BENNINGTON COLLEGE

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Undergraduate Financial Aid Handbook 2012–2013

Contents

Introduction 1

Financial Aid Award
- College Costs 2
- Student and Family Resources 2
- Types of Assistance 3
- Grants 3
- Loans 3

Student Employment 7

Student Job "How-To" 8

Terms and Conditions of Employment 9

Verification 10
- FAFSA-IRS Data Match 10
- Late Tax Returns 10
- Eligible Non-citizens 10

Academic Progress and Academic Standing
- Academic Progress 11
- Good Standing 12
- Academic Warning 12
- Academic Probation 13

Change in Circumstances
- Appeals for Additional Aid 14
- New Applicants for Aid 14
- Independent/Dependent Student Status 14

Billing and Aid
- Withdrawal Policy 15
- Student Protection Plan, including tuition refund insurance 16

Reapplying for Financial Aid 17

Time Away from Bennington
- Study at Other Schools 18
- Leaves of Absence and Withdrawals 18
- Withdrawals During the Term 18
- A Checklist for Students Studying Away 18

Federal Aid and Students Convicted of Drug Offenses 19

Terms and Conditions 20

Introduction

College financial aid can seem like a maze of forms, regulations, and figures. Even students who have received financial aid in previous years find that a new year brings new questions. This handbook is designed to explain those regulations as well as the College's procedures. It should be used in conjunction with personal contact with members of the Financial Aid Office staff.

The Financial Aid Office is located in Barn 104 and is open from 9:00 am to 5:00 pm weekdays during the term; 8:30 am to 4:00 pm during the rest of the year. Students are welcome to stop by with questions at any time or to make an appointment with a staff member.

Meg Woolmington
Director of Financial Aid

Heather Clifford
Associate Director of Financial Aid

Sharon Pinsker
Assistant Director of Financial Aid

Evelyn Hayes
Financial Aid Coordinator

Telephone: 802-440-4325
Fax: 802-440-4880
E-mail: finaid@bennington.edu

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Financial Aid Award

The primary responsibility for financing an education belongs to the student and his/her family. In general, the family's income and assets are taken into account by the Financial Aid Office to produce an index of family financial strength. As its resources allow, Bennington will help meet the difference between family resources and the total cost of attending the College.

COLLEGE COSTS

Direct and Indirect Costs

Bennington charges include tuition, room and board, an activities fee, a mandatory health service fee, a transcript fee for entering students, and possibly materials charges for some classes. Optional services for which the College charges students include car registration fees and tuition-refund insurance. Budgeting for the cost of a student's education means planning for more general expenses as well. These may include books and supplies, personal expenses, transportation to and from school, and loan fees. While these costs do not appear on a student's bill, they are real expenses and require an expenditure of resources.

Term Start-up Expenses

For many students, most of the funds for books, supplies, and personal expenses are needed at the beginning of a term, generally before the student can get an on-campus job and paycheck. A student should plan to arrive on campus with sufficient funds for books, supplies, and initial living expenses (at least $600). The first paycheck for Federal Work-Study students arrives nearly a month into the term. A student who will not work during the two terms on campus should budget at least $3,000 for books, supplies, and personal expenses.

Field Work Term

Aid students must plan for expenses associated with the seven-week Field Work Term (FWT), often $1,000–$3,000. Many students are off campus during this time, and Bennington does not charge tuition for this required work period. Students meet their FWT expenses in a variety of ways: some with salaries or stipends provided by an employer, some by doing a combination of paid and volunteer work, some by living at home. (For more information on the Field Work Term, contact the Field Work Term & Career Development Office, Bennington College, **fwt@bennington.edu**.)

Cost Increases and Aid Awards

Families should anticipate some increase in the cost each academic year. As costs increase, the financial aid package will be affected in the following ways. In general, students who receive merit awards such as Brockway Scholarships will receive the same amount of Brockway funding each term they're at Bennington (see details, page 3) without having to reapply for that aid. For students with need-based institutional aid such as Bennington Grant, if the family circumstances affecting a student's aid eligibility have not changed significantly, the student's institutional grant funds will, in the coming year, remain at the same percentage of tuition, room, board, and activities fee charges. That is, a student receiving a Bennington Grant of 50% of tuition, room, board, and activities fee should have a 50% grant for four consecutive years at Bennington assuming a similar family financial profile and the student's satisfactory academic progress and full-time attendance.

STUDENT AND FAMILY RESOURCES

Student/Family Contribution to College Costs

For a student who receives need-based financial aid, the portion of Bennington costs that is the responsibility of the student and/or family is derived from a consideration of numerous factors including income, assets, family size, number of children in college, merit aid awarded, available Bennington aid funds, and other information. For US undergraduates, much of this information is gathered on the PROFILE and the FAFSA (Free Application for Federal Student Aid), the Bennington Financial Aid Application, non-custodial parent information if applicable, W-2s, and additional information submitted by the applicant. College expenses for which a student and/or family are responsible may differ substantially from the federally calculated family contribution shown on the FAFSA.

The student/family contribution to education expenses may change from one year to the next as family circumstances change (or as College costs change). Circumstances which most commonly alter the contribution include changes in:

a. family income or assets;
b. the number of dependents in the household;
c. the number of children attending college.

Though the Financial Aid Office will attempt to make it possible for students with changed financial circumstances to continue at Bennington, aid funds are limited. Entering students and their families should not anticipate paying a lesser amount in future years, though in some cases, a reduction is possible.

A student should plan to arrive on campus with sufficient funds for books, supplies, and initial living expenses (at least $600).

Other Resources for Paying the College Bill

Because it may not be possible to pay the college bill from current income and assets, families may utilize other resources.

Student Employment

Some students work over the summer and during the academic year to pay $2,000–$3,000 of college expenses.

Outside Scholarships

The best source of outside scholarships seems to be local organizations, so students should check with the high school, Chamber of Commerce, state education agency, and civic and social organizations in their home areas. For current students, a file of outside scholarship brochures is maintained in the Field Work Term Office, CAPA 16.

Other sources are scholarship web sites on the internet:

www.collegeboard.com/pay **www.scholarshipamerica.org**
www.fastweb.com **www.scholarships.com**

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Any outside scholarships awarded to an aid recipient must be reported to the Financial Aid Office and reflected in the student's award. Scholarships will be used to:

a. meet a student's federally-calculated financial need;
b. when federal need is met, reduce his/her subsidized direct student loan (the loan may become an unsubsidized student loan);
c. when federal need is met and no subsidized direct student loan remains, reduce Bennington Grant.

Employer Tuition Benefits
This resource reduces education costs, and may change a student's aid eligibility, reducing need-based aid. The Financial Aid Office should be notified as early as possible of a tuition benefit.

Equity Lines & Mortgage Refinance
Some parents work with a local bank to access lines of equity or refinance existing mortgages. As early as March or April, parents should investigate what banks in their area can offer for the coming academic year.

Additional Parent and Student Loans

Though direct loan funds are included in a student's financial aid award, families may decide to borrow additional funds to pay the bill. Federal direct loans for students and federal direct PLUS for parents of dependent undergraduates are generally the most commonly used and least expensive education loans.

Federal Direct Student Loans:
Student awards usually reflect the maximum federal loan the *student* can borrow for the academic year. (See the annual amounts chart on page 4.) If a parent is denied a federal direct PLUS loan, however, his/her student gains eligibility for additional, unsubsidized, student loan (usually $4,000 or $5,000 for the full academic year), and should contact the Financial Aid Office (finaid@bennington.edu) if that additional loan is desired.

