OKLAHOMA CHRISTIAN UNIVERSITY

UNDERGRADUATE STUDENT FINANCIAL POLICIES

Effective for the 2026-2027 Academic Year

Revised 05/20/2026

As a student, you have the right to:

- Know what financial aid is available to you, including federal, state, and OC programs.
- Know when financial aid applications are due and how to apply.
- Understand how your financial need is calculated and how your cost of attendance is determined.
- Know what information and resources are used to decide your financial aid eligibility.
- Receive an explanation of the types of aid in your financial aid offer and what you need to do to keep that aid.
- Ask for a review of your financial aid if your financial situation has changed since you submitted your FAFSA.
- Know which parts of your aid are free money (grants or scholarships).
- Understand the requirements to keep receiving financial aid, including Satisfactory Academic Progress (SAP) standards.
- Know how and when your financial aid will be disbursed to you.

As a student, you have the responsibility to:

- Understand how much you can afford to pay toward your school charges based on your financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid offer.
- Complete all required forms and tasks accurately, on time, and by the stated deadlines.
- Notify the university if you plan to enroll less than full time in any term so your financial aid can be adjusted correctly.
- Report any outside scholarships, assistantships, or other financial resources you receive.
- Complete the FAFSA fully and accurately. If you are selected for verification, you must submit all requested documents on time and ensure they are complete and correct. Providing false information is a serious offense and may result in penalties under federal law.
- Read and understand all forms you are asked to submit or sign, knowing that you are legally responsible for any agreements you sign.
- Follow all policies and procedures of Oklahoma Christian University.
- Actively managing your financial aid by staying informed and communicating with Financial Services when needed.

I. **<u>TUITION & FEES</u>:** *Tuition provides and maintains a healthy academic environment and are the student's financial commitment to the advancement of his/her education. Revenue received through this source is used to provide competent faculty, the cost of instruction, enrollment, and the use of essential campus facilities. All fees are subject to change.*

A. Tuition and Fees for all registered courses, both Term I and Term II for those in semester programs with 7-week courses, are due one week (7 days) after the first day of the semester unless covered by financial aid.

B. Students who cannot pay their balance in full by the date due must have an approved payment plan on file with Financial Services. Alternative payment plan options may be agreed upon; however, those arrangements do not guarantee the benefit of the IPP, including the waiving of finance charges.

C. Students who fail to pay their balance in full or make a payment arrangement with Financial Services prior to the date due may have their courses cancelled.

D. Students enrolled in Terms I & II who have not made satisfactory settlement of their Term I balance may have their Term II courses cancelled.

E. Students may incur additional charges throughout the semester. Payment for these charges will be due on the last day of the month for which the charge(s) was posted or along with your arranged Installment Payment Plan (IPP) agreement.

F. Students may not progress to the next semester until the previous semester's debt is settled.

II. **<u>PAYMENT ARRANGEMENTS</u>**: Students may use one or more payment options.

A. ***Option 1*** - OC Business Office/Online/Mail

1. CASH
    a) Cash payments may be made in the Business Office.
    b) The Business Office is located on the east side of campus in Heritage Plaza. The Heritage Plaza building is on the east side of Benson Road, just north of Jimmy John's.

2. PERSONAL CHECK
    a) Checks should be made payable to OC.

b) Checks may be mailed to –

Oklahoma Christian University
Financial Services
PO Box 11000
Oklahoma City, OK 73136

3. CREDIT or DEBIT CARD – Credit/debit cards (American Express, Discover, MasterCard, and Visa) may be used online to pay any part of the total student charges. Those who pay with a credit/debit card will be charged a 2.95% convenience fee.

4. ACH DEBIT – Debit your personal savings or checking account directly. In order to pay student accounts using this method, you will need to provide your bank's routing number and your account information. This option will eliminate convenience fees.

5. INTERNATIONAL PAYMENTS – International Students may wire funds from their home country using Flywire services at *www.flywire.com/pay/oc*

B. ***Option 2*** – INSTALLMENT PAYMENT PLAN (IPP) – Students who cannot pay their balance in full by the date due or would prefer to pay their balance in monthly installments should enroll in our interest-free payment plan available through the Student Account Online.

1. Students must sign up and pay the $35 fee <u>each semester</u>. If students miss IPP payments, they will be removed from the plan and will not receive the IPP benefits, including enrollment clearance and exemption from finance charges.

2. <u>Fall IPP</u>: Student's balance will be divided into five payments (or less depending on when the student enrolls in the IPP). The 1st payment is due at sign up with each subsequent payment due on the 1st of each following month.

   The Fall payment plan opens for enrollment <u>July 16</u> and closes <u>October 1</u>.

3. <u>Spring IPP</u>: Student's balance will be divided into five payments (or fewer depending on when the student enrolls in the IPP). The 1st payment is due at sign up with each subsequent payment due on the 1st of each following month.

   The Spring payment plan opens for enrollment <u>December 15</u> and closes *March 1*.

4. <u>Summer IPP</u>: Student's balance will be divided into three payments. The 1st payment is due at sign up with additional payments due on the 15th of June and July

   The Summer payment plan opens for enrollment <u>May 2</u> and closes <u>May 15</u>.

C. ***Option 3*** – ALTERNATIVE STUDENT LOANS – There are a variety of student loans available to students through private lenders. Information can be obtained in Financial Services or at www.oc.edu/loans.

D. ***Option 4*** – PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) –Parent PLUS loans are federal student loans taken out by parents of dependent undergraduate students. The parent is the sole legal borrower and bears full responsibility for repayment, not the student. See *XVII. Federal & State Aid for more information*

E. Exceptions or alternative payment arrangements must be approved in advance and documented by Financial Services. While alternative payment arrangements may be granted, they do not guarantee eligibility for the benefits of the Installment Payment Plan (IPP), including the waiver of finance charges or enrollment clearance.

F. **Returned Payments:** A returned payment is defined as any payment made on an account that is not honored by the financial institution due to insufficient funds or any other reason, in accordance with applicable law (21 Okla. Stat. §20M(B)). If a payment made to a student account is returned, the student is responsible for repaying the full amount of the original payment within five days.

