

Student Right to Know: Institutional Information

Taylor University



Fall 2014

NOTE: Most of the information and data in this report, as well as some additional information and detail, can be found at the Student Consumer Information section (HEOA compliance) of the Taylor University website www.taylor.edu

Institutional Information

Contact: Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), InstResearch@taylor.edu

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Contact: Tim Nace, director of financial aid, Upland (765-998-5358), finaid@taylor.edu

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Family Educational Rights & Privacy Act (FERPA)

Contact: Janet Rogers, Registrar, Upland (765-998-5330), jnrogers@taylor.edu

Graduation Rate Information

Contact: Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), InstResearch@taylor.edu

Contact: Janet Rogers, Registrar, Upland (765-998-5330), jnrogers@taylor.edu

ACCREDITATION

Taylor University

Taylor University is regionally accredited by the Higher Learning Commission, the Council on Social Work Education, the National Council for Accreditation of Teacher Education-Indiana, and the Indiana Professional Standards Board and the music program is accredited by the National Association of Schools of Music. Computer Engineering and Engineering Physics programs are accredited by the Engineering Accreditation Commission of ABET (www.abet.org). All Accreditation documents are maintained in the Provost's Office.

ACADEMIC PROGRAMS - FALL 2014

Taylor University offers programs leading to a bachelor of arts degree (BA), bachelor of science degree (BS), bachelor of music degree (BM), associate of arts degree (AA), and pre-professional training. Each student selects a major and meets the requirements for the chosen course of study. In addition, every student meets general requirements and may select from electives to complete his or her studies. The BA degree requires two years of one foreign language. The BA programs may be combined with curriculum requirements in education or systems analysis. Most BS degree programs are only available when combined with curriculum requirements in education or systems analysis. Taylor University graduate programs lead to the master of business administration (MBA) and master of arts in higher education (MAHE). Please view the academic catalog to find information and lists of majors and minors, including concentrations.

RETURN OF FINANCIAL AID FUNDS

(Information also available on Taylor University Financial Aid website)

Refund policies pertaining to tuition, room, board, and fees charges may be found in the Taylor University 2014-15 Catalog. This policy statement refers to the return of federal aid funds disbursed for students who completely withdraw, stop-out, or are dismissed from the university during the first 60% of the semester and state and institutional funds for students who withdraw during the first six weeks of the semester.

Length of Enrollment

The university must establish a date of withdrawal or determine the date on which the student has unofficially withdrawn (last day of attendance as documented by the university). This date will be used in conjunction with the official payment period start date (the first day of classes of the term) to determine how long the student was enrolled. For federal aid, the percentage of the period that the student remained enrolled is calculated by dividing the number of days the student attended by the number of days in the enrollment period. Calendar days are used, but breaks of at least 5 days are excluded from both the numerator and the denominator.

Earned Aid vs. Unearned Aid - Title IV Aid

During the first 60% of the semester, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of the semester for which the student is enrolled is the same percentage of Title IV aid that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the semester.

Unearned aid is the amount of disbursed financial aid that exceeds the amount of earned aid. Unearned Title IV funds, other than Federal Work-Study, must be returned.

For Indiana state aid funds, the student must be enrolled for four weeks before any of the state aid has been earned. If a student withdraws during the fifth and sixth weeks, the percentage of state aid earned will be equal to the percentage of tuition charged to the student. Disbursed financial aid that exceeds the amount of earned state aid must be returned to the Indiana Commission for Higher Education (CHE).

During the first six weeks of the semester, a student "earns" institutional aid in proportion to the length of time he or she remains enrolled. The student will earn the same percentage of institutional aid as he/she is charged for tuition. If a student withdraws after the sixth week, he/she will receive no refund of tuition charges and thus will have "earned" all institutional aid for that semester.

Late Disbursements - Title IV Aid

A student who earned more aid than was disbursed prior to withdrawal is owed a late disbursement. Late disbursements must be made from available grants before loans. The institution may credit late disbursements towards unpaid institutional charges. Authorizations for current year charges remain valid for late disbursements; authorizations for prior year charges become invalid. Any portion of a late disbursement not credited to the student's account must be offered as a cash disbursement to the student (or parent in the case of a PLUS Loan).