Federal Direct PLUS (parent) Loans
Parents may apply for a PLUS loan for their student's costs not covered by other financial aid. A Federal Direct PLUS application is completed by one parent, along with a master promissory note on the federal website **https://studentloans.gov**, in May or June before academic year begins. If the loan is approved, the parent is notified, and funds are disbursed at the beginning of the academic terms. PLUS (parent) loans are more expensive than federal student loans and frequently less expensive than private alternative education loans. See the loans pages on the Bennington website for more information.

Private / Alternative / Supplemental Loans
Supplemental loans are most often student, not parent, loans. Because students often don't have a credit history, a co-signer (frequently the parent) is generally required. These loans are not "guaranteed" by the federal government as are the direct student and direct parent PLUS loans, and thus are usually more expensive. They should be a last resort after other types of federal, state and institutional aid are exhausted. It's particularly important to be an informed consumer because supplemental loan programs frequently offer different loan terms depending on the borrower or cosigner's credit score. Borrowers should make sure they understand exactly the terms before agreeing to take the loan.

TYPES OF ASSISTANCE

Federal Pell Grant, SEOG (Federal Supplemental Educational Opportunity Grant)

These funds are awarded on the basis of a matriculated student's financial need, which is reevaluated each year when she/he reapplies for aid. The grants are not credited to a student's account until the student has fully registered for classes and completed all required paperwork. Federal Pell Grants range up to $5,550 per year; SEOG awards range from $1,000 to $4,000 per year.

Bennington Grant, Brockway Faculty Scholarship, Special Bennington Scholarships, Bennington Tuition Exchange Scholarships

Bennington Grants are awarded to students with demonstrated financial need. It is a fund supported by gifts from donors, often alumni, who want to help those who would not otherwise be able to afford a Bennington education. Through Bennington's External Relations Office, student recipients may have the opportunity to meet or to be in touch with donors.

Brockway Scholarships are awarded to qualified students in the same amount for up to four years, regardless of financial need as long as the student makes satisfactory academic progress, is not suspended, and does not withdraw or take a leave of absence for more than one year.

Bennington Named Scholarships are supported by gifts from alumni or friends of the College and are awarded based on the terms of the individual scholarships. Through Bennington's External Relations Office, student recipients may have the opportunity to meet or to be in touch with donors.

The Bennington Tuition Exchange Scholarship is awarded to incoming students and is renewable each year as long as the student makes satisfactory academic progress, does not take a leave or withdraw for more than one year, and continues to be designated as eligible by the parent's employer institution.

These funds are all gift aid; there is no repayment provision.

State Grant

The states of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont, and the District of Columbia have scholarship and/or grant funds available for their residents that may be used to help meet educational expenses at Bennington. Applicants from these states must complete the state grant applications each year. State grant funds awarded may replace family contribution or Bennington Grant, depending on financial need.

Federal Education Loans

There are two types of federal direct student loans:

- A student must demonstrate financial need (per the FAFSA calculation) for a subsidized student loan. "Subsidized" means that the federal government pays the interest on this loan until six months after a student graduates or ceases to be enrolled on at least a halftime basis.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

- A student who is not eligible for (or not eligible for the full amount of) a federally subsidized student loan may take an unsubsidized direct student loan to cover education costs. These borrowers make either interest payments or capitalize interest due while they are in school. Capitalizing interest means that the interest a student owes (while she/he is in school and not making payments) is added to the total amount of the loan. See the Financial Aid Office staff for details.

Federal Direct Loans: Annual Undergraduate Maximums

Freshmen	$5,500 (subsidized maximum, $3,500)
Sophomores	$6,500 (subsidized maximum, $4,500)
Juniors	$7,500 (subsidized maximum, $5,500)
Seniors	$7,500 (subsidized maximum, $5,500)

Independent students and dependent students whose parents are denied a PLUS loan can borrow an additional unsubsidized direct loan of $4,000/year if a freshman or sophomore; $5,000/year if a junior or senior.

Eligibility may be lower for students attending for less than a full academic year.

Applying for a Federal Direct Student Loan

Getting a federal student loan is a multi-step process.

- The student files a financial aid application (including a FAFSA and the online Bennington aid application) and receives an aid award which establishes his/her eligibility for a federal direct student loan.
- Once an aid award is calculated, the student accepts (or reduces or refuses) the loan amount on the **My Financial Aid** pages on the Bennington website.
- The student completes any additional required items such as FAFSA corrections using the IRS Data Retrieval Tool, online loan counseling and a new promissory note at **https://studentloans.gov**, or the Student Loan Authorization Form, available after a login at **My Financial Aid**.
- Loan proceeds will be disbursed near the beginning of the academic term, after the student has fully registered for classes.

Required Loan Counseling—Entrance and Exit

A first-time federal student loan borrower is required to complete loan *entrance* counseling at **https://studentloans.gov**. Borrowers must complete loan *exit* counseling at **http://www.nslds.ed.gov/nslds_SA/SaEcWelcome.do** before graduating, withdrawing, or taking a leave of absence from the College.

Applying for Federal Direct PLUS (parent) Loans

Through the PLUS program, parents of dependent undergraduates may borrow up to the student's cost of attendance for the academic year minus any other financial aid.

To apply, a parent completes the federal direct PLUS application and a PLUS master promisory note, available at **https://studentloans.gov**. The parent's FAFSA pin will be needed for login.

If the loan is approved, funds are disbursed at the beginning of the academic terms.

PLUS Loan Denial

If the parent of a dependent student applies for and is denied a PLUS loan because of poor credit, the student will become eligible for a limited amount of additional unsubsidized federal direct student loan—$4,000 per year for a freshman or sophomore and $5,000 per year for a junior or senior.

Loan Disbursement

Disbursement, Notification, Cancellation

No loan or other federal aid funds can be credited to a student's account unless the student has registered for at least 12 credits (if attending full-time), so it is important that the student complete registration as early as possible. The student or parent borrower is notified when electronically-transferred loan funds are credited to the student's account. She/he has 14 days, beginning the day of notification, to request that the loan be cancelled and the funds be returned.

Disbursement Amounts

For full-academic-year loans, half of the loan amount is disbursed each term. For one-academic-term loans, the full amount is disbursed early in the term. Borrowers who wish *different* loan amounts each term of the academic year can take separate one-term loans.

Loan Interest Rates and Fees

For federal direct loans first disbursed between July 1, 2012 and June 30, 2013:

	Subsidized Loan for Undergrads	Unsubsidized Direct Loan & Subsidized Loan for Grad Students	Direct Parent PLUS	Direct Grad PLUS
Interest Rate	3.4%	6.8%	7.9%	7.9%
Orig Loan Fees	1%	1%	4%	4%

Timing of Disbursements

Federal loan funds are disbursed within the first days of the term if the student

- has completed all required aid paperwork by July 1 (fall entry) or January 15 (spring entry)
- has fully registered for classes

Credit Balances

Borrowers whose loans cover more than the balance due to Bennington College will have a credit balance after loan disbursement. A credit balance can be refunded to the student borrower within 14 working days.

Debt and Repayment

Annual Amounts

A student with the maximum federal student loan each year will borrow:

Freshman	$5,500	Junior	$7,500		
Sophomore	$6,500	Senior	$7,500	Total	$27,000

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Borrowers with *unsubsidized* federal student loans who choose not to make interest payments while in school will have a larger repayment amount because they are responsible for repayment of the interest accruing while in school. For subsidized student loan borrowers, the in-school interest is paid by the federal loan programs.

Tracking, Managing and Repaying Student Loans

Repayment of a *federal* student loan begins six months after a borrower leaves school or graduates. The standard repayment period is ten years, though other options are available (including extended repayment, graduated repayment, income-contingent repayment, and income-based repayment). See **http://www.finaid.org/loans/repayment.phtml** or **http://student aid.ed.gov/PORTALSWebApp/students/english/OtherFormsOfRepay.jsp,** or **http://www.direct.ed.gov/RepayCalc/dlindex2.html**. Check with your loan servicer, online or on the phone, for additional information about your qualifications.