1. **Personal Checks / ACH Debit**

    a) OC processes payments in real-time, but if the bank does not honor the transaction, you must cover the original balance and the fee to maintain your enrollment. A fee of $35.00 will be assessed for each returned check or ACH debit.

    b) A returned payment may result in cancellation of the student's registration.

    c) OC will no longer accept personal checks or electronic checks (ACH) as a form of payment after two returned payments have been charged to a student's account. At that point, the student must work with Financial Services to establish an alternative payment method.

2. **Credit / Debit Card**

    a) A returned payment may result in cancellation of the student's registration.

    b) OC may require the student to use an alternative payment method for future transactions.

III. <u>FINANCE CHARGES</u>

A. A monthly finance charge of <u>1.75%</u> will be applied to any unpaid balance on student accounts.

B. Students may incur additional charges throughout the semester. Payment for these charges is due on the last day of the month in which the charges are posted. A 30-day grace period is provided for all new charges. Finance charges will not be assessed on those charges until the grace period has expired.

C. Finance charges are applied monthly to any portion of the balance that remains unpaid after the applicable due date and grace period.

D. Students enrolled in an Individual Payment Plan will avoid these service charges. (See II. PAYMENT ARRANGEMENTS)

E. Finance Charges will not be removed from student accounts.

IV. REFUND POLICY

A. Students who officially withdraw from the university or drop courses spanning **11 to 15 weeks** are eligible for tuition refunds, provided the action occurs prior to the semester's fourth week.

B. The refund schedule is as follows:

1. Withdrawal during the **FIRST WEEK** (7 days): **100% refund**.
2. Withdrawal during the **SECOND WEEK**: **75% refund**.
3. Withdrawal during the **THIRD WEEK**: **50% refund**.
4. **Beyond the third week, NO REFUNDS are available, and the student retains full responsibility for 100% of the costs.**

C. Students who officially withdraw from the university or drop courses spanning **7 to 10 weeks** are eligible for tuition refunds, provided the action occurs prior to the semester's fourth week.

D. The refund schedule is as follows:

1. Withdrawal date in the **FIRST WEEK** (7 days): **100% refund**.
2. Withdrawal during the **SECOND WEEK**: **50% refund**.
3. **Beyond the second week, NO REFUNDS are available, and the student retains full responsibility for 100% of the costs.**

E. Students who officially withdraw from the university or drop courses spanning **1 to 6 weeks** are eligible for tuition refunds, provided the action occurs prior to the second day of class.

F. Refunds are given as follows:

    1. Withdrawal date on the **FIRST DAY**: **100% refund**.

    2. Withdrawal date on the **SECOND DAY**: **50% refund**.

    3. **Beyond the second day, NO REFUNDS are available, and the student retains full responsibility for 100% of the costs.**

G. Students should always add and drop a course during the same session to avoid unexpected charges.

H. **Late Registration for Term II**: Any Term II courses registered after the established refund deadline are billed as extra credit hours. Such additions do not substitute for courses removed after the deadline has passed. *To illustrate: A student registered for 15 semester hours drops a 3-hour class post-deadline and registers for a 3-hour Term II class. The resulting total enrollment is 18 hours (15 initial + 3 Term II). Consequently, the student is billed for 1 hour, representing the amount exceeding the 17-hour block rate.*

I. **To <u>officially</u> withdraw from the university, a student must complete a Withdrawal Form via MyOC/Services or at the Registrar's Office. This document, once signed and finalized, establishes the formal date of withdrawal, which the Registrar determines based on the student's final date of term attendance.**

J. Students will remain financially liable for all course costs even in cases of non-attendance, as failing to attend either online or in-person sessions is not equivalent to an official withdrawal.

K. Upon official university withdrawal, Room and Meal Plan charges are eligible for a pro rata refund determined by the specific "move out" date. However, Eagle Bucks are classified as nonrefundable.

L. Any student dismissed for unsatisfactory conduct or failure to pay charges as agreed is not eligible for refunds.

M. Upon a student's withdrawal, scholarship funds are subject to proration based on the tuition refund percentage. As an illustration, if a student is awarded a $1,000 scholarship for the semester and is granted a 50% refund on tuition, they are permitted to retain 50% of that scholarship.

N. International Students enrolled in less than 12 hours will no longer be "in-status" for their U.S. Visa and will be reported to the International Records Office.

V. ACCOUNT HOLDS

A. Student accounts with an outstanding balance of $500 or more will be subject to an automatic balance hold. This restriction prevents students from making enrollment changes, registering for future terms, and maintaining full access to MyOC.

B. This hold will persist until the balance is either settled in full or the student has enrolled and remains current in an approved Installment Payment Plan (IPP).

C. Accounts for students no longer at Oklahoma Christian (OC) that remain delinquent for over 90 days may be transferred to a collection agency. In such cases, the student assumes liability for all collection costs, including relevant fees and interest.

VI. STATEMENTS – Statement notifications will be sent by email on or around the 1st day of each month.

VII. THIRD PARTY ACCESS

A. It is the student's responsibility to grant third party access so that a parent or some other third party may have access to a student's account.

B. Third party access can be given here: https://www.oc.edu/admissions/financial-services/third-party-access

C. Due to FERPA regulations, OC staff cannot give account information to third parties unless the student has granted them permission. This includes, but is not limited to, the following: Account balances, Financial Aid awards, Tax information, Payment information.

D. Administrative, clerical or technical billing errors do not absolve the student of any financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of the student's registration at OC.

VIII. MEAL PLANS

A. Students may change their meal plans on their MyOC or in the Residence Life Office during the first three (3) weeks of the semester. After the 3rd week has concluded, students may no longer change their meal plans.

B. Meal Plan Exemptions

IX. <u>TITLE IV AID & WITHDRAWALS:</u> *If you purposefully give false or misleading information, including applying as an independent student without meeting the unusual circumstances required to qualify for such a status, you may be subject to criminal penalties under 20 U.S.C. 1097, which may include a fine up to $20,000, imprisonment, or both.*

A. OC is mandated by federal regulations to apply the "return of Title IV funds" formula for any student receiving Federal (Title IV) financial aid. Consequently, a withdrawal from your courses might lead to a reduction in your financial aid for that semester.

