

# South Hills School of Business & Technology (SHSBT)

## Student Disclosure Form

The **Student Disclosure Form** must be submitted to the Financial Aid Office prior to the evaluation of your financial aid application. \*Note: this is not an application for a student loan! Additional paperwork is required to process your loan request. See your FA office.

### SECTION 1: STUDENT INFORMATION

NAME

EMAIL ADDRESS

MAILING ADDRESS

HOME PHONE

CITY, STATE, ZIP

CELL/WORK PHONE

Indicate Campus Attending:  Altoona  Lewistown  Philipsburg  State College

Current Housing Status:  With Parents  Not with Parents

Interested in Financial Aid (Loans and/or Grants):  Yes  No

### SECTION 2: CERTIFICATION/AGREEMENT STATEMENTS

To ensure that you are familiar with your academic progress requirements and how your financial aid funds are utilized, please read the statements below and initial all boxes to confirm your awareness of this information.

#### Communication

##### Email as Method of Communication

I understand that SHSBT utilizes the Official Sage South Hills email for all official communication from the Financial Aid Office. If an email account is not yet established communication will be sent to the email address indicated on the student's most current FAFSA.

#### Satisfactory Academic Progress

We recommend that you read the section titled "Financial Aid Progress" in your Student Planner. Changing programs, dropping classes, failing classes and failure to make academic progress may affect your financial aid.

##### Satisfactory Academic Progress for Title IV Aid

I am aware that Satisfactory Academic Progress for Title IV Aid (Federal Pell Grant, Student/Parent Plus Loans) has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid (as outlined in the SHSBT Student Planner). If I fail to meet both standards of measure, I will be placed on financial aid probation. If satisfactory progress is not met by the end of the probationary period, I will be placed on financial aid suspension.

**Regaining Eligibility for Title IV Aid.** In order to regain eligibility I must reach a point where I have earned 67 percent of credits attempted in my program of study and have maintained the required grade-point average.

*The Appeal Process is outlined in the Student Planner/School Handbook.*

##### Satisfactory Academic Progress for PHEAA State Grant

I am aware that Satisfactory Academic Progress for PHEAA State Grant must be met for me to continue to receive a PHEAA state grant while attending SHSBT. In addition, I understand that a full-time student must complete 12 quarter credits per term or 36 quarter credits per academic year to maintain eligibility for the state grant. If I do not meet the required credits for progress, no state grant will be awarded until I make progress.

##### State Grant Eligibility for a Transfer Student

I am aware that if I was awarded a PHEAA grant at a prior institution, requirements for meeting academic progress standards must be met before I may be awarded a PHEAA state grant while attending SHSBT.

- I must submit an official academic transcript from prior college(s) attended, so that the financial aid office may determine if I made academic progress while attending a prior institution.

#### Financial Aid Funds

##### Use of Financial Aid Funds

I certify that I will use all Federal and State financial aid only for related education expenses as defined by my cost of attendance at South Hills School of Business & Technology.

##### Release of Other Funds:

I authorize SHSBT to use my financial aid funds to pay for institutional costs other than tuition and fees. This includes book charges, fees and interest charged on my student account. I understand that this authorization can be rescinded at anytime by submitting a written request to the financial aid office.

If I withdraw prior to the disbursing of my Financial Aid Funds, I give permission to utilize the prorated award to pay for institutional charges. If there is a remaining credit balance, I am requesting SHSBT to release funds to me.

If I officially or unofficially withdraw from all classes prior to completing 60% of the semester, I understand that I am obligated to repay a percentage of the Title IV funds, PHEAA funds, and agency funding.

### Section 3: STUDENT LOANS AND GUARANTOR INFORMATION

#### Entrance Counseling

I understand that Federal regulations state that I must complete "Entrance Counseling" online prior to applying for a Federal Stafford Student loan. I further understand the purpose of the counseling is to make me aware of my rights & responsibilities associated with student borrowing.

*For additional information and/or to establish an account with American Education Services (AES), you may log into [www.aessuccess.org](http://www.aessuccess.org).*

#### Parent Plus Loan

The parent(s) of a dependent student may apply for a Parent Plus Loan online at [www.aessuccess.org](http://www.aessuccess.org) to cover the cost of education minus any aid the student receives. Parents are required to create an account with Username and Password at this secured Website. If a parent applies for Parent Plus loan and is denied the student becomes eligible for an additional \$4,000 of Unsubsidized Stafford Loan money. A Parent Plus pre-approval form is available in your Financial Aid Guide or you may obtain one at our financial aid office or by visiting [www.southhills.edu](http://www.southhills.edu) Website under the Financial Aid section "Forms". Once completed, the signed and dated form needs to be submitted to the Financial Aid office. Parent(s) and/or student will be notified of the results.

#### Guarantor Disclosure

AES (American Education Services) acts as the Guarantor for all our Federal Student and Parent Plus loans if you choose a Keystone Best lender. If you would prefer to use another Guarantor for your loans please contact the financial aid office.

I understand that although your process directs me to select a lender and complete my Master Promissory Note (MPN) on the [aessuccess.org](http://aessuccess.org) website, I am free to select any participating lender/guarantor that I wish. If I do not wish to use AES as my guarantor or if I do not find a lender that I wish to use on the AES MPN completion website, I may simply call a financial aid representative at **SHSBT** at 814-234-7755 for assistance. I understand that **SHSBT** will not refuse to certify or otherwise deny or delay certification of a loan based on my selection of a lender and/or a guarantor.

I understand the Federal Government is in the process of purchasing FFEL loans. Since Federal Stafford Loans may be purchased by the Federal Government from the original lender; Students are urged to check with the National Student Loan Data System (NSLDS) for [www.nsls.ed.gov](http://www.nsls.ed.gov) for their individual loan and grant details.

I have read over SHSBT "Code of Conduct" in terms of student lending.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ (of Dependent Student)

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#### South Hills Code of Conduct in terms of Student Lending

SHSBT is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between SHSBT officers, employees or agents and education loan lenders, SHSBT has adopted the following:

SHSBT does not participate in any revenue-sharing arrangements with any lender.

SHSBT does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.

SHSBT does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

SHSBT does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any thing of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. South Hills does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

SHSBT does not assign a lender to any first-time borrower through financial aid packaging or any other means.

SHSBT recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. SHSBT will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.

SHSBT will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

SHSBT will not request or accept any assistance with call center or financial aid office staffing.