You will see your federal loan history – both federal Stafford loans and federal direct loans—on the National Student Loan Data System, NSLDS, online at **http://www.nslds.ed.gov/nslds_SA/**. Parent PLUS loans do not appear there, except on a parent's own NSLDS page. Logging in will require the borrower's federal (FAFSA) PIN.

If you are having repayment difficulties, contact your federal loan servicer. Your servicer's name and contact information for each one of your federal loans appears on your NSLDS loan history page.

Private alternative loans are *not* included on NSLDS. To see all loan history—including both private loans AND federal loans, a student may request a copy of his/her credit report at **https://annualcreditreport.com**. Enter your social security number and other authentication information (such as the lender for a particular credit or loan account, loan payment amount, or a previous address), and retrieve the loan information.

Estimate what your monthly payment amount will be by using an online loan calculator such as the one at **http://www.finaid.org/calculators/loanpayments.phtml**. Note that a student who has borrowed the standard undergraduate maximum, $27,000, at a 6.8 percent interest rate would pay approximately $315 per month for ten years. A student who borrowed $10,000 would pay approximately $115 per month for ten years.

PLUS (Parent) Loan Repayment

Repayment of PLUS loans begins as soon as the loan is fully disbursed though the parent may request forbearance from the servicer while the student is in school. See the loan calculators at **www.finaid.org/calculators** to estimate repayment amounts.

Tax Deduction on Education Loan Interest

According to federal regulations, up to $2,500 of annual interest paid on federal education loans (student or parent) is tax-deductible if certain conditions are met. More information is available from the IRS website (**www.irs.ustreas.gov**). A publication, #970, "Tax Benefits for Education," may be printed from the IRS website.

Student Loan Forgiveness

Information on and links to loan forgiveness programs for volunteer work (Peace Corps, VISTA, Americorps) military service (Army National Guard), legal or medical services, teaching, and for loan repayment for federal agency employees is available from the following sites:

Loan Repayment Charge

Knowing in advance how much your monthly student loan payment will be makes it a lot easier to create a workable budget. As you plan for your financial future, use this chart to determine your estimated loan payment obligations on your federal student loans.

INTEREST RATE	5.00%			6.80%			8.25%		
TOTAL AMOUNT BORROWED	NUMBER OF PAYMENTS	MONTHLY PAYMENT	TOTAL INTEREST	NUMBER OF PAYMENTS	MONTHLY PAYMENT	TOTAL INTEREST	NUMBER OF PAYMENTS	MONTHLY PAYMENT	TOTAL INTEREST
$1,000	27	$40	$59	22	$50	$67	22	$50	$77
$3,500	110	$40	$870	90	$50	$971	97	$50	$1,307
$5,500	120	$58	$1,501	120	$63	$2,095	120	$67	$2,595
$6,500	120	$69	$1,773	120	$75	$2,476	120	$80	$3,066
$7,500	120	$80	$2,046	120	$86	$2,857	120	$92	$3,539
$9,500	120	$101	$2,591	120	$109	$3,620	120	$117	$4,482
$10,500	120	$111	$2,864	120	$121	$4,000	120	$129	$4,955
$12,500	120	$130	$3,410	120	$144	$4,762	120	$153	$5,898
$20,000	120	$212	$5,456	120	$230	$7,619	120	$245	$9,437
$31,000	120	$329	$8,456	120	$357	$11,810	120	$380	$14,626
$40,000	120	$424	$10,911	120	$460	$15,239	120	$491	$18,873
$57,500	120	$610	$15,686	120	$662	$21,905	120	$705	$27,130
$75,000	120	$795	$20,459	120	$863	$28,572	120	$920	$35,387
$100,000	120	$1,061	$27,279	120	$1,151	$38,096	120	$1,227	$47,183
$125,000	120	$1,326	$34,098	120	$1,438	$47,620	120	$1,533	$58,979
$138,500	120	$1,469	$37,781	120	$1,594	$52,764	120	$1,699	$65,349

These numbers are accurate to the nearest dollar and are based on a standard 10-year repayment plan. For more detailed information, talk to your lender or the current holder of your loan.

© 2009 EdFund. Reprinted with permission from EdFund, www.edfund.org.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

http://www.finaid.org/loans/forgiveness.phtml
(general information on loan forgiveness)

http://www.finaid.org/loans/publicService.phtml
(loan forgiveness for employment in public service)

http://MappingYourFuture.org/paying/forgiveness.htm
(general information on loan forgiveness)

http://staffordloan.com/repayment/forgiveness.php
(general information on loan forgiveness)

http://www.opm.gov/oca/PAY/StudentLoan/index.asp
(government employee loan repayment)

http://studentaid.ed.gov/PORTALSWebApp/students/english/cancelstaff.jsp
(details of the teacher loan forgiveness program)

http://www.aft.org/yourwork/tools4teachers/fundingdatabase/index.cfm
(search loan forgiveness programs for teachers)

http://www.bennington.edu/admissions/financialaid/loans/RepayingLoanForgiveness.aspx
(more links and information on loan forgiveness and repayment)

Your Rights and Responsibilities as a Borrower

When you accept a loan, you accept legal and financial responsibilities that last until the loan is repaid. Here's a checklist of your responsibilities, as well as your rights as a borrower.

When you accept a student loan, you agree to:

- repay your loan(s), including accrued interest and fees, whether or not you complete your education, complete the program within the regular time frame, obtain employment or are satisfied with your education;
- complete online exit counseling before you leave school or drop below half-time enrollment;
- notify the current holder of your loan within 10 days if you change your name, address or phone number, drop below half-time status, withdraw from school or transfer or change your graduation date;
- direct all correspondence to the current holder or servicer of your loan;
- make monthly payments on your loan after leaving school, unless you're granted a deferment or forbearance; and
- notify the current holder of your loan of anything that might change your eligibility for an existing deferment.

As a student borrower, you have the right to:

- receive a disclosure statement before repayment on your loan begins, including information about interest rates, fees, loan balance and the size and number of payments;
- prepay all or part of your loans without a prepayment penalty;
- apply for deferment of your loan payments for certain specified periods, as long as you're eligible;
- request forbearance if you're unable to make payments and don't qualify for deferment (you must qualify according to the loan holder's requirements);
- receive proof when your loan is paid in full.

Questions about your loans?
Find your loan servicer: Go to the NSLDS, the National Student Loan Data System, at **http://www.nslds.ed.gov.nslds_SA/**. Use your FAFSA pin to log in and see a list of all your federal student loans. A drill-down will allow you to see contact information. If you have difficulty, be in touch with the staff of Bennington's financial aid office, **finaid@bennington.edu** or 802-440-4325.

Default Rate
The federal loan default rate for Bennington students was 2.9 for 2009, 1.7 for 2008, 1.1 percent for 2007, and .4 percent for 2006.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Student Employment

Many student aid awards include eligibility to earn Federal Work-Study (FWS) funds. Students are not guaranteed a job during the term, but many who try to obtain FWS work are successful. Earnings are paid directly to the student (rather than disbursed to the student's Business Office account) and are most often used to pay personal expenses during the term. Some campus jobs are open only to FWS-eligible students, but others are open to any matriculated student and paid through the "regular" student payroll.

The most complete and up-to-date job listing is found on Worklink, which can be accessed through the Bennington website, **www.bennington.edu**, "Students," "FWT & Career Development," "Worklink."

Procedures for getting a job during the term are outlined on job "How-To" page (page 8). New students should review this page as well as the Terms and Conditions of Student Employment (page 8), paying particular attention to the expectations involving attendance at the job position. A student who does not adhere to the terms of employment may lose his/her job and could be ineligible for any new student employment for a period of time.