   1. These regulations dictate the process OC follows to calculate the amount of Title IV assistance you have earned at the time of your withdrawal. Programs subject to these rules include Federal Pell Grants, Federal Direct Loans, PLUS Loans, SEOG, and specific state grants.

   2. The amount of earned aid is figured on a pro rata basis relative to your withdrawal date. For instance, completing 30% of the enrollment period earns you 30% of your scheduled aid; completing more than 60% allows you to retain 100% of the scheduled assistance. If your earned aid exceeds what was disbursed, you may receive the difference. Conversely, if you received more than you earned, the school is required to return the excess funds.

   3. Certain eligibility requirements may prevent you from earning scheduled funds after a withdrawal. Specifically, students in 100% online undergraduate programs who withdraw before completing their first 30 days will not earn any Federal Direct Loan funds they otherwise would have qualified for.

   4. When excess Title IV funds must be returned, OC will return an amount equal to the lesser of:

      a) The total amount of excess funds, or

      b) Your institutional charges multiplied by the percentage of funds that were unearned.

B. Because Title IV program fund requirements upon withdrawal operate independently of the institutional refund policy, you may remain responsible for a balance to the school for unpaid institutional charges. OC reserves the right to bill you for any Title IV funds that the institution is mandated to return.

C. To retain all awarded financial aid, students are required to attend their classes; otherwise, the aid is considered unearned. Federal aid recipients who fail to attend classes and do not complete any credit hours for a term are classified as "unofficial withdrawals" from the university. These students will be subject to a Return of Title IV calculation, as previously detailed, unless they provide the Assistant Director of Financial Services with evidence of attending classes for at least 60% of the term.

D. Since attendance is not recorded in all OC courses, the financial aid administrator typically utilizes the semester's midpoint to calculate the Return of Title IV funds for "unofficial withdrawals." However, if the Assistant Director of Financial Services can verify the student's specific final date of attendance, that actual date will be used for the calculation rather than the midpoint.

E. Upon a student's withdrawal, Title IV assistance is returned to the applicable programs. These funds are repaid to the original sources in the following sequence, not exceeding the total net amount distributed from each:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal PLUS loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

F. Upon receiving the OC Withdrawal Form, Financial Services initiates the Return of Title IV funds (R2T4) process, which is completed within ten (10) business days. All federal funds are then returned within ten (10) business days following the R2T4 calculation. Once the process is finalized, students are sent a letter and an account statement detailing the impact of the withdrawal on their financial aid.

G. Withdrawing from courses may impact future Title IV eligibility under the Satisfactory Academic Progress guidelines.

X. <u>CREDIT BALANCES & REFUND DISBURSEMENTS</u>

A. A refund is only triggered once an actual credit balance is present on the student's account.

B. By default, federal law requires credit balances stemming from Parent Loans for Undergraduate Students (PLUS) to be issued to the parent; however, if the parent authorizes disbursement to the student during the PLUS application process, the refund will be directed to the student.

C. Students who have registered their bank account and routing information via the Student Account Online portal will receive funds through E-Refunds.

D. If electronic banking information is not provided, a paper check will be issued to the student and mailed to the current address registered in the university's records.

E. Alternatively, students have the option to ask that their credit balance be maintained on their account to cover future academic costs.

F. Please allow a processing window of up to 10 business days for funds to reach the recipient.

XI. COURSE MATERIALS & BOOKSTORE POLICIES

A. Oklahoma Christian University utilizes Slingshot, an automated fulfillment service, to manage course materials. Upon enrollment, all required resources are delivered automatically prior to the start of the term, eliminating the need for student coordination.

B. The university's Financial Services office maintains the right to establish individual limits on total account charges.

C. Student account charging is permitted solely for mandatory course materials. Incidental items, including but not limited to apparel, snacks, cards, or periodicals, may not be charged to the student account.

D. Students will be automatically enrolled in one of the following Slingshot services.

1. SMART STUDY: Students are enrolled in Smart Study. Students will receive all of their required course materials and will be charged a flat $25 per credit hour fee to their student account for their course materials.

    a) Physical books are delivered to their campus housing assignment prior to the first day of the semester and digital books are available in the student's Slingshot account.

    b) All students can manage and update their preference including opting out of the service in their Slingshot account.

    c) Returning students will have the new option to choose the SmartStudy preference and pay a flat rate per credit hour.

2. TEXTBOOK BUTLER SERVICE: Students receive all of their required course materials and will be charged the actual cost of their course materials. Students first enrolled in Fall 2025 or later are not eligible for this service.

   a) Physical books are delivered to their campus housing assignment prior to the first day of the semester and digital books are available in the student's Slingshot account.

   b) All returning students will maintain their current course material preference (rent, purchase, digital, or opt out). Students with these preferences will be charged per item or can purchase a la carte if they are opted out of automatic delivery.

   c) Students can manage and update their preference including opting out of the service in their Slingshot account.

   d) Books for Term 2 will not be charged to the student's account until one week prior to the term start date. (See II. ACCOUNT PAYMENTS)

XII. UDINING EAGLE BUCKS

A. During the semester, students whose university accounts remain in good standing and who demonstrate financial capacity may charge Eagle Bucks to their student account.

B. Charging Eagle Bucks to student accounts is prohibited starting two weeks before the scheduled Spring commencement.

C. Please note that Eagle Bucks are non-refundable and will not carry over into the following academic year.

XIII. POLICIES FOR HEALTH INSURANCE

A. By the first day of every semester, students taking 9 or more credit hours must provide their biographical data and complete the Health Insurance and Immunization Information (HIII) form online via MyOC.

B. Mandatory health insurance enrollment applies to all international students with associated costs billed to their accounts.

C. Domestic students who fail to submit proof of insurance through MyOC by the established deadlines—September 15, 2026, for the Fall term and February 1, 2026, for the Spring term—will be enrolled in the university's insurance program automatically.