Repayment of Unearned Aid - Title IV Aid

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the institution's share. The institution's share is allocated among the Title IV programs, in an order specified by statute, before the student's share. Title IV funds are returned in this order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, FSEOG.

After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half.

Timeframe for Returning Funds - Title IV Aid

The institution must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The institution may allow the student to repay unearned aid attributable to a grant (after the 50% reduction) under a payment arrangement satisfactory to the institution.

WITHDRAWAL PROCEDURES AND REFUNDS TO STUDENT

Please visit the Taylor University Financial Aid website where you will find the following content:

Withdrawal forms may be secured from the Housing Coordinator in the Office of Student Development. Graduate school and Taylor University Online students should contact their respective offices for withdrawal forms.

Refunds are based on the total term bill and on the date the official withdrawal form is completed. The matriculation fee and housing deposit are forfeited for students who complete registration but must withdraw before attending classes. Any deviations from the refund policy are at the discretion of the provost, dean of student development, and the vice president for finance.

If a student is receiving financial aid, funds will be returned to the aid source(s) according to the Taylor University Return of Financial Aid Funds policy (see above).

In cases of withdrawal by a student from the university, basic fees are nonrefundable. Refunds of charges for tuition, room, and board are based on the following refund schedule:

Refund Schedule

Withdrawals to the end of Tuition Room Board

First week through Monday following the first week-end of the term 90% Nonrefundable Prorated

Second week 90% Nonrefundable Prorated

Third week 75% Nonrefundable Prorated

Fourth week 60% Nonrefundable Prorated

Fifth week 45% Nonrefundable Prorated

Sixth week 20% Nonrefundable Prorated

Seventh week to end of semester 0% Nonrefundable Prorated

**TUITION & FEE SCHEDULES
2014-15 ACADEMIC SCHOOL YEAR**

A document containing costs, fees and tuition is available from the Taylor University website's Financial Aid section entitled *Cost and How to Apply for Financial Aid*.

FULL-TIME STUDENT RATES (12-17 HOUR) – FALL, INTERTERM, SPRING SESSIONS

REGULAR RATES:

	Fall 2014	Interterm 2015	Spring 2015	Total
Tuition	\$14,649	\$0	\$14,649	\$29,298
Room	1,931	484	1,931	4,346
Board	1,732	473	1,732	3,937
Health Service	72	21	72	165
Fees	37.50	0	37.50	75
Total	\$18,421.50	\$978	\$18,421.50	\$37,821

Student health insurance information is mailed to students in August.

OTHER FALL/SPRING CHARGES:

Over 17 Hours: \$441.00 Per Hour
Audit Hours: \$194.00 Per Hour

OTHER INTERTERM CHARGES:

Over 4 Hours: \$441.00 Per Hour
Audit Hours: \$194.00 Per Hour

PART-TIME STUDENT RATES (1-11 HOURS) – FALL, INTERTERM, SPRING

TUITION & FEES:

1-6 Hours: \$820.00 Per Hour
7-11 Hours: \$1032.00 Per Hour, for all hours
Audit Hours: \$194.00 Per Hour
Board: See chart under full-time for meal charges.
Fees: \$37.50 Per semester for students registered for 7 or more hours

INTERTERM ONLY STUDENTS (1-4 HOURS)

TUITION & FEES:

Tuition (First 4): \$1032.00 Per Hour
Tuition (Each add'l over 4): \$441.00 Per Hour
Room (Dorm): \$484.00
Board: \$473.00
Health Services: \$ 21.00

TAYLOR UNIVERSITY ONLINE

TUITION & FEES:

Associate of Arts	\$350.00	Per Credit Hour
Bachelor of Business Administration	\$350.00	Per Credit Hour
Transition to Teaching	\$450.00	Per Credit Hour
Independent Study Online:	\$350.00	Per Credit Hour
Collaborative Study Online	\$350.00	Per Credit Hour

TAYLOR UNIVERSITY GRADUATE PROGRAMS

TUITION & FEES:

MAHE	\$600 ¹	Per Credit Hour
Application Fee MAHE, MBA & TTT	\$100	
Upland Resident Fee MAHE	\$75	Per Year
Graduation Fee MAHE	\$100	
MBA	\$100	
Global Student Tour MBA	\$3,975	(estimated)
International Trip Fee MAHE	\$4,250	

¹Tuition rates do not take into account assistantship stipends provided for all full-time students, averaging \$3,000 per term.