For the 2012–2013 school year, students may not earn more than $1,150 per term in total, through all campus jobs. Reminders are sent when workers are approaching the limit.

Community Service

A number of off-campus community service opportunities paying Federal Work-Study wages are available during the regular terms as well as during Field Work Term. Sites have included Bennington Headstart Plus, Hiland Hall School, North Bennington Graded School, Vermont Arts Exchange, and Bennington Coalition for the Homeless. These community service jobs are listed in Worklink, under Campus Jobs. See Janine Burt in the FWT & Career Development Office (CAPA 16) for details.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Student Job "How-to"

Where Are Jobs Listed?

Jobs are listed on WorkLink, the online job search management tool for student employment, FWT and other work opportunities for students. From the Student section of the Bennington website, www.bennington.edu/go/students, click on WorkLink and follow the login instructions on the page. Once logged in, select the "Campus Jobs" shortcut.

What Paperwork?

To be hired, you need an Authorization Form. On the first day for new students at Bennington, come to the reception tent with identification (a passport, or a combination of a Social Security card or birth certificate, and picture ID such as a driver's license), to complete I-9 and W-4 forms (for U.S. citizens and residents). International students should check in with the international student advisor in the Student Life office. If you miss doing this paperwork on the first day, go to the FWT & CDO in CAPA 16. Once this paperwork is done, you'll be given an Authorization Form.

Now, How do I Apply for Jobs?

New students:

1. New first-year and transfer students with Federal Work Study (FWS) allocations and international students with "regular employment" allocations in their aid awards, complete the online student employment application sent during the summer.
2. Once you're on campus, you will meet with employment coordinators who will make the final selection for positions.
3. If you are hired, you'll give your Authorization Form to the employment coordinator for completion and you can begin work.

As a new student you should follow the same procedure as returning students IF:

- You did not complete the employment application in the summer by the deadline, or
- You do not accept the position(s) you are offered as a result of the summer application process, or
- You do not have a financial aid award which includes a FWS or regular employment allocation.

Returning students:

1. Complete the online student employment application and review "Terms and Conditions of Employment," which are both in the Document Library of WorkLink.
2. Upload the application to the "Your Documents" section on WorkLink and use this to apply online to any campus jobs listed on WorkLink. Note that some positions may require other information (such as a resume), skills, or experience.
3. If interested, an employment coordinator will be in touch with you to set up an interview.
4. If you are hired, give your Authorization Form (sent to your College mailbox at the start of term) to the employment coordinator for completion, and you can begin work.

What if I am/am not Federal Work-Study eligible?

Only students with Federal Work-Study (FWS) in their financial aid awards are eligible for jobs paid on the Federal Work-Study payroll, but other students can be paid through the non-FWS payroll known as "regular pay."

How Many Jobs May I Apply For?

Apply for more than one job. You may not be hired for the position that's your first choice, particularly in your first term at Bennington. Stay in touch; a job you want may open up later or in another term. You are not guaranteed a job.

What Are the Hourly Rates of Pay?

Pay for student jobs is $8.46 per hour. There are some positions available for $8.61 per hour.

How Many Hours Can I Work?

Some jobs require an equal number of hours each week; others may be short-term, or vary according to the workload. Students work an average of 5-6 hours per week in a term; however you may work up to an average of 9-10 hours per week. You cannot earn more than $1,150/term.

Can I Have More Than One Job?

Yes. For each separate job you take, the employment coordinator must complete an Authorization Form, which establishes that you've been hired at a specific pay rate. Get additional forms from the FWT & CDO, CAPA 16.

How Do I Get Paid?

1. The employment coordinator will complete your Authorization Form and return it to the FWT & CDO.
2. Timesheets will then be sent to your employment coordinator. As you work during the term, complete your timesheets showing the hours you have worked during the current (usually two-week) pay period. Make sure your timesheet is submitted each pay period, by the payroll deadline. A payroll schedule is sent with your timesheet packet.
3. Your paycheck is sent to your College mailbox or you may have your check direct deposited in your bank account.

Can I Do FWS During Field Work Term (FWT)?

Federal Work-Study funds are not often available during Field Work Term. If the funding is available, however, some students may work off-campus at local non-profit organizations which offer specific Federal Work-Study positions. Check in November with the FWT & CDO.

Are My Earnings (even FWS) Taxable?

Yes. Student earnings, including Federal Work-Study (FWS) earnings, are considered earned income and are therefore subject to all applicable taxes.

BENNINGTON COLLEGE

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Terms and Conditions of Employment

This agreement outlines the terms and conditions of student employment at and through Bennington College. The College recognizes the contribution students make to the College through their student employment and we want to assure you that student employment is managed consistently and fairly throughout the College.

The College has an obligation to establish reasonable standards of work and to evaluate student employees according to those standards. The College also has a responsibility to provide fair conditions of employment and to give its employees a reasonable opportunity to succeed on the job. In an effort to support these endeavors, the College has Student Employment Coordinators in relevant areas of the College to handle student employment matters. Student Employment Coordinators will provide orientation to student employees, review position responsibilities, conditions of employment, attendance procedures and related employment expectations. Student Employment Coordinators will also monitor student performance throughout the term and will counsel students regarding performance issues in writing if appropriate. In most instances, a written warning will be issued to a student whose work performance is not satisfactory and who is in danger of being terminated. However, immediate termination may occur in cases of gross misconduct as defined by the College. Bennington College's Human Resources Office must be notified prior to any student termination. Terminated student employees may appeal in writing to the Executive Vice President for Finance and Administration. The Executive Vice President's decision is final. As always, students are free to resign from any position.

Eligibility for Employment: Suitability for employment is determined through academic records for the immediate prior term, a student's adherence to the terms and conditions of student employment and through performance evaluations. Eligibility for present and future student employment will be based on your employment performance history at Bennington College. Your employment may be terminated at any time during your work assignment for failure to adhere to the terms and conditions of student employment. If you are terminated from your position for any reason, you will not be eligible for new student employment for 60 days of term time; non-term time employment may also be affected. If after returning to work, you are terminated again, you will permanently lose your eligibility for campus employment. Students who find themselves in this situation may appeal in writing to the Executive Vice President for Finance and Administration. The Executive Vice President's decision is final.

Performance: You are expected to perform your position responsibilities in an effective, efficient and cooperative manner at all times. If you fail to perform your responsibilities as expected, you may jeopardize your eligibility for future student employment.

Attendance: You are expected to be punctual for work assignments. If you are unable to work as scheduled, you must notify your supervisor in advance of your scheduled shift so coverage can be arranged. While the College understands that in certain circumstances it may not be feasible for you to provide advance notice, you should make every effort to provide your supervisor with as much notice as possible. If, on three occasions, you fail to report to work as scheduled without advance notification or having been excused, your employment will be terminated. If you wish to resign from your work
assignment, you may do so by giving one week's notice to your supervisor. This notice period allows the supervisor time to secure your replacement. Failure to provide adequate notice may jeopardize your eligibility for future student employment.

Work Hours: All work hours must be agreed to and approved by your supervisor. You are expected to work only those hours designated and approved by your supervisor. The maximum number of hours that you can work each week in any single job or combination of jobs is 20; exceeding the maximum may result in termination of your employment.

Confidentiality: During the course of your employment with Bennington College, you may come in contact with sensitive and/or confidential information. You are expected to treat confidential information with discretion and you are prohibited from misuse of this information. Failure to do so will result in termination of your employment.

Time Sheets/Payroll: You are expected to complete a payroll timesheet by the established due date; your completed timesheet must be signed by your supervisor and returned to Payroll. You will be paid an hourly rate according to the established wage schedule. If you are earning wages through Federal Work Study, you cannot be paid for more than your designated allocation, but you may apply to continue working in your same position under regular pay. Contact the Financial Aid Office to review your allocation to determine how much you can work. You will receive a paycheck on the established pay date for hours worked during the pay period; late timesheet submissions will be paid on the next payroll. Paychecks will be placed in your student mailbox in the Post Office. Falsification of timesheets will result in your immediate termination from employment and will jeopardize your eligibility for future student employment.