D. Any student automatically enrolled in this program will see the corresponding insurance charges reflected on their student account.

XIV. CONSORTIUM COURSEWORK

A. Under limited circumstances, students may complete academic work at the University of Central Oklahoma (UCO) via a consortium agreement. In these instances, the student is directly responsible for all expenses incurred at UCO.

B. Regarding Oklahoma's Promise recipients, OC and UCO will each independently bill for the credit hours taken at their respective institutions.

C. Enrollment at UCO is considered part of the student's total load at OC for purposes of In-School Student Loan Deferment and Federal Financial Aid eligibility. For example, a student taking 10 hours at OC and 2 hours at UCO is classified as a full-time OC student. However, any institutional aid provided by OC will be prorated according to the specific number of hours taken at OC.

D. Students are liable for UCO-specific costs, such as activity fees, books, and other miscellaneous charges; these items cannot be applied to the student's OC account.

E. Participation requires that students finalize all necessary documentation with both Financial Services and the Registrar's Office before beginning their enrollment at UCO.

XV. STUDY ABROAD PROGRAMS

A. International Studies: All study abroad programs are governed by these standard financial policies.

   1. A financial contract detailing trip expenses is issued by the Office of International Programs. Students are required to adhere to all payment timelines and ensure all costs are settled in full before the trip begins.

      a) Deadlines and Payment Procedures

(1) Program fees are applied to the student's Study Abroad (SAB) account after the deposit is paid and the financial contract is finalized.

(2) A payment plan for program fees must be established with your financial aid counselor no later than six weeks before the departure date.

(3) Complete payment is due one week before departure. Failure to meet this deadline may result in the student being removed from the program.

2. Fee Structure and Financial Aid

   a) Program fees, which include tours and local travel, are billed to the Study Abroad account rather than the regular Student Account.

   b) Tuition, fees, books and housing are billed separately to the student's account by Financial Services.

   c) Current scholarships and financial aid remain applicable for students enrolled in approved programs.

3. Withdrawal Liability: If a student leaves the program, they are responsible for all costs already incurred on their behalf, such as pre-travel expenses, Eurail passes, or airline tickets.

B. Ibaraki Christian University Exchange Program

1. Participants in this year-long exchange are required to settle all program costs in full before departure, adhering strictly to established payment schedules.

2. Directly charging expenses for this specific program to a student account is prohibited unless prior authorization is granted by Financial Services.

C. Programs through the Council of Christian Colleges and Universities (CCCU)

1. Students participating in CCCU programs are required to settle all associated costs in full before the program begins.

2. Students participating in CCCU programs will not be billed for OC tuition, housing, or meal plan costs during their semester of participation.

3. OC student accounts will be billed for program costs based on the rates found at www.bestsemester.com. Once payment is received by OC, the university will remit those funds to the CCCU.

4. During the semester of participation, students in CCCU programs are ineligible for OC institutional grants or scholarships.

5. OC institutional grants and scholarships will be reinstated in full once a student returns to full-time status at the university, provided they remain in good academic standing.

6. Throughout the duration of CCCU program participation, students remain eligible to receive any federal, state, or external financial aid for which they qualify.

XVI. WINTER AND SUMMER SESSIONS

A. Tuition and fee payments for the Winter and Summer terms are required by the initial day of the semester, provided no prior payment plan has been established with Financial Services (refer to Section III. PAYMENT ARRANGEMENTS).

B. With the exception of National Merit Finalist awards and varsity athletic scholarships, OC institutional scholarships are not available during these terms.

C. High school graduates attending Oklahoma Christian the summer immediately following graduation will be charged at the standard summer credit hour rate.

D. Financial aid for summer enrollment is managed as follows:

   1. Trailer Aid: Eligibility is based on calculations for the current year. To receive these funds, all associated paperwork and disbursements must be finalized by June 30th.

   2. Header Aid: Granted on an exception basis, this aid uses calculations for the upcoming academic year. Disbursements for header aid will not occur before July 1st.

   3. Compliance and Adjustments: To prevent overpayment, Title IV aid is adjusted throughout the summer. Consequently, students will not face financial aid suspension or warning solely due to incomplete credit hours during this term.

XVII. FEDERAL & STATE FINANCIAL AID

A. Oklahoma Christian University offers financial support to students who qualify through established need analysis procedures. Consistent with federal guidelines, OC operates under the principle that educational expenses are primarily the responsibility of the student and their family. The development of financial aid packages is guided by the following general protocols:

1. **Federal Pell Grant** – The federal government sets the regulations that determine award totals.

2. **Supplemental Education Opportunity Grant (SEOG)** – This specific form of assistance is earmarked for traditional undergraduate students who are Pell Grant recipients, with awards allocated according to the order in which applications are received.

3. **State Grants (OTAG & OTEG)** – The Oklahoma State Regents are responsible for determining the funding levels and eligibility criteria for both the Oklahoma Tuition Equalization Grant and the Oklahoma Tuition Aid Grant. OTAG & OTEG are awarded to eligible students who live on campus.

4. **Oklahoma's Promise** – The eligibility criteria and allocation for this initiative are established by the Oklahoma State Regents.

5. **Institutional and External Scholarships** – Although the majority of financial assistance is determined during the initial packaging phase, the financial aid package is updated with supplemental scholarships once they are confirmed.

6. **Federal Work-Study**: A work-study award is provided to students who indicate interest through their FAFSA and have a minimum of $2,000 in unmet financial need.

    a) Receipt of this award does not ensure a job; rather, students are responsible for finding their own on-campus employment.

    b) To receive the maximum award, the student must complete the required work hours to earn those wages.

    c) While payments are normally distributed via payroll, students may submit a formal request to the Payroll Office to have a designated portion applied to their university account balance.

7. **Federal Direct Loans**: Federal Direct student loans are provided to eligible students according to their financial need and academic standing. UCO

    a) Disbursement & Enrollment Verification

        (1) Mandatory Requirements for Fund Release: To successfully obtain and clear federal funds for disbursement, students must complete Loan Entrance Counseling and sign a Master Promissory Note (MPN) online

at studentaid.gov. These steps must be completed prior to the established financial aid deadline for the current semester.