For more information concerning Taylor University Graduate Studies tuition and fees, financial policies and financial aid, visit <http://www.taylor.edu/academics/graduate>

SERVICES FOR STUDENTS WITH DISABILITIES:

Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), InstResearch@taylor.edu
Contact: Janet Rogers, Registrar, Upland (765-998-5330), inrogers@taylor.edu

Taylor University complies with the federal mandates outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Reasonable accommodations are provided to give students with documentation of their disabilities an equal opportunity for success. These services are provided through the Academic Enrichment Center located in the Zondervan Library.

STUDY ABROAD PROGRAMS AND FINANCIAL AID

Students enrolled in Taylor University's established study abroad programs will receive financial aid as though they were on campus. Students may receive institutional financial aid for their first study abroad program. Federal financial aid is available for additional study abroad programs. No financial aid (federal or institutional) will be

awarded to students attending study abroad programs not offered through Taylor University. Information regarding Study Abroad Programs and Financial Aid is also available on Taylor University's Financial Aid website.

FINANCIAL AID

Contact Person

The person responsible for institutional and financial assistance disclosure information is Mr. Tim Nace, director of financial aid. He may be reached at 765-998-5158, or at finaid@taylor.edu

HOW TO APPLY, MERIT AND NEED-BASED AWARDS, OTHER AWARDS ENDOWED ANNUAL SCHOLARSHIPS, AND OTHER INFORMATION

Please visit Taylor University's Financial Aid website for access to TU Institutional Financial Aid Programs, information on how to apply, Terms of Agreement, and Satisfactory Academic Progress.

The financial aid programs at Taylor-Upland recognize that it is the basic responsibility of students and their families to finance a college education. However, the rising cost of education has made it necessary for many students to enlist financial assistance outside their personal resources. Financial aid can help many qualified students attend Taylor regardless of financial circumstances.

The financial aid programs offer assistance to students in need in the form of scholarships, grants, loans, and employment. Financial aid is awarded primarily on the basis of financial need, except in the case of merit scholarships, which require superior academic achievement and ability. If the student's aid package is based on financial need, the total aid package (including merit and outside scholarships) cannot exceed the student's financial need.

Financial need is defined as the difference between a family's resources and the total cost of attending college. If there is a difference between the total cost of attending Taylor (including all tuition, fees, room, board, books, supplies, and personal expenses) and the ability of the family to meet these educational costs, the student is determined to have financial need. An evaluation of financial need includes consideration of the parents' and student's income and assets, family size, and number of family members in college.

To determine the extent of the student's financial need and the family's ability to pay for educational expenses, Taylor uses the Free Application for Federal Student Aid (FAFSA). An analysis of this data determines a student's eligibility for need-based grants, loans and work-study and yields the amount that the family is expected to contribute.

It should be noted that many aid programs require that a student be enrolled full time (minimum of 12 credit hours per semester). Students who plan to enroll on a part-time basis should consult the director of financial aid about the availability of financial aid programs.

To continue to receive need-based financial aid, a student must reapply each year. To maintain eligibility for financial aid, a student cannot be on extended academic probation and must meet the criteria established in the Taylor University Satisfactory Academic Progress Policy. Satisfactory academic progress for financial aid applicants/recipients shall be measured both qualitatively and quantitatively. In order to maintain eligibility to receive financial aid, the maximum time period for a full-time student to complete his/her course of study shall be the equivalent of 160 attempted credit hours (including transfer hours, advanced placement or CLEP credit, and any other credits used to meet degree requirements) or until he/she has completed graduation requirements of a bachelor's degree, whichever period is less.

How to Apply for Financial Aid

Students should begin the application process for financial aid as soon as possible after January 1. Those only interested in merit-based programs need not submit any financial aid forms. The Financial Aid Office automatically awards merit-based scholarships after receiving the students' SAT/ACT scores and class rank information from the Admissions Office.

Please refer to <http://www.taylor.edu/admissions/undergraduate/application-process/> for the Step by Step instructions on how to apply.