You acknowledge that you have read and understand the terms and conditions of student employment at the College.

Student's Signature _____ Date _____

Email Address _____ Telephone Number/Extension _____

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Verification

Verification is the required process of confirming information on which an aid award is based. It includes submitting required documentation, explanations, or confirmations such as a FAFSA-IRS Data Match. Students complete the Verification process as early as possible before the school year begins, confirming aid eligibility.

FAFSA-IRS DATA MATCH

U.S. income tax filers must now, per federal regulation, get direct IRS confirmation of their FAFSA tax information rather than submit copies of tax returns. The quickest and often simplest method is to use the FAFSA-IRS Data Match, which can be done either when filing a FAFSA for the first time in the year (if the applicable tax return has already been filed), or when making FAFSA corrections. The FAFSA-IRS match can usually be used 2 weeks after a student or parent has filed a US income tax return *electronically* and 6 – 8 weeks after filing *via paper*.

Tax Transcript for IRS Confirmation

Rather than use the FAFSA-IRS Data Match process, some filers will provide an IRS Tax Return Transcript. Instructions for requesting a tax transcript either online, via phone, or on paper are included in the sheet, Requesting an IRS Tax Transcript, available on the Forms tab on the **My Financial Aid** pages of Bennington's website.

Families Not Eligible for online FAFSA-IRS Data Retrieval

In some conditions, tax filers may not be eligible to use the FAFSA-IRS Data Retrieval, and must provide an IRS Tax Transcript (see above) to confirm their FAFSA figures. These conditions include

- When information included on the FAFSA using the IRS Data Retrieval was subsequently changed
- When a married independent applicant and spouse filed separate tax returns
- When the parents of a dependent student filed separate tax returns
- When an applicant or applicant's parent had a change in marital status after the end of the tax year on December 31
- When the applicant or parent filed an amended tax return or a foreign tax return

Students or Parents filing an amended tax return must submit, in addition to an IRS Tax Transcript, a IRS Tax Account Transcript and signed paper copies of both their original return and the amended return.

Students without need-based financial aid are not required to complete verification.

LATE TAX RETURNS

Parents and students who file late federal income tax returns submit:

- a copy of the IRS Form 4686
- copies of all W-2s
- if the return will be filed after September 15, a copy of the IRS approval of the extension
- after the tax return has been filed, a corrected FAFSA, confirmed using the FAFSA-IRS Data Match, or an IRS tax transcript showing the recently filed tax information.

If appropriate, a student's award will be adjusted once tax information is confirmed.

Sibling enrollment: Because sibling enrollment in college often has a strong effect on aid eligibility, Bennington may require confirmation of sibling enrollment in college. Enrollment may be checked through the National Student Clearinghouse, using the sibling's name and birthdate provided on the Bennington College Financial Aid Application. If enrollment is not confirmed, Bennington may request that the sibling provide confirmation from his/her university on a form from Bennington's Financial Aid Office. If confirmation of sibling enrollment cannot be obtained in a timely manner, the financial aid award may be recalculated.

ELIGIBLE NON-CITIZENS

Students who are US-registered aliens are considered "eligible non-citizens" and can receive federal aid, but must have their citizenship status confirmed annually by the Department of Homeland Security (DHS). This confirmation generally occurs when the FAFSA is processed. If the status is not confirmed or the College needs additional information, the Financial Aid Office staff will inform the student in writing, requesting documentation. The student must supply the needed documentation within 30 days. Bennington must send the documentation to the DHS within 10 days and will inform the student of his/her determined status when a final ruling from the DHS has been received. Bennington must provide an initial determination of the student's status within 15 days of receiving the needed documentation.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Academic Progress and Academic Standing

To proceed successfully through Bennington, a student must meet the academic requirements listed above. Concurrently, students must progress adequately each term, move through the curriculum with broad goals for achieving a liberal arts education, and, within that context, with the more focused goals of developing both an area of primary interest and the ability to do advanced work in that area. Academic advising is central to this process and active participation in advising makes it possible for students to make appropriate choices in their program of study.

ACADEMIC PROGRESS

Academic progress at Bennington is both quantitative and qualitative and is evaluated by the Dean's Office at the end of each term in four ways:

1. By determining the number of credits a student has earned in a term, in an academic year, and cumulatively. Please see the quantitative standard below.
2. By reviewing a student's cumulative number of Pass, Marginal Pass, and Fail evaluations, and grades, if applicable. Please see the qualitative standard below.
3. By requiring satisfactory completion of Field Work Terms, generally required annually from each student enrolled for the full academic year.
4. By requiring timely submission and acceptance of a student's academic Plan.

After each academic term, student records are reviewed for academic progress as noted above. Students who do not meet satisfactory progress standards are notified (along with their families, when permitted by law.). Students who are at risk of academic progress difficulties are placed on "notice." Students facing more severe challenges to their academic progress may be placed on academic warning or may be dismissed. A student may appeal an academic dismissal as described below; if the appeal is granted, the student will be permitted to return on academic probation. Explanations for each designation of academic standing follow the sections on quantitative and qualitative standards.

Quantitative Standard

Success in meeting the quantitative standard is evaluated by measuring cumulative pace, which is the term used to describe the ratio of a student's cumulative credits earned versus cumulative credits attempted; it measures how quickly a student is progressing toward graduation within the expected amount of time.

Bennington students must complete their undergraduate degree in 10 terms (160 credits) or fewer. * In order to assure that this will be the case, a certain cumulative pace must be maintained from term to term. Each term, a full-time student is expected to take and complete 16 credits. When calculating cumulative pace, therefore, the number of credits attempted per term is always set at 16 for full-time students, even if a student has registered for more or fewer credits in a given term. The only exception to this is for students who have been granted, by the Dean's Office, an accommodation of a disability in the form of a reduced course load (see Accommodation for Students with Disabilities). Students granted an accommodation in the form of a reduced course load are still expected to complete their undergraduate degree in 10 terms (160 credits) or fewer, unless this is specifically waived in the form of an additional accommodation.

If a student completes fewer than a certain percentage (between 75% and 80%, depending on term standing) of the total expected credits, he or she will not maintain the necessary cumulative pace to graduate within the maximum amount of time allowed. When this happens, the student will lose his or her good standing. The chart below details the minimum number of credits needed at the end of each full-time term at the College in order to maintain the necessary cumulative pace.

Term	Credits required to maintain Minimum Cum. Pace
1	12
2	24
3	36
4	48
5	62
6	74
7	90
8	103
9	116
10	128

In addition, at the conclusion of any term, any student earning a pace of 50% or below (e.g. earning 8 or fewer credits in a single term) may be placed on academic warning or dismissed.

Upon approval from the advisor and the Dean's Office, a full-time student may be permitted to take a reduced course load of 12-15 credits for an occasional term, with the understanding that credits will be made up in future terms. Of course, a student's cumulative pace towards graduation is affected when fewer credits are taken in any given term.

Students may apply for part-time status. This status means that a student is registered for fewer than 12 credits in a term. For these students, the number of credits attempted for the purposes of calculating cumulative pace is the number of credits for which a student has registered at the end of the term's drop-add period.

Credits earned before attendance at Bennington or elsewhere while in attendance at Bennington and transferred in count as both credits attempted and credits earned in the pace calculation.

Please note: Any withdrawals, regardless of the reason, after the term has started will result in zero credits earned out of 16 attempted and Cumulative Pace calculations will have to be adjusted accordingly.