(2) Enrollment Thresholds: Annual loan eligibility is directly tied to enrollment. If a student is enrolled less than part-time at the time of disbursement, their annual loan eligibility will decrease accordingly.

(3) Post-Disbursement Enrollment Increases: If a student adds a course or increases their credit hour load after federal loans have already been disbursed for the term, OC cannot retroactively increase the loan amounts for that specific term.

b) Implementation of the One Big Beautiful Bill Act (Effective July 1, 2026) - *In compliance with federal law, specifically the One Big Beautiful Bill Act enacted on July 4, 2025, major regulatory changes to Federal Student Aid programs will take effect at OC on July 1, 2026. These statutory changes impact Federal Student Loan limits, Federal Student Loan repayment plans, Federal Parent PLUS loans, and Federal Graduate PLUS loans.*

(1) Proportional Loan Reductions for Less-Than-Full-Time Status - Under the new federal framework, federal student loan amounts are strictly locked to a student's active credit-hour enrollment.

(a) Full-Time Standard: Full-time enrollment is defined as 12 credit hours per semester. Students who enroll and remain enrolled full-time are eligible to receive the maximum applicable annual loan limits.

(b) Proportional Reductions: Students who enroll less than full-time, or who drop below full-time status at any point prior to or during the term, will have their federal student loans reduced. The reduction will be calculated in direct proportion to their less-than-full-time status.

(c) Affected Loan Types: This mandated reduction applies to undergraduate Federal Subsidized loans, as well as both undergraduate and graduate Federal Unsubsidized loans.

(d) Individual Loan Evaluation: Each federal loan type will be reviewed and reduced separately based on the student's specific enrollment status.

(2) Treatment of Special Terms (Winter and Summer Sessions) - For the purposes of determining enrollment status and federal loan eligibility, non-standard terms are treated as follows:

    (a) Winter Session: Credit hours taken during the Winter session will be consolidated with and count toward the student's Spring semester enrollment total.

    (b) Summer Session: The Summer session is evaluated as its own independent term for federal student loan eligibility and loan reduction calculations. If a student did not maintain full-time status during the preceding Fall and/or Spring semesters, they may possess remaining annual loan eligibility that can be applied to the Summer session.

(3) Student Responsibilities - Students are highly encouraged to consult with the Office of Financial Services before making any adjustments to their schedules (such as dropping, adding, or withdrawing from classes), as changes to enrollment status will directly impact financial liability and federal loan eligibility under these new guidelines.

8. **Parent Loan for Undergraduate Students (PLUS)** –Parent PLUS loans are federal student loans taken out by parents of dependent undergraduate students. The parent is the sole legal borrower and bears full responsibility for repayment, not the student.

    a) Parents of dependent undergraduate students who maintain at least half-time enrollment are eligible to obtain a PLUS loan from the federal government.

    b) Borrowing Limits: Parents can borrow up to the total cost of attendance (tuition, room and board, books, personal expenses) minus any other financial aid received. New policies cap borrowing at $20,000 annually and $65,000 lifetime per dependent student.

    c) Credit Requirement: Unlike other federal student loans, parents must pass a credit check. Adverse credit history (such as bankruptcy or accounts in collections) may result in denial, though parents can appeal or use an endorser.

    d) Interest Rates & Fees: The interest rate is fixed for the life of the loan and depends on when it is first disbursed. Loan rates are published July 1. There is also a loan origination fee.

e) Repayment & Deferment: Repayment begins 60 days after the final loan disbursement of the academic year. However, parents can request a deferment to pause payments while their child is enrolled at least half-time and for six months after the child leaves school. Interest will continue to accrue during deferment.

f) Students are allowed one increase in cost of attendance for one computer purchase as an undergraduate and/or one computer purchase as a graduate or professional student.

g) To apply, parents must complete the Free Application for Federal Student Aid (FAFSA). You can learn more or begin the application process through StudentAid.gov.

h) More information concerning student lending (including deadlines, interest rates, repayment terms, and default/origination fees) can be found at www.oc.edu/loans.

B. Submission of the Free Application for Federal Student Aid (FAFSA) is mandatory for students seeking evaluation for loans, work-study roles, and federal grants. Financial Services may require additional documentation once FAFSA information is processed, and this new data could result in adjustments to a student's financial aid eligibility.

C. The deadline for submitting all federal and institutional financial aid applications and supporting documents is fourteen days prior to the start of finals week. OC cannot guarantee the successful disbursement of federal funds for paperwork processed after this established cutoff, though the university will attempt to facilitate late submissions.

D. Oklahoma Christian University awards all institutional and federal financial aid under the assumption of full-time enrollment (at least 12 hours per semester). For students enrolled part-time (fewer than 12 hours), aid packages will be adjusted accordingly during the first and fourth weeks of the term.

E. Students enrolled in fewer than 12 hours per semester (part-time) will have their financial aid prorated. It is important to note that certain institutional scholarships require full-time enrollment at OC or through an approved consortium agreement and cannot be prorated.

F. Award letters may be modified by Financial Services if inaccurate information is discovered or if a student is granted additional financial aid. Because Financial Services communicates these revisions via email, students are responsible for regularly checking their OC email accounts for updates concerning their financial aid status.

G. To maintain the integrity of FAFSA data, OC reserves the right to perform institutional verification and request extra documentation as needed. This ensures compliance with federal regulations for any student identified via federal edits.

H. Students or parents (in the case of dependents) who encounter a special condition are invited to submit a Special Conditions application. These applications must be accompanied by supporting evidence and all required verification documentation, including tax records and verification worksheets. Qualifying special conditions may include high medical costs, parent tuition fees, loss of income, private school expenses, or PLUS loan repayments for certain dependent students.

I. Students must inform Financial Services of any modifications to their external financial resource, as mandated by federal law. Such changes might necessitate an update to the student's financial aid package; if a revision occurs, Financial Services will communicate the details to the student through the established notification process.