In order to receive need-based financial aid, these steps must be followed:

1. Be accepted for admission to Taylor University. Students may apply for financial aid prior to their acceptance at Taylor, but financial aid will not be awarded until acceptance is finalized. Please note: Transfer students must indicate Taylor University as a recipient of their FAFSA information and their FAFSA must be received by the federal processor by March 10.

2. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. The FAFSA may be completed on-line at www.fafsa.ed.gov and must be **received by the federal processor by March 10** in order to receive institutional need-based and/or Indiana state aid. If your FAFSA is received by the federal processor after March 10, you will only receive Federal Pell Grant, Federal Stafford Loan, and Federal Parent Loans for Undergraduate Students (PLUS) and merit-based institutional aid as you are eligible. When you complete the FAFSA form on-line, we recommend that you print out the successful transmission acknowledgment.

a. In order to avoid unnecessary delays in processing, the Taylor Financial Aid Office strongly recommends that a family complete income tax returns before completing the FAFSA. However, if this is not possible, the FAFSA must be completed using estimated tax information in order to meet the March 10 deadline.

b. The release of information to Taylor University should be clearly requested on the FAFSA (code # 001838).

c. Students desiring scholarships or grants from the states of Pennsylvania, Vermont, Alaska, Rhode Island, or Massachusetts must complete the FAFSA. There may be additional forms required in order to receive state aid. Please check with your high school guidance officer regarding which forms are required by your state.

d. In order for Indiana residents to be considered for state aid, their FAFSA must be received by the federal processor by March 10. No other form is required.

In order to receive timely consideration in the awarding of financial aid, please submit the indicated forms, and respond promptly to requests for any additional information or documentation.

Specific Funds Available

Institutional Aid Programs: The 2014 TU Aid Grid for students entering Taylor 2014-2015 Academic Year, as well as 2009-2013 TU Aid Grids can be viewed at the Taylor University Financial Aid website.

Federal Aid

Anyone may apply for federal aid by completing the FAFSA.

Grants

Federal Pell Grant

- is based on financial need as determined by the FAFSA.
- offers a maximum \$5,730/year (amount subject to change on yearly basis).

Federal Supplemental Educational Opportunity Grant

- is based on financial need as determined by the FAFSA
- provides a maximum \$4,000/year.

Loans

Federal Perkins Loan

- is based on financial need as determined by the FAFSA.
- loans a maximum of \$1,500/year according to financial need.
- requires beginning repayment nine months after student leaves school.
- charges a 5% interest rate.
- is awarded through Taylor University; must be signed for every year it is received.

Direct Subsidized Stafford Loan

- is a loan through the Federal Department of Education and a separate application must be completed on-line and can be found on the Taylor University Financial Aid website.
- is based on financial need as determined by the FAFSA.
- loans a maximum of \$3,500/year for freshmen, \$4,500/year for sophomores, and \$5,500/year for juniors and seniors depending on financial need.
- requires beginning repayment six months after student leaves school.
- has a fixed interest rate of 4.66%.

Direct Unsubsidized Federal Stafford Loan

- is not based on financial need. A separate loan application must be completed online and can be found on the Taylor University Financial Aid website
- requires interest payment from the student from the date of disbursement.
- has a fixed interest rate of 4.66%
- operates otherwise same as subsidized loan.
- cannot exceed maximum loan limits when combined with a subsidized loan.

Federal Direct PLUS (Parent Loan)

- is a loan through the Federal Department of Education and a separate application must be completed on-line and can be found on the Taylor University Financial Aid website
- is not based on financial need.
- may not exceed cost of attendance minus other aid.
- parent begins repaying within 60 days after the loan is fully disbursed. Repayment may be deferred by contacting the Federal Department of Education
- has a fixed interest rate of 7.21%.

Work

Federal Work Study

- is based on financial need as determined by the FAFSA.
- allows up to \$2,400 maximum earning per year.

State Aid

Frank O'Bannon Grant Program

21st Century Scholarship

- is based on financial need as determined by the FAFSA
- offers a maximum of \$7,570 per year (amount subject to change on yearly basis).

Freedom of Choice Grant

- is based on financial need as determined by the FAFSA.
- offers a maximum \$7,400/year (amount subject to change on yearly basis).

Other States

Pennsylvania, Massachusetts, Alaska, Rhode Island, and Vermont

-state grants are awarded to students even if they attend out-of-state colleges.

-are based on financial need as determined by the FAFSA and/or on additional form.

VA Yellow Ribbon Program

Taylor University participates in the Yellow Ribbon Program authorized under the Post-9/11 GI Bill. This program provides tuition assistance from Taylor and the VA to cover tuition and fee charges that exceed \$17,500.

Deferment of Loan Payments

Students who borrow money through the Federal Direct Loan Program may be eligible for deferment of their loan repayments after they leave Taylor if they serve in the Peace Corps, AmeriCorps or other comparable volunteer service.

Contact Person

The person responsible for institutional and financial assistance disclosure information is Mr. Tim Nace, director of financial aid. He may be reached at 765-998-5358, or at finaid@taylor.edu.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Contact: Janet Rogers, Registrar, Upland (765-998-5330), jnrogers@taylor.edu

The rights listed below can also be found on the Taylor University website and in the academic catalog.

The Family Educational Rights & Privacy Act, 34 CFR Part 99, also known as FERPA or the “Buckley Amendment” was enacted on August 21, 1974. Congress passed it in response to a growing public awareness about government record keeping and the dissemination of information commonly considered private in nature. It provides rights of inspection and prohibitions against unauthorized dissemination of education information. The act applies to all public and private institutions of higher education that receive funds made available under programs administered by the Department of Education, including federal grant monies, Pell grants, Guaranteed Student Loan Programs and other such funds. Taylor University receives funds under one or more such programs; therefore, the regulations apply to the university as a whole, including each component or department within the institution. Taylor University annually informs students in attendance of their rights under FERPA. Included in the annual announcement of rights, is the list of items which the institution has designated as directory information, and the right of students for nondisclosure. These announcements are included in the schedule of classes and the student life handbook, and are also available on the University’s websites (Internet: <http://www.Taylor.edu> or Intranet: <http://www.online.Taylor.edu>).

The Family Educational Rights and privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The University may release without written consent the following items which have been specified as public or directory information for students who are currently enrolled: name, addresses, e-mail address, telephone listings, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, dean's list, most previous educational agency or institution attended.

A student can request, while still enrolled, that the University not release any directory information about him/her. This designation must be furnished in writing to the Registrar by the end of the first week of classes in the semester. Requests for nondisclosure will be honored for one academic year.

At the postsecondary level, the right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: 1) through the written consent of the student, 2) in compliance with a subpoena, and 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

GRADUATION RATE INFORMATION

Contact : Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), InstResearch@taylor.edu

The university tracks graduation rates for those first-time, full-time degree-seeking students who enter the university during the fall term of each year. The rates represent the percentage of such students who finish within a time equivalent to 150% of the standard length of their program (e.g., 6 years for a 4 year program). Cohorts of entering groups have been formed each year. The graduation rates of these groups by gender and racial/ethnic background are presented in the following table:

IN PERCENTS

	Cohort	Non-Resident Alien		Black or AA		American Indian / Alaska Nat		Asian		Nat Hawaiian or Other Pac Islander		Hispanic or Latino		White, Non-Hispanic		Two or More Races		Race / Ethnicity Unknown		Total
		M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	
Total Cohort	2008	67	75	50	43			50	88			100	100	71	77			*	*	74
	4 Yr Avg.	72	86	42	60		*	56	85	100	71	100	75	78	76			*	33	77
Football	2008			67				*				*		55						53
	4 Yr Avg.			44				100				*		71						62
Basketball	2008								*					60	75*					67
	4 Yr Avg.													53	60					52
Baseball	2008											*	*							*
	4 Yr Avg.											*	*							71
Cross-Country & Track	2008	*			*							*	*	100	*					77
	4 Yr Avg.	*		*						*		*	*	90	81					85
All Other Sports	2008	*	100		*									56	73					77
	4 Yr Avg.	100	100		*							*		82	81					81
All Sports	2008	*	*	*	*				*			67		63	78					70
	4 Yr Avg.	*	*	44	*					*		75	50	74	79					74

Note: The 4-Year Average is for the cohort years 2005, 2006, 2007 and 2008.

*Low N: number of students is 5 or less so privacy is protected by FERPA. Contact office of institutional research for more information.