**This limit does not mean that a student cannot take a leave or withdraw for a period of time; it simply means that a student cannot attend for more than 10 full-time terms.*

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Qualitative Standard

- A Pass (P) reflects satisfactory work and is equivalent to a range of performance from C- to A+.
- A Marginal Pass (MP) does not reflect satisfactory progress, but the student will receive credit for the course. An MP is the equivalent of a D grade.
- A Fail (F) means that the student will not receive credit for the course.

A student will generally lose his or her good standing (see below) or be dismissed from the College if he or she fails six or more credits in a given term (for full-time students) or half a program (for part-time students). A failure in a four-credit course combined with a marginal pass in one or more other courses in a given term will also generally result in the loss of good standing or dismissal from the College, as will a term containing 6 or fewer credits of full passes (e.g. 10 credits of MPs and 6 credits of Ps). A student's performance over the course of his or her time at the College will always be taken into consideration when assessing whether or not he or she meets the qualitative standard.

Any student who has academic difficulties in any course should discuss the problem with the instructor as soon as possible. The student also should bring the problem to the attention of his or her faculty advisor. The student also may discuss these difficulties with the Dean's Office.

In addition, students are required to submit Plan essays on time and to pass an academic Plan by the end of their fourth term; therefore, timely submission and approval of a student's academic Plan is considered when evaluating qualitative progress. A student will generally lose his or her good standing if a Plan is not approved, a Plan is deferred twice, he or she completes the 4th term without an approved Plan (e.g. conditionally approved in 3rd term and failure to meet the conditions set forth in the 4th term), or a plan is not progressing well. A student who fails to submit a required Plan essay in any given term will also generally lose his or her good standing (see below).

Students are expected to have a cumulative average of C or above (or the equivalent) by the end of their sophomore year; this generally indicates readiness to begin advanced work in an area of study. However, a student may have passed several courses in a particular area of study but still not be deemed able to pursue advanced work in that area; these decisions are made through the Plan process and with individual faculty members. In such cases the student will be advised to propose another area of study and/or will be advised that one or more extra terms are necessary for graduation or he or she will be dismissed from the College.

Academic Standing

The Dean's Office determines each student's academic standing after considering academic progress as described above. Any student whose work is not satisfactory or who has not submitted a Plan on time and obtained timely approval of a Plan, or who has not successfully completed the FWT requirement, may be placed on academic warning or dismissed from the College. Typically, students are placed on warning at the conclusion of a term, but a student may be placed on warning at any time. Students who cease attending class for two consecutive weeks for any reason may be dismissed during the term. Students who have failed at least half of their program before the end of the term may be dismissed during the term. Dismissal decisions are made by the Associate Dean of the College, in consultation with the faculty. Students who have been dismissed must have permission, in advance, from the Dean of Students to visit campus.

GOOD STANDING

All students enter Bennington in good standing. However, a student will be placed on academic warning or dismissed from the College if satisfactory cumulative pace is not maintained, or a satisfactory number of classes and Field Work Terms are not passed, or Plans/Plan essays are not submitted and approved when required.

Notice. Students may be placed on "notice" in order to alert them and their advisors that they need to pay particularly careful attention to their academic progress. Students on notice are still considered to be good academic standing.

Good Standing – SAP Plan (Satisfactory Academic Progress Plan). Students who successfully complete a term of academic probation but are unable to regain the required minimum cumulative pace after just one term will continue on a SAP Plan until they regain a satisfactory pace. Students who only minimally meet the expectations to return to good standing from academic warning may be placed on a SAP Plan for the term following warning. Students who fail to meet the terms of their SAP Plan while in Good Standing—SAP Plan will be dismissed from the College.

ACADEMIC WARNING

In order to be returned to good standing, students placed on academic warning are expected to pass 16 credits with no marginal passes, D's, or F's, and, if applicable, they are expected to submit their Plans on time and have them approved during the term, as well as satisfy FWT requirements for the term. Students on academic warning must also have a satisfactory cumulative pace to be returned to Good Standing at the end of the term.

Students who do not return to good standing following a term of academic warning will be dismissed. Students who have been dismissed may submit an appeal to return for a term of academic probation, which shall be determined by the Faculty Advising Committee in its discretion. The Associate Dean of the College will advise the student in writing of the Committee's decision, which is final, with no further appeal. Appeals must be submitted within one year from the date of dismissal.

Circumstances that may provide the basis for such a request include serious injury or illness, or the injury, illness, or death of a parent or sibling. The appeal to return on probation must explain why the student did not achieve satisfactory academic progress as well as what has changed in the student's situation to allow him or her to achieve satisfactory academic progress during a term of probation. If an appeal is not taken or is not granted, the student is dismissed. Students are normally limited to one such appeal during their time at the College.

Students cannot be on academic warning for two consecutive terms and are rarely granted a second non-consecutive term of academic warning after returning to good standing. Therefore, students who fail to meet either qualitative or quantitative standards in a term of good

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

standing and have previously been on academic warning will normally be dismissed.

ACADEMIC PROBATION

Students whose appeals have been granted are placed on academic probation for the following term and are required to work with the Dean's Office, their advisors, and the Faculty Advising Committee to complete a Satisfactory Academic Progress Plan (SAP Plan) for regaining and maintaining satisfactory academic progress. These SAP Plans must be drafted before students return for their term of probation and given provisional approval by the Dean's office. The SAP Plans must be reviewed (and may be revised) by the Dean's Office, faculty advisor, and the Faculty Advising Committee at the beginning of the term of probation and must be signed by the student after such review/revision.

Students who fail to complete a SAP Plan for probation, whose SAP Plans are not approved, or students who do not successfully complete the requirements set forth in the SAP Plan will be dismissed from the College.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Change in circumstances

APPEALS FOR ADDITIONAL AID

Any student who has applied for financial assistance has the right to appeal decisions regarding the allocation of financial aid. Questions about financial aid, as well as notification of dramatic changes in family circumstance, should be directed to the Financial Aid Office.

Should a student wish to appeal, she/he must submit a request form (available online or in the Financial Aid Office) to the Financial Aid Appeals Committee. June 30 (fall term) and January 15 (spring term) are the deadlines for filing appeals.

NEW APPLICANTS FOR AID

Students who enter Bennington without financial aid may apply for aid in subsequent years. These applicants will be evaluated for federal loan and work assistance first. Their need for institutional grant funds will be considered on a case-by-case basis after students currently receiving financial aid have been funded and the evaluation will consider merit in addition to financial need.

INDEPENDENT/DEPENDENT STUDENT STATUS

Financial aid is based on the premise that students and parents have the primary obligation for paying the costs of undergraduate education, and the College's resources should be used to assist students whose family's means are lacking. Bennington will not provide financial aid for students whose parents are able but unwilling to pay college costs nor for students who choose not to receive help from their parents.

Although special circumstances are taken into account, the College generally does not consider a student financially independent unless she/he is an orphan, ward of the court, or beyond traditional college age. Though students, by reason of age, veteran status, or marital status, may meet federal guidelines for independent student status, Bennington may continue to require financial information from parents and include a parental contribution in the financial aid award. For example, a student who marries while attending Bennington becomes independent by federal definition. The College, however, will require financial information from parents as well as from the spouse as part of the aid application and will include a parental contribution in the award as well as one from the student and spouse.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Billing and aid

Term bills are sent by the Bennington College Business Office on approximately July 1 for fall term and on January 1 for spring term, and monthly thereafter as long as a balance is due.

Federal and institutional grants and loans are credited to the student's account

- after all aid paperwork is complete (including electronic forms such as the loan promissory note),
- the award has been "accepted" (online, after a login on the My Financial Aid page),
- the student has registered for classes, and
- classes have begun

Outside scholarships, state grants, and tuition benefits from other employers are credited to the account of an enrolled student when the proceeds are received.