J. The university handles financial aid overpayments or awards exceeding eligibility by adjusting the student's award internally instead of referring the matter to the Department of Education. If these adjustments result in a remaining balance on the student account, the student is responsible for making the necessary payment to the university.

K. Any federal Title IV financial aid, except for Federal Work Study wages, will first be applied to any outstanding balance on the student's account for tuition, fees, room and board.

L. Students convicted of drug-related offenses during a period of enrollment for which they are receiving federal student aid may face specific eligibility restrictions. For detailed information on how these convictions impact your Title IV Financial Aid eligibility, please refer to the following resource: FAFSA Facts: Drug-Related Convictions.

M. To continue receiving financial support, students must show consistent academic advancement toward their degree as mandated by federal law. Oklahoma Christian University has established the following criteria to ensure compliance with these regulatory standards.

1. **Measurable Satisfactory Academic Progress**

   a) Credit Hour Completion Requirements

      (1) To maintain financial aid eligibility, students must meet specific completion benchmarks each semester based on their enrollment status:

         (a) Full-time students are required to complete a minimum of 12 credit hours.

(b) Three-quarter-time students are required to complete a minimum of 9 credit hours.

(c) Half-time students are required to complete a minimum of 6 credit hours.

b) Credit hours are not considered successfully completed if they result in the following designations:

(1) F (Failing grade)

(2) Audit (No credit earned)

(3) W (Withdrawal)

(4) WP (Withdrawal passing)

(5) I (Incomplete)

c) A student may be placed on financial aid suspension or warning due to "I" (Incomplete) grades, as these are not considered successfully completed hours.

d) Following the end of each term, the Director of Financial Services assesses the satisfactory academic progress of any student issued an "I" (Incomplete). Once a grade change is recorded, Financial Services will implement the necessary modifications to that student's financial aid status.

e) Students placed on financial aid suspension as a result of an “I” (Incomplete) grade should notify Financial Services immediately after the “I” has been changed to a passing grade. Upon notification, the Director will recalculate the student’s financial standing and will determine if the student’s financial aid may be reinstated.

f) Title IV aid adjustments are processed for any course dropped by the end of the third full week of classes. Students who drop classes after this deadline and subsequently change their enrollment status (e.g., moving from full-time to three-quarter-time) will be subject to financial aid warning or suspension.

g) GPA Requirements: All undergraduate financial aid recipients must maintain a minimum cumulative grade point average of 2.0, with the exception of freshmen, who are required to maintain a 1.7 cumulative GPA.

2. **Financial Aid Warning:** Students who do not meet the necessary GPA or completed hour requirements can still receive financial assistance while being placed on

financial aid warning for one semester. During this warning period, the following criteria must be met:

a) GPA Standard: Students are required to reach the cumulative GPA benchmark corresponding to their grade level. Failure to attain this standard will result in a move to financial aid suspension.

b) Completion of Hours: The number of hours a student must finish during their warning semester depends on their federal aid enrollment status:

(1) Full-time status requires 12 completed hours.

(2) Three-quarter-time status requires 9 completed hours.

(3) Half-time status requires 6 completed hours.

3. **Financial Aid Suspension** – Students who fail to satisfy the requirements of their financial aid warning—specifically regarding cumulative GPA standards and the completion of the required number of credit hours—are deemed to be making unsatisfactory academic progress. Consequently, these students will be placed on financial aid suspension, resulting in the immediate cessation of all federal aid. This termination includes the Pell Grant, Oklahoma Tuition Aid Grant, Supplemental Grant, Federal Work Study, Oklahoma Tuition Equalization Grant, Federal Parent Loan for Undergraduate Students, and the Federal Direct Loan Program. An exception applies to students who are in their final semester and successfully graduate.

4. **Federal Assistance Eligibility Limits**

a) Undergraduate students are restricted to a maximum of 189 attempted credit hours for financial aid eligibility.

b) This 189-hour limit encompasses all credit-bearing courses, including:

(1) Transfer credits

(2) Repeated and remedial coursework

(3) Credits from previous majors or undergraduate degrees obtained at regionally accredited institutions

c) All such hours are included regardless of whether they were funded by Title IV aid. However, credit hours marked as "W" (Withdrawn) or "I" (Incomplete) are excluded from the attempted hour total. Students requiring Title IV assistance beyond the 189-hour threshold—such as those pursuing a second bachelor's degree, a double major, or a change in major—are required to notify the Financial Services Department.

5. **Procedures for Reinstatement**: Students seeking to restore their federal financial aid eligibility must first raise their cumulative GPA to at least 2.0 and provide proof of successful completion (minimum of 12 hours) in their most recent semester. Once these conditions are met, a formal written request for reinstatement may be submitted to the university.

6. **Appeals**

    a) To appeal a financial aid suspension, a student must provide a written statement to the Financial Services Department. This submission should explain the reasons for not meeting academic standards and detail the specific changes implemented to ensure future compliance with academic requirements. Written appeals must be filed with Financial Services within the first 30 days of the next semester; those received after this period may be denied.

    b) The Director of Financial Aid, in consultation with the Financial Aid Committee, evaluates each request. Initial appeals are typically approved if they include a clear explanation of past failures and a viable one-semester plan for academic recovery. However, approval will be withheld if it is determined that a student cannot realistically reach the minimum cumulative GPA standard. Decisions are communicated to the student in writing.

    c) Probationary Status: If a suspension appeal is successful, the student is placed on federal aid "probation" for one semester. To return to "good standing," the student must successfully complete the required credit hours and achieve the mandatory cumulative GPA during this period.

    d) Finality of Appeals: No further appeals are granted beyond the first. Students previously granted an appeal can only regain federal aid eligibility by meeting the cumulative GPA standard and completing at least 12 credit hours in their most recent semester. Once these benchmarks are achieved, the student may submit a written application for aid reinstatement.

7. **Summer Enrollment Aid -** Students enrolled in summer courses may qualify for financial assistance as a “trailer,” utilizing current year calculations. To facilitate this, all financial aid documentation must be finalized before June 30th to allow for disbursement by that date.

a) On an exceptional basis, aid may be awarded as a “header,” calculated using the following academic year’s data. Financial aid for students categorized as “headers” will not be disbursed until July 1st.

b) To avoid overpayment, Title IV assistance is monitored and adjusted throughout the summer session; consequently, failure to complete credit hours during this term will not trigger financial aid warning or suspension.

c) Federal aid recipients during the summer must adhere to cumulative GPA requirements for Satisfactory Academic Progress: a 1.7 GPA for those with fewer than 30 hours, and a 2.0 GPA for those with 30 hours or more.

8. **Impact of University Withdrawal**: Recipients of Title IV funds who withdraw during the semester will be assigned a financial aid warning status. For those already under a warning, this action will result in a formal financial aid suspension.

9. **Supplementary Provisions** - Students previously enrolled at this institution who have not yet received Title IV support may qualify for such aid (if otherwise eligible) under a single-semester warning period. During this time, they must align their academic performance with the university's satisfactory academic progress standards. Additionally, any student who fails all courses within a semester will be moved directly to financial aid suspension, regardless of whether they were previously on warning status.

XVIII. INSTITUTIONAL FINANCIAL ASSISTANCE

A. First-time Oklahoma Christian (OC) students pursuing their first Bachelors degree in a traditional undergraduate program can access institutional grants and scholarships organized across six stacking categories. Total institutional scholarships are capped at the cost of full-time tuition for 17 credit hours. *(Refer to Appendix A for category details.)*

B. The university adjusts OC scholarship amounts according to total credit hour enrollment, with half-time status receiving 50% of the award value up to 12 hours.

C. **Maximum**: OC scholarships and tuition discounts may not exceed full tuition up to 17 hours. If the student enrolls in more than 17 hours, they will be responsible for paying for the extra classes.

D. Prior to being evaluated for tuition discounts or scholarships, students are required to submit an admission application to the Admissions Office, including the necessary fee and be accepted. Eligibility for these awards is contingent upon meeting all specific scholarship criteria by the designated deadline or before the start of the semester.

E. Only traditional undergraduate students pursuing their first Bachelors degree are eligible for OC scholarships and tuition discounts.

F. The following awards are classified as academic scholarships: the Trustees' Scholarship, Founders' Scholarship, President's Scholarship, Dean's Scholarship, Eagle Award, Maroon & Gray Award, Transfer Scholarship, OCCC Scholarship, and the National Merit Finalist Scholarship.

G. The National Merit Finalist Scholarship provides comprehensive coverage for full tuition (up to 17 credit hours each semester), mandatory fees, standard on-campus housing, and standard meal plan. This award is renewable for four consecutive years, provided the student maintains a minimum 3.0 cumulative college GPA. Included in this offer is the OC-funded National Merit Stipend, which ensures the full coverage of tuition, fees, room, and board. Please note that this scholarship does not apply toward a second Bachelor's degree and excludes costs for nursing clinicals, private lessons, and Study Abroad food or program fees. For Study Abroad participants, the scholarship is limited to tuition and housing costs.

H. Any student entering OC with more than 15 college-level credits earned after high school graduation is awarded as a transfer student; these individuals qualify for the Transfer Scholarship, with eligibility determined by their official college transcripts.

I. Oklahoma Christian scholarships may be renewed for a maximum of eight semesters. If a student's scholarship is revoked because their GPA falls below the necessary threshold, they can apply for reinstatement once they have restored their GPA to the required level. Please note that for every semester a student does not meet the GPA requirement, one semester of scholarship eligibility is permanently forfeited.

J. To remain eligible for financial aid, students must maintain a minimum cumulative grade point average (GPA) of 2.5, unless alternative requirements are specified at www.oc.edu/scholarships.

K. Recipients of any scholarship may be obligated to participate in specific events or fulfill service requirements as a condition of their award.

L. Recipients of endowed scholarships must submit a thank-you letter to their donor. Failure to fulfill this obligation may result in the forfeiture of the scholarship for the subsequent semester.

M. Students departing OC for a single semester will retain their prior scholarship awards, provided they maintain the necessary GPA and avoid financial aid suspension. A readmission application is mandatory for those returning to the university.

N. Any student who leaves the university to attend classes at a different institution will have their aid re-evaluated under transfer student criteria upon their return.

O. Heritage Guarantee: OC is proud to offer a special Heritage Guarantee to our church of Christ college students pursuing a traditional undergraduate program. First-time college and transfer students active in a church of Christ are eligible for Heritage, guaranteeing a 50% tuition discount through multiple OC scholarships, for up to 8 traditional undergraduate semesters.

P. NCAA and Club Sports Athletic Scholarship Policies:

   1. All incoming student-athletes qualifying for a traditional academic or transfer scholarship will receive that award in addition to their athletic scholarship. Please be advised that some institutional scholarships, such as the Kingdom Way Award and Heart of Service Scholarship, are not eligible to be stacked with NCAA athletic scholarships. In some cases, awards may be offered before the financial aid office is made aware of a student’s athletic scholarship status, which could result in revisions to the initial award.

   2. The Athletic Department manages these scholarships, which are granted for a defined term not exceeding one academic year. Renewal for subsequent periods is not guaranteed. Throughout the year, scholarships may undergo renewal, reduction, or cancellation as determined by the department.

Q. A special scholarship is available to legacy families (where both parents are alumni) with three or more children from the same birth. This offer ensures that the educational costs for these children do not exceed the cost of twins. Specifically, triplets each receive a 1/3 tuition scholarship, quadruplets each receive half-tuition, and quintuplets each receive 60% tuition. To qualify for this discount, children must enroll at the university as first-time freshmen.

R. University staff are prohibited from granting institutional funds, including those from endowments, to members of their own families.

S. Scholarship recipients involved in specific groups must comply with all applicable contractual requirements.

T. Financial Services aims to maximize the number of students who can access a Christian education by considering both financial need and academic merit when distributing tuition discounts and institutional scholarships. While students might qualify for several awards, certain combinations are prohibited, and the addition of one scholarship could lead to a reduction in need based aid, such as OC grant and Ike’s Promise. Oklahoma Christian University maintains the authority to aggregate tuition discounts and scholarships in a way that optimizes benefits for both the university and the student.

U. Financial Services reserves the authority to modify award letters if incorrect information is found or if a student receives supplementary financial assistance. Notification regarding any adjustments of this nature will be sent to the student via their university email account.

V. Dependency status must be updated for recipients of institutional aid who marry following their initial FAFSA submission as a dependent. Such students, along with those already married at the time of their application, are designated as independent when determining their eligibility for financial assistance.

W. Federal government regulations may require international students to pay taxes on portions of their scholarships and grants. Generally, funds applied toward mandatory course costs—including tuition, fees, and books—remain tax-exempt, while other aid may be considered taxable.

XIX. EMPLOYER TUITION ASSISTANCE & REIMBURSEMENT

A. Employer Tuition Assistance: This refers to any employer-contributed financial support issued **to** Oklahoma Christian University prior to the conclusion of the student's courses.

1. Such assistance is categorized as private financial aid.
2. To facilitate this process, students must submit employer-provided records specifying the total aid amount and the projected payment date to the university.

B. Employer Tuition Reimbursement: Under this arrangement, the employer covers the cost of tuition once the student has finished their course work.

1. To qualify for a payment deferment via employer reimbursement, students are required to provide approved documentation to Financial Services no later than the semester's first day.
    a) Documentation Requirements:
        (1) Students are encouraged to utilize the Employer Assistance Form, available at www.oc.edu/forms, which must include the employer's signature.
        (2) If providing alternative documentation, it must explicitly contain the following details:
            (a) Verification of the employer's commitment to pay along with their contact details.

(b) The expected date the payment will be issued.

(c) The specific percentage or dollar amount of the student's balance the employer plans to cover.

2. To avoid potential finance charges, delinquency status, or class withdrawal, students must submit all required documentation by the first day of the semester.

3. Any bill amounts exceeding the tuition assistance provided by an employer are the direct responsibility of the student.

4. In the event of a class drop or university withdrawal, all outstanding balances become payable immediately, subject to the University refund policy.

C. To verify employment status, OC may perform random audits by reaching out to a student’s employer.

D. Students eligible for tuition assistance must provide Financial Services with copies of any required employer forms for every term (7 weeks) or semester (16 weeks) of enrollment. *These documents are typically available through an employer's Benefits or Human Resources department.*

E. If an employer necessitates evidence of enrollment and associated fees, OC Financial Services will provide an invoice directly to them.

F. Payment delays are not permitted for students whose employers provide Tuition Assistance **directly** to the student; such individuals must follow the procedures described in Section III. Payment Arrangements.

XX. ASSISTANCE WITH MILITARY TUITION

A. Members of the military service are advised to consult with their financial aid counselor or Educational Services Office (ESO) through their respective Military Service branch before they enroll at OC.

B. In accordance with Section 103 of the PL 115-407 Veterans Benefits and Transition Act of 2018, Oklahoma Christian University maintains compliance and ensures no policies conflict with 38 U.S. Code § 3679 (e).

XXI. HOUSING FOR SUMMER AND WINTER SESSIONS

A. Eligibility and Approval

1. Students finishing a prior semester with an unpaid balance exceeding $500 are ineligible for summer or winter housing unless they receive specific authorization from Financial Services. Approval for students with significant delinquent accounts generally requires a verified plan for settlement.

2. A persistent housing balance prevents enrollment in subsequent semesters until the account is fully cleared.

B. Billing and Discounts

1. All students reserving housing for these sessions are initially billed at 100% of the cost.

2. Those employed by OC may receive a 50% monthly credit toward housing charges, provided they meet the requisite hours-worked criteria. Students who fail to satisfy these employment requirements remain liable for the full housing cost.

C. Payment Timelines and Financial Aid

1. Housing fees must be paid in full prior to the start of the term or through an established weekly or monthly arrangement with Financial Services. All outstanding housing debts must be settled no later than two weeks before the following semester begins.

2. Financial aid disbursed for summer or winter terms is applied to tuition first. Students may request that remaining aid be applied to their housing costs.

XXII. IRS FORM 1098-T POLICIES

A. In accordance with Internal Revenue Service (IRS) regulations, Students commit to providing OKLAHOMA CHRISTIAN with my Taxpayer Identification Number (TIN) or Social Security number (SSN) for Form 1098-T reporting when requested.

B. Students acknowledge responsibility for any IRS penalties incurred by OKLAHOMA CHRISTIAN due to their failure to provide a valid SSN or TIN.

C. For students to obtain an electronic version of the annual 1098-T Tuition Statement, they must provide formal consent via the Student Account section of the MyOC portal.

D. A physical copy of the form will be sent to the student's registered mailing address if electronic consent is not granted.

APPENDIX A

<u>2026-2027 OC Scholarships & Grants</u>

Students may be eligible to receive benefits from six (6) different OC scholarship and grant categories towards tuition only. Total institutional scholarships are <u>capped at full-tuition</u>. See financial policy XVI. Institutional Aid for rules and regulations.

#1 Academic Merit Scholarship

- $14,000 – Trustee’s
- $12,000 – Founders'
- $10,000 – President's
- $8,000 – Dean's
- $6,000 – Eagle
- $4,000 – Maroon & Gray

#2 Specialty Grants (Maximum of one grant from this category)

- Heart of Service
- Christian Academy/School Employee Discount
- Partner School Award
- Kingdom Way Scholarship

#3 Endowed Scholarships

#4 Church Scholarship

- OC matches up to $1,000
- Child of Minister/Foreign Missionary Discount

#5 Performance Scholarships

- Music
- Club Sports
- NCAA Sports *

#6 Bonus (May only apply to one year)

- President Leadership Class (PLC)
- Leadership Training for Christ Scholarship (LTC)
- Lad 2 Leaders
- Summer Singers
- New Reign
- SGA Officers
- Talon/ Eagle Media PR

** Additional institutional aid may not be eligible to stack with NCAA sports scholarships.*