

**Revised Date**

May 2018

Statement of Policy

Students will be assisted with accessing financial aid.

I. Scope

Potential and enrolled students in the School of Nursing.

II. Procedure

- A. The Financial Aid Advisor will provide information to potential and enrolled students regarding financial aid. Completion of FAFSA, costs, financial aid eligibility.
- B. A personal appointment with the Financial Aid Advisor is recommended to review guidelines, payment schedule, repayment, and refunding issues.
  - a. The Financial Aid Advisor meets with students to discuss borrower rights, responsibilities, and loan repayment options.
  - b. The Financial Aid Advisor will meet with students to complete entrance and exit counseling for all students who receive student loans.
- C. All financial aid files will be maintained in a locked filing cabinet. Family Education Rights and Privacy Act (FERPA) guidelines will be followed to maintain confidentiality of the record. These records will be kept for five years after the student completes or withdraws from the program.
- D. The Financial Aid Advisor and Bursar will work with the Finance Department regarding student accounts.
  - a. The Geisinger Lewistown Hospital SON Bursar will assess charges.
  - b. The Financial Aid Advisor will certify grants, loans and agency funding.
  - c. The Bursar will disburse any aid received for the student.
  - d. The Bursar will maintain student account information and send invoices to students.
- E. Students who are Geisinger Lewistown Hospital employees must follow Geisinger Lewistown Hospital Policies and Procedures for tuition reimbursement.