Federal Work-Study (FWS) funds are not credited to the bill at all. The student is paid directly (generally every two weeks) for hours worked during the pay period.

Any credit balance on an account will be returned to the student (or, if Parent PLUS loan balance, parent) unless the student (or parent) requests in writing that the College hold the credit in the student's account to assist in budgeting payment for the following term. No interest on this credit balance is accrued. Refund checks will be issued within 14 days after the credit balance occurs.

WITHDRAWAL POLICY

Students who are receiving aid and withdraw from the College must provide official notification of intent to withdraw. Refunds of tuition and other payments, should there be any, will be based on the withdrawal notification date. Official notice may be given by completing a withdrawal form and submitting it to the Office of the Dean, Barn 123G or to the Office of the Dean of Students, Barn 113. (Office hours are 9:00 am–5:00 pm during the term; 8:30 am–4:00 pm during FWT and the summer.) A withdrawing student also may give oral notice to the Dean or the Registrar or, in the case of a medical withdrawal, to the Dean of Students.

The College requests that all students withdrawing schedule an appointment with the Dean (802-440-4400).

For a student withdrawing during the term, the date of withdrawal will be the date that the student officially notifies the school of his/her intent to withdraw, unless the school documents the student's participation in an academically-related activity (such as attending a class, or turning in an assignment) at a later date. It is the withdrawal date that determines how much federal student aid a student has "earned" (by virtue of being enrolled and present) and how much must be returned per the federal "return-of-funds" calculation.

For students who attend classes but withdraw from the College by the deadlines below, an adjustment is made to charges. In addition, a portion of aid funds received will be returned to sources according to institutional, federal, and, where applicable, outside guidelines.

Certain charges are nonrefundable, including fines (library, parking, maintenance, etc.), meal tickets, the transcript fee, the health service charge, fees for health services provided, enrollment deposits for new matriculants, tuition refund insurance (after the beginning of the term), and interest charges due to late payment.

Bennington Refund Policy

Institutional policy requires an adjustment both to charges and to *institutional* aid for students who withdraw before the 21st class day of the fall or spring term. A student who withdraws during the first five class days of the term is charged 25 percent of the term's comprehensive fee (tuition, room and board). For students who withdraw after the first five days but before the 11th class day, the charge is 50 percent. After the 10th day but before the 21st day of classes, the charge is 75 percent of the comprehensive fee. Withdrawals on or after the 21st class day involve no adjustments to institutional charges or aid. *Aid recipients will have their institutional grants, scholarships, fellowships, or institutional loans adjusted at the same percentage rate as the charges are adjusted.* A withdrawing student who is not living in College housing will have the same adjustment percentage applied to tuition costs rather than to tuition, room and board.

Return of Federal Funds

A portion of federal aid must be refunded to its sources if a recipient withdraws before or at the point at which the term is 60 percent over. Regulations specify the amounts of "earned" and "unearned" federal aid according to the percentage of the term completed before withdrawal and the amount of federal funding to be returned is calculated accordingly. The calculated federal refund is returned to the aid programs in the order shown below. For example, a student whose award included an unsubsidized student loan would have the amount of his/her federal refund returned to that program. If the refund amount were greater than the unsubsidized student loan borrowed for that term, the remaining funds would be returned to the programs next on the list (from which the student had received funds for the term).

1. Federal Unsubsidized Student Loan
2. Federal Subsidized Student Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV student assistance

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Note: the tuition charges used in the examples are round numbers and do not reflect Bennington's actual tuition charge.

Example 1—Institutional Funds Only
Sam is a freshman who receives no federal financial aid. He officially withdraws from the College five days into the term. According to Bennington's institutional refund policy, he is charged 25 percent of tuition and room and board, and his institutional aid is adjusted at the same rate.

	Before withdrawal	After withdrawal	
Charges:			
Tuition, room & board	$28,000	$7,000	(25%)
Credits:			
Cash payment	($16,000)	($16,000)	
Bennington Grant	($8,000)	($2,000)	(25%)
Brockway Scholarship	($2,500)	($625)	(25%)
Total Credits	($24,500)	($18,125)	
Balance	**$1,500 due**	**($11,625) credit balance**	

Example 2—Federal and Institutional Funds
Amy is a federal financial aid recipient. She officially withdraws 35 days into the 100-day fall term. Because she did not withdraw before the 21st day of classes, neither institutional costs nor institutional aid will be adjusted. For federal purposes, she has "earned" 35 percent of her federal aid, and the remaining portion must be returned to the federal direct student loan and PLUS loan programs. In this case the Pell Grant remains the same.

	Before withdrawal	After withdrawal
Charges:		
Tuition, room & board	$28,000	$28,000
Credits:		
Bennington Grant	($14,000)	($14,000)
Fed. Sub. Student Loan	($2,737)	-0-
Fed. Unsub. Student Loan	($995)	-0-
Pell Grant	($2,000)	($ 2,000)
Fed. PLUS Loan	($7,313)	($2,566)
Total	($27,045)	($18,566)
Balance due from student	**$955**	**$9,434**

Example 3—Federal and Institutional Funds
John is a senior living off-campus. He withdraws ten days into the 100-day fall term. Because he withdrew before the 11th day of classes, his tuition charge and his Brockway Scholarship are both adjusted by 50 percent. According to federal guidelines, he has "earned" 10 percent of his federal financial aid, so 90 percent is returned to federal programs.

	Before withdrawal	After withdrawal	
Charges:			
Tuition	$22,000	$11,000	(50%)
Credits:			
Brockway Scholarship	($5,000)	($2,500)	(50%)
Fed. Sub. Student Loan	($2,737)	-0-	
Pell Grant	($1,500)	-0-	
SEOG	($2,000)	($624)	
Cash Payment	($5,000)	($5,000)	
Total	($16,250)	($8,124)	
Balance due from student	**$3,750**	**$2,876**	

When a student withdraws, adjustments to charges and aid are calculated and refunds, if any, are made within 30 days.

STUDENT PROTECTION PLAN, INCLUDING TUITION REFUND INSURANCE

This is an optional one-year insurance policy automatically offered to students on the fall term bill. A student who purchases the policy and later withdraws for medical reasons may be reimbursed for at least a portion of the term's charges incurred. Because federal financial aid disbursed to a withdrawing student must be returned on a pro-rata basis (for a withdrawal less than 61% of the way through the term), the Student Protection Plan (which includes tuition refund insurance) may be particularly helpful to students with substantial federal financial aid. Details of the plan, as well as a waiver for families who do NOT wish to purchase the plan, may be found online. (Link is https://www.salliemaeinsurance.com/tuition/waiver)

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Reapplying for financial aid

Financial aid is awarded for one year at a time. Students who receive institutional merit aid such as a Brockway or Bennington Scholarship will automatically receive it each year (eight terms) as long as they are in continuous attendance and are making satisfactory academic progress.

A student's eligibility for need-based aid is recalculated each year. Aid application instructions are available on the Bennington College website. It is the student's responsibility to ensure that required forms are on file by the deadline.

The student must reapply for need-based financial aid each year.

Financial aid will be allocated to returning students in the order in which complete applications are received by the Financial Aid Office. Although the College will do its best to meet the financial needs of each student, funds are limited. Late applicants may receive awards in which the grant amount is smaller, and in extreme cases, receive no grant funding at all.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Time away from Bennington

STUDY AT OTHER SCHOOLS

If a student's Bennington-approved academic plan includes work off-campus applied toward the Bennington baccalaureate degree, financial aid for the term away may be processed by Bennington's Financial Aid Office. A student enrolling as a visiting student at another institution (in or outside the US) may receive federal direct loan and some federal and state grant funds, **though no Bennington funding is available for his/her time off-campus**. The student should, in the term before departure, work with the Financial Aid Office to make arrangements for receipt of those aid funds.

To cover administrative costs, a "transcript evaluation fee" is charged *per term* to returning Bennington students who request transfer of the credits earned elsewhere. This fee is charged when the student resumes his/her studies at Bennington.

LEAVES OF ABSENCE AND WITHDRAWALS

Students who decide to withdraw or take an approved leave of absence must do a loan exit interview online at **http://www.nslds.ed.gov/ nslds_SA/SaEcWelcome.do**. Because the time away from classes is longer than the federal loan grace period, borrowers will be expected to begin loan repayment or make alternative arrangements with the lender.

Aid students returning to Bennington after a leave of absence or a period of withdrawal must be in contact with both the Dean's Office and the Financial Aid Offices at least three months prior to reentry.

WITHDRAWALS DURING THE TERM

Withdrawing students should be aware that a departure *during* the academic term will have implications for the financial aid they're receiving and for the amount due Bennington College. Recipients of federal aid such as direct student and parent PLUS loans, and Pell and SEOG Grants will find that these must be returned on a pro-rata basis unless a student is withdrawing more than 60 percent into the term. In general, this means that if a student withdraws 25 percent of the way into the term, approximately 75 percent of federal aid will be returned to its sources. This may leave a student owing money, possibly a substantial amount, for the academic term. Contact the Financial Aid Office (Barn 104 or **finaid@bennington.edu**) for more information.

In addition, according to Bennington's standards of academic progress, a student who receives financial aid for a term in which she/he receives no academic credit will find that the term has an impact on his/her eligibility for financial aid.

Withdrawing students who have received education loans are required to do an online exit counseling **http://www.nslds.ed.gov/nslds_SA/SaEcWelcome.do** (see page 4, Required Loan Counseling—Entrance and Exit, for details). Once withdrawn, a student's loan deferment status will change.

A CHECKLIST FOR STUDENTS STUDYING AWAY

- ☐ Work in advance with your academic advisor and the Dean's Office to include the courses to be taken elsewhere as part of your degree program/academic plan.
- ☐ If you wish to use federal and state aid funds to help pay for the term away, obtain a consortium/contractual agreement from the Financial Aid Office. You will need time to gather signatures from various offices at Bennington. Then, it is your responsibility to make sure an official from the program you will attend completes the agreement and returns it to the Bennington College Financial Aid Office.
- ☐ Discuss the financial impact of your term away with those helping you pay college bills. Make sure there is a clear understanding of the different costs and different amount of aid. Federal Pell Grant, state grant, and federal direct student and parent loan funds can be transferred as long as adequate financial need is established. How much, if any, of SEOG funding will transfer depends on costs and aid at the other institution.

  Bennington merit aid/grant aid, work-study, and Bennington loans cannot be utilized for a consortium study abroad.
- ☐ Once your completed consortium/contractual agreement is received by the Financial Aid Office, your aid award for the term or year away will be calculated, and a copy sent to you or your family.
- ☐ Bennington will send aid funds to your study program after all paperwork, including the registration verification, is complete.
- ☐ Be sure to have an academic transcript showing your evaluations from your term away sent to Krista Raven, Bennington College Dean's Office. Deadlines are February 1 if you will return for spring term, and August 1 if you will return for the fall term. To receive financial aid for your subsequent term (at Bennington) you must document successful completion of your consortium term(s).
- ☐ If you decide, once you are away for a term, to extend your period of study at the other program for an additional term, you will need to apply for an extension through the Dean's Office. In addition, a new consortium/ contractual agreement addressing the additional term will be needed. Please call or e-mail the Financial Aid Office to have one sent.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Federal aid and students convicted of drug offenses

Current law specifies that federal Title IV aid eligibility is suspended if a student convicted of violating any federal or state drug possession or drug sale law. Any person convicted of such a crime must notify the Financial Aid Office and also indicate such on the FAFSA (Free Application for Federal Student Aid).

The FAFSA includes question 23, "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)?" A student who answers "yes" to this question will be required, through the FAFSA process, to complete the federal "Worksheet for Question 23" to determine the length of his/her ineligibility for federal aid. This worksheet can be found at **http://www.nacacnet.org/LegislativeAction/LegislativeNews/Documents/201213FAFSA.pdf** or on the FORMS tab of My Financial Aid (that hyperlink is **https://myfinancialaid.bennington.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent%2fDefault.aspx**) on the Bennington website.

The length of ineligibility for federal student aid varies for students convicted of committing a drug offense while receiving federal aid. A conviction for "conspiring" to sell drugs is included in the category of a conviction for the sale of drugs. If a student is convicted both of possessing and of selling drugs, and the periods of eligibility are different, the student will be ineligible for a longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. A further drug conviction will make him/her again ineligible for federal financial aid.

Students denied eligibility for an indefinite period can regain it only if they successfully complete a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify that she/he has completed the rehabilitation program.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor

Bennington College offers substance abuse prevention programs. Details are available in the Dean of Student's Office.

Financial Aid Office • One College Drive • Bennington, Vermont • 05201 • 802-440-4325 • fax 802-440-4880 • finaid@bennington.edu • www.bennington.edu

Terms and conditions

1. At Bennington College, financial aid awards are determined in accordance with principles and regulations established by the College, outside donors, and federal and state governments.
2. Because the financial aid award may be determined without knowledge of other aid the student may receive, the aid award may be adjusted if other aid is received.
3. Only students enrolled in a Bennington degree program are eligible for College financial aid.
4. A student eligible to receive a state grant or other funding is expected to complete all necessary application procedures for this assistance. Bennington will not replace funds lost as a result of the student's failure to comply with application requirements.
5. Any scholarship/grant assistance received in excess of the cost of tuition, fees, and required books and supplies must be reported as gross income on a federal income tax return.
6. College and federal regulations require that a student receiving financial aid from federal, state, or institutional sources maintain satisfactory academic progress.
7. Federal law requires that prior to receipt of any federal student aid funds (Federal Work-Study, federal student loan, PLUS Loan, SEOG, or Pell Grant), each male student over 18 years of age who is a US citizen must register with the Selective Service, or indicate the reason he is not subject to registration. Male students who do not do so cannot receive federal funds and will not be awarded additional College funds in place of government funds.
8. It is the student's responsibility to notify the Financial Aid Office, in writing, of any change in his/her permanent mailing address. The student must also notify his/her loan servicer of such a change.
9. No financial aid is available for studies beyond those required by the College for graduation. Elective additional work will not be funded.
10. A student must complete registration for classes before the end of the second week of each a to be considered "enrolled" for that term. Federal funds cannot be credited to the student's account until she/he registers. Failure to register by the deadline will result in loss of financial aid.
11. Some aid recipients will be asked to supply documentation of their citizenship status, Selective Service registration status, or social security number. Such information must be submitted within 30 days. Students and families may also be asked to provide documentation of sibling college enrollment within a specified amount of time. Failure to respond appropriately to these requests jeopardizes aid eligibility.
12. All entering undergraduate aid recipients must ensure that the Admissions Office receives a complete high-school transcript indicating satisfactory completion of and graduation from high school, or the recognized equivalent of a high-school diploma, or a state-approved home-schooling program.
13. Transfer students must ensure that the Admissions Office receives academic transcripts that include all periods of enrollment at other institutions.
14. Aid recipients must ensure that all financial aid application materials they and their parents submit are true and correct. Should an amended tax return be filed, an IRS statement of "tax account information" must be sent immediately to Bennington College so that aid eligibility can be reviewed. Failure to do so jeopardizes aid.
15. Bennington will not award aid to an applicant (or applicant family) who does not file a US tax return by the federal deadlines if required by law to do so.
16. Applicants who are in default on a federal student loan and have not made satisfactory repayment arrangements enabling them to borrow again, cannot receive aid at Bennington College.