

Academic Years 2020-2022

PUERTO RICO SCHOOL OF NURSE ANESTHETISTS



[FINANCIAL AID OFFICE] *Consumer Student Guide*

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Table of Contents

Directory	2
School Accreditations	4
Introduction to Financial Aid.....	
Student Rights and Responsibilities.....	
Financial Aid at a Glance.....	
Financial Aid offer	9
Student Eligibility	10
Family Educational Rights and Privacy Act (FERPA).....	15
Institutional Cost of Attendance (COA)	18
Cost of Education: Tuitions Fees and Expenses	20
Cost of Education: Student Budget.....	22
Disbursements.....	23
Institutional Refund Policy	24
Financial Student Aid Office	26
Additional Information Contacts	27
Loans Repayments	28
Federal Financial Student Aid Penalties for Drug Law Violations	30
Information's Links for Students	34
Some Financial Aid Terms and Definitions.....	35

Directory

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Accreditations

License to Operate

State licensing agencies, higher education commissions, and other bureaus for private postsecondary education grant institutions the authority to operate in their states. The Puerto Rico School of Nurse Anesthetists (PRSNA) must have accreditations recognized by The U.S. Department of Education to participate and administer the Federal Student Aid programs. PRSNA is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS). Renew the license to operate, which is valid for a five year term (2017-2022). On March 5 of 2020, The Middle States Commission on Higher Education (MSCHE) has granted the Puerto Rico School of Nurse Anesthetists the accreditation the next Self-Study evaluation is in 2023. In accordance with Commission policies our institution PRSNA has achieved all the requirements for the membership satisfactorily.

The licenses are granted for the master's degree in Science of Anesthesia and master's degree of Science in Nursing with specialty in Critical Care Puerto Rico Board of Post-secondary Institutions. MSCHE and ACICS are an international accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).



Introduction to Financial Aid

Puerto Rico School of Nurses Anesthetists (PRSNA) wants to continue contributing to the training of practitioners of nursing in a graduate level through an excellent education. We are conscious that the educational and professional challenges cost time, money, and effort. Tanking that on mind was created the Financial Student Aid Office (FSA) to offer information about the assistance available to pay for their studies leading to a professional academic degree. In PRSNA we are conscious that the education produces a great individual and social benefits, but it is an investment the student must carefully evaluate and consider.

The Federal Regulation under the Higher Education Opportunity Act of 2008 (HEA), as amended, requires the institutions to provide information on financial aid to prospects and active students. In this Institution we care about our student, that's why we create this Financial Aid Guide who has the intend to provide detailed information on process to request, eligibility criteria and information on the type of assistance we offer for graduate students to finance their studies at the graduate level. Taking into consideration the changes in federal and state regulations and in compliance with federal requirements.

The guide is available on our websites: <https://www.eeapr.org/> in the Financial Student Aid tab. If the student required a hard copy, can request it at the FSA Office in PRSNA and it is constantly updated due to a federal regulations' changes. It was prepared with the purpose of bring guidance to our students and those interested to join us, about the PRSNA Financial Aid Program requirements and benefits. Guide students in relation to the type of help available and the right they must obtain it and the maximum amount to request, in accordance with institutional policies and applicable federal regulations, with timely and high-quality service.

Student Responsibilities and Rights to know

Responsibilities

Students are responsible for:

- Pay attention to all information received by the offices when documents and information are requested and comply with the deadlines for the delivery of requirements.
- Deliver all documents required by the Financial Student Aid Officer, comply with the deadlines established and complete the necessary documents.
- Applying for Federal Student Aid.
- Completing all required forms accurately and submitting them on time to the FSA Office.
- Keeping personal financial aid records.
- Reading, understanding, and complying with the information that appears on all forms that the student signs.
- Reading, understand and comply with the published Satisfactory Academic Progress (SAP) policy for FSA recipients.
- Read and understand the school's Return of Title IV Funds policies.
- Reporting changes in name, postal mailing and email address and phone number to the FSA Office.
- Notify your status as student in a new institution to the lenders or agencies of your loan holders.
- Repaying loans on time.
- As a Graduate student it is your responsibility to research the criteria of each program before signing any document.
- Complete all the procedures required for The Department: FAFSA, Entrance Interview, Master Promissory Note, Annual Student Loan Acknowledgement, and the Institutional Loan Application for Direct Unsubsidized Student Loan.

Note: The procedures required by The Department to comply is a self-management as an adult Graduate student. The incomplete records cannot be evaluated for financial aid purposes in some cases. When the student brings the requested documentation, the funds to which could be eligible, will be apply.

Important dates to complete the FAFSA

<i>Academic Year Star/End</i>	<i>Dates to start submitting FAFSA</i>	<i>Incomes Years</i>	<i>Academic Years</i>
July 1, 2021 to June 30, 2022	October 1, 2020 to June 30, 2022	2019	2021-2022
July 1, 2020 to June 30, 2021	October 1, 2019 to June 30, 2021	2018	2020-2021
July 1, 2020 to June 30, 2020	October 1, 2017 to June 30, 2019	2017	2019-2020

Rights

Students have a right to know:

- What financial aid programs are available at the school?
- The deadline for submitting applications for each program.
- How financial aid will be distributed, how decisions on distributions are made and the basis for those decisions.
- How the institutional Cost of Attendance (COA) or financial aid budget was determined?
- What resources student's current assets or other financial aid were considered in calculating the student's need.
- The details of the various programs in the student aid package.
- What portion of the financial aid received must be repaid.
- For any aid that is a loan, the interest rate, the total amount that must be repaid, the payback procedures, the length of time to repay the loan and when the repayment is to begin.

- How the school will determine if students are making satisfactory progress and what happens if a student does not.
- Request a re-evaluation of your case if you are not satisfied with the financial aid received, or at least, an explanation of how the FSA Office reached the amount included in the Award Concession Letter.
- Receive complete confidentiality with respect to documents delivered to the Financial Student Aid Office.
- The student file will be protected following the FERPA Law regulations and keeping the files under a fireproof file cabinet locked with restrictions access.

Financial Aid *at a Glance*

What is Federal Student Aid?

The Federal Student Aid (FSA) is an office of the U.S. Department of Education (The Department/ ED). Its money comes from the federal government, specifically the Department, that help you pay for your educational expenses this is called the Federal Title IV funds (TIV).

What to do and what to expect?

To have the aid that you need to pay for your studies is as simple as 3 steps:

1. Fill the FAFSA (20xx-20xx) and expect the Student Aid Report (SAR).
2. Apply for a loan and expect the Award Concession Letter notification.
3. Expect to receive an award disbursement and reimbursement (if applicable) from the school.

For more information go to: <https://studentaid.ed.gov/sa/fafsa/next-steps>

How to fill a FAFSA: <https://youtu.be/ZEclnK-9B7U>

Sources to find Student Aid:

- College Scorecard finder Information on college costs, graduation, and post-college earnings: <https://collegescorecard.ed.gov/>
- Careers One Stop your source for career exploration, training & jobs Sponsored by the U.S.
- Department of Labor: <https://www.careeronestop.org/toolkit/training/find-scholarships.aspx>
- Check out this video for info about the FAFSA and the resources available to help fill out this important application: <https://youtu.be/LK0bbu0y5AM>

A tool from The Department: *FAFSA4caster*

This tool was designed for The Department to help you calculates the estimated cost of your studies, visit the website of the *FAFSA4Caster* in the following address: <http://www.educationalscholarship.pro/get-the-scholarships-you-deserve/FAFSA4caster>

Financial Student Aid Offer

Puerto Rico School of Nurses Anesthetist is a Graduate-Professional Institution whose academic offering is in master's degrees. The Federal Student Aid (FSA) we have for student to pay their studies is an unsubsidized loan from William D. Ford Federal Direct Loan Program (Direct Loan), a division of The Department.

Direct Loan Program: Unsubsidized