional loans privately, take a leave of absence or withdraw from school. Ability to pay is a consideration that must be made when deciding which school to attend. CIM's admission philosophy is to encourage students and parents to find a school that is "the best fit"; "best fit" includes financial affordability. All appeals are considered on a case by case basis. Once we receive your tuition deposit and other applicable items to confirm your intent to enroll, we are unable to accept further appeals unless the triggering event that warrants an appeal occurs after the date of confirmation of Intent to Enroll.

TAXABILITY OF FINANCIAL AID / TAX CREDITS

If you receive CIM scholarship, grants (Pell, FSEOG, etc.), sponsor payments, and/or other outside private scholarships and those combined types of aid exceed the cost of tuition and other "qualified fees" as defined by the IRS, the amount exceeding "qualified tuition and fees" is taxable to the student, and must be reported on the student's tax return. Whether or not any tax liability will occur can vary from student to student based on total income the student may have. Any scholarship or grant that covers room and board costs, specifically is taxable. CIM is required to report to the IRS these taxable situations for nonresident alien students (and withhold federal tax on this taxable amount at the rate of 14%). U.S. citizens and Green Card holders are still liable to report on their own. To see if you have taxable aid, please consult a tax accountant or the IRS. CIM does not provide tax advice. Also see www.irs.gov/pub/irs-pdf/p970.pdf. IRS Publication 970 "Tax Benefits for Education. Any aid that is work related (work study, fellowships, service awards, etc.) will be processed through payroll and will have applicable employment taxes (federal, state and local) withheld prior to disbursement and a W-2 will be issued annually for tax return purposes.

STILL HAVE A BALANCE DUE AFTER YOUR AID IS APPLIED? WHAT ARE THE OPTIONS?

If you still have a balance due for your semester bill after your aid is posted, and you are unable to pay the balance outright (by cash, check or EFT only – credit cards are NOT accepted), you may use:

- **CIM Payment Plan** – CIM's in-house monthly payment plan allows you to pay monthly (4 months per semester) instead of the entire semester balance upfront. The Business Office will send information about this option with the tuition bill prepared in July. The cost is \$25 per semester; no interest.
- **Private / Alternative Loan** - These are an option for those who have unmet need remaining above and beyond what CIM may offer. Many banks offer educational loans. International students must have a U.S. citizen as a co-signer on these loans. CIM is not affiliated with and does not endorse any particular lender; students borrow with the lender of their choice. These loans are similar to the Unsubsidized Direct Stafford Loan. Fees and interest rates vary with lender and program options. We urge all students to maximize their federal loan options before considering private loans.

CHANGING CLASS RANK (YEAR OF ENROLLMENT) DURING THE ACADEMIC YEAR

If you change class rank during the academic year, you may be eligible for additional Federal Direct Stafford Loan. If you change from a freshman to a sophomore, from a sophomore to a junior or from an undergraduate to a graduate during the academic year, and you wish to be considered for additional Direct Stafford Loan, please contact the Financial Aid Office. The Registrar's Office must verify such change in status, which is based on the number of credits earned.

REFUND POLICY FOR WITHDRAWALS (OR DROPPING BELOW FULL TIME STATUS)

Withdrawing from CIM after the start of a semester may result in significant changes to the student billing account. Determination of official withdrawal date is at the discretion of the Registrar and Dean based on last date attended. When a student withdraws from school without completing a payment period or period of enrollment, the school must determine the amount of Title IV federal funds "earned" for the portion of the payment period or period of enrollment the student attended. Unearned federal student aid must be returned to the Department of Education. Earned aid that the student has not yet received must be offered to the student by the school as a post-withdrawal disbursement. Federal aid has a specific formula where aid is prorated based on the percentage of days in the semester the student was in attendance. Withdrawal after the 60% point of the payment period or period of enrollment will not require any federal aid to be returned to the Department of Education. When a full-time student completely withdraws (whether formally or informally) from CIM during the fall or spring semester, the tuition charge is refunded based upon a percentage of the semester's tuition fee. The amount is ten percent per week based on the number of weeks for which classes have been in session at the time of withdrawal. There is no tuition refund after the eighth week of classes. CIM scholarship is prorated at the same 10% per week policy. Other CIM fees are nonrefundable and are not prorated after the first day of the semester, regardless of withdrawal date (accompanying fee, comprehensive fee, health service fee, health insurance fee, etc.) The refund process is initiated by Director of Financial Aid upon receipt of Leave of Absence form or other official withdrawal notification by the Registrar's Office. A copy of the current semester tuition statement is collected from Business Office. Tuition and scholarship (if applicable) proration is calculated. The student's data is entered into the Return to Title IV Federal Aid Refund website to determine any federal refund issues. All changes are forwarded to the Business Office for the student tuition account to be updated. A revised tuition bill and all relevant Loan Exit documents are mailed to student as soon as possible. It is possible, depending on the types of aid a student has, to withdraw from school and subsequently owe the school a substantial amount of money. Most likely this would occur if the student has a very high amount of federal aid, with excess loan proceeds already refunded to the student, but since the student did not attend 60% of the period of enrollment to "earn" the aid, the aid is due back to the Department of Education. Whenever possible, prior to withdrawing or petitioning for a Leave of Absence, it is strongly recommended that the student meet with the Director of Financial Aid to fully understand all monetary implications.

If at the end of the drop/add period (the end of the second week of classes) a student is not at full time load, aid may be significantly (if not entirely) cancelled. Financial aid is awarded with the assumption of enrollment on a full time basis. CIM does not award scholarship to any student that is not full time. Federal aid may remain eligible, at lesser amounts as long as the student is at least at half time status. Keep in mind that dropping below after the drop/add period will not result in reduction of tuition and fees. It may also impact Satisfactory Academic Progress if minimum credit hours are not completed on a pace to complete the degree program that you are enrolled in the approved time frame.

FULL AND PART TIME ENROLLMENT CRITERIA

To receive institutional financial aid from CIM, a student must enroll for a full time class load. An undergraduate full time load minimum is 12 credit hours per semester. Full time load for graduate students is 9 credit hours per semester. Students who enroll half time may receive federal financial aid, if eligible. Half time is 6 credit hours for undergraduate students and 5 credit hours for graduate students and must be approved in advance from the Dean. CIM determines credit hour load as of the last day of the drop/add period, which is the last day of the second week of classes each semester. If not at full time load as of that date, aid will be adjusted to reflect less than full time enrollment.

FAFSA VERIFICATION

Approximately one third of all FAFSAs are selected by the Department of Education for Verification each year. This is to verify that your FAFSA data is accurate and to maintain the integrity of the federal student aid system. If selected, you will be required to submit a Verification Worksheet and final tax return data (via FAFSA IRS Data Retrieval Tool or IRS Tax Transcript; photocopies of tax returns are no longer are permitted per Dept of Education regulations) for students and parents (if a dependent student). No federal aid will be disbursed until Verification is complete. Please do not send any tax forms unless you are asked to do so from the CIM Financial Aid Office. If there are changes or corrections needed from your Verification that result in a change to your EFC (Expected Family Contribution), it may cause your financial aid award to change as well, as required by the Department of Education. Any financial aid appeals due to special circumstances will require Verification if not already selected. CIM urges all to complete the Verification process as soon as you are able, to avoid any last minute changes and surprises (especially reductions) to your aid package.

INTERNATIONAL STUDENT – SPECIAL CONSIDERATIONS

While international students are only required to document funding for the first year at CIM for student visa/I-20 paperwork, please be sure there will be an ability to fund the remaining years of enrollment. If a sponsor or other aid to help pay the first year is not available in subsequent years, CIM shall not be expected to make up the difference. Remember, CIM scholarship is renewable at the SAME level each year (assuming GPA, academic and artistic progress requirements are being met). International students are not eligible for U.S. federal aid. To be approved for a loan from a U.S. lender (bank) a U.S. citizen is required as a co-signer. Please view the following websites for more information: www.edupass.org; <http://studentaid.ed.gov/PORTALSWebApp/students/english/intl.jsp>; <http://www.iefaf.org/>

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Please take the time to review our Satisfactory Academic Progress policy now. To be eligible for Title IV (federal), state and CIM aid, a student must maintain Satisfactory Academic Progress (SAP), which has three separate components. SAP includes maintaining a minimum cumulative GPA, number of credit hours that must be completed per semester and cumulatively, as well as the maximum timeframe students have to complete their program (note this is based on credit hours attempted relative to number required for completion of the program; not connected to enrolled number of years or semesters). Failure to meet even one of these standards will have significant financial implications. CIM Offices of the Registrar and Dean evaluate the academic standards that students are expected to meet, as required by the Department of Education. Study is generally available only on a full-time basis (exceptions may be approved by the Dean on a case basis for the last semester of enrollment), and students must maintain full-time status by continuously carrying a minimum of 12 credits per semester (undergraduates) or 9 credits per semester (graduates). Link to policy: <http://www.cim.edu/assets/downloads/college/sap.pdf>

PAYMENT POLICIES AND OTHER IMPORTANT BILLING INFORMATION

Tuition and fees are payable in full two weeks prior to the first day of classes each semester. Fall semester classes begin Monday, **August 27, 2012** and the fall semester **payment due date is August 13^h**. Students may not begin classes or lessons until all tuition and fees are paid in full. Student account billing will begin in early July. It is the student responsibility to ensure that CIM has the proper billing address. All address updates must be submitted in writing to the Registrar. Payments may be made by cash, check, money order, wire transfer (U.S. funds only) or by the CIM Payment Plan. Credit cards are NOT ACCEPTED for tuition payments at CIM. Required items billed to all students include: Tuition, Comprehensive Fee, Health Service Fee and Health Insurance Fee. All bills and student loan refund checks are addressed to the student, except some PLUS/parent loan refunds. It is the responsibility of the student to forward a bill to parents or other third parties if needed. All billing or payment questions should be directed to the CIM Business Office at 216-791-5000 x223.

HEALTH FEES

All students are billed the Health Service Fee and Health Insurance Fee as provided by Case Western Reserve University (CASE). If the student has comparable insurance coverage elsewhere, the Health Insurance Fee may be cancelled upon timely receipt of a completed Health Waiver Form. This form is available online each summer with information sent with the student billing statement in July. The Health Service Fee is a mandatory fee; it is not possible to waive this fee. If you have questions regarding the coverage by either health program, please contact the CASE Health Service at 216-368-2450. For more info, see <http://studentaffairs.case.edu/medicalplan/student/default.html>.

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Per FERPA (Family Educational Rights and Privacy Act) legislation, CIM may discuss student financial information only with persons authorized in writing by the student. This regulation does not apply to applicants, but once a student is confirmed as a student at CIM, the student may wish to voluntarily submit a completed FERPA release form to permit individual student data to be disclosed to parents or other persons indicated by the student. This form is online at <http://www.cim.edu/conservatory/finaid/forms.php> and on NetPartner. It is one of the required documents of all admitted students as part of the confirming Intent to Enroll process. Students may indicate on the FERPA release that they do not wish to grant such access to anyone.

WHERE TO GET ADDITIONAL INFORMATION

For more details about student policies and general information, please consult the current catalog and the CIM website www.cim.edu.

For CIM Financial Aid forms, FAQ's, general information, and links to just about anything pertaining to financial aid, please see the Financial Aid pages of the CIM website at <http://www.cim.edu/conservatory/financialaid.php>. Individual student Financial Aid accounts are accessible at <http://netpartner.cim.edu>.

Main phone number for CIM 216-791-5000

CIM Mailing Address 11021 East Blvd., Cleveland, OH 44106

CIM Financial Aid Director Kristie Gripp, 216-795-3192; fax 216-707-4519; email kristine.gripp@case.edu

CIM Business Office (billing, payment plan questions) Rashida Blair, ext. 223, email rd14@case.edu

CIM Registrar Hallie Moore, ext. 233, email hbm3@case.edu

CIM Student Affairs (including room and board issues) David Gilson, ext. 299, email dwg@case.edu

CIM International Student Advisor Alice Laubach, ext. 230, email avt6@case.edu

CIM's 5 year Academic Calendar http://www.cim.edu/assets/downloads/college/calendar_5yr.pdf

Case Western Reserve University sites:

Medical Plan <http://studentaffairs.case.edu/medicalplan/>

Board Pan Calendar <http://studentaffairs.case.edu/living/resources/documents/1112/calendar.html>



2012-13 **ESTIMATED** STUDENT
COST OF ATTENDANCE

The figures below are estimated costs for tuition, fees, room and board for 2012-13.

Fees are the same for all undergraduate and graduate programs and both in-state or out-of-state residency.

*Items billed to all students

	<u>PER SEMESTER</u>	<u>ANNUAL</u>
TUITON		
*Full time	\$20,150	\$40,300
Double Major or Double Degree Surcharge	2,000	4,000
Over 18 Credit Hours Surcharge (per semester; \$550 per hour charge)	550	550 per hour
Secondary Study Fee Surcharge	800	800 per semester
Part Time Tuition per credit hour (in addition to full time fees; must be approved in advance by the Dean)	1,679	1,679 per hour
* COMPREHENSIVE FEE — Required, includes RTA U-pass	485	970
* CASE HEALTH SERVICE FEE — Required, may not be waived	205	410
* CASE HEALTH INSURANCE FEE — Billed to all students, however fee may be waived if comparable coverage exists for student (CIM waiver form required)	775	1550
ACCOMPANYING SERVICE FEE		
Applicable to all non-keyboard majors	175	350
HOUSING — On Campus (Required of all Freshmen & Sophomores)		
Cutter Key & Damage Deposit (Refunded upon satisfactory check-out)	billed one time per year	185
Single Occupancy Room – Regular Size (subject to availability)	4,168	8,336
Double or Triple Occupancy Room	3,630	7,260
<u>Off Campus</u> (estimated indirect cost; presumes double occupancy)	3,203	6,406
CASE MEAL PLAN — Required of Dormitory Residents		
Weekly Plans (CaseCash is per semester):		
7 meals (no CaseCash)	1,595	3,190
10 meals & \$250 CaseCash (most commonly selected plan)	2,469	4,938
10 Halal/Kosher meals (no CaseCash)	2,430	4,860
14 meals & \$200 CaseCash	2,528	5,056
14 Halal/Kosher meals (no CaseCash)	2,733	5,466
17 meals & \$150 CaseCash	2,633	5,266
19 meals & \$ 75 CaseCash	2,648	5,296
Semester Plans:		
100 meals (no CaseCash)	1,595	3,190
200 meals (no CaseCash)	2,633	5,266
Off Campus — estimated indirect cost	1,943	3,886
MISCELLANEOUS — estimated indirect (non-billed) costs for the following:		
Books \$600, supplies, computer, personal expenses, transportation, etc.	2,000	4,000
OTHER FEES:		
Late Recital Scheduling Fee	25	
Late Recital Cancellation Fee	100	
Summer Session Building/Registration Fee	100	
Orientation Fee - Undergraduate	100	
Orientation Fee - Graduate	50	
Payment Plan Fee (\$25 per semester/semester bill to be paid 4 installments)	50	

Financial Aid estimated Cost of Attendance (COA) includes average billed/direct costs *and* non-billed/indirect costs (bold items below are not billed by CIM):

	<u>On Campus</u>	<u>Off Campus</u>	<u>Commuter (lives with parent locally)</u>
Tuition**	40,300	40,300	40,300
Fees ***	1,730	1,730	1,730
Room and Board	12,198	10,292	4,000
Health Insurance (waivable)	1,550	1,550	1,550
Books/Supplies estimate	600	600	600
Travel estimate	2,200	2,200	2,200
Personal / Computer/ Misc estimate	1,200	1,200	1,200
Annual Budget:	59,778	57,872	51,580

** Double Major/Double Degree student budgets will be increased to include the additional \$4,000 surcharge.

*** Fees include: Comprehensive Fee, Health Service Fee and Accompanying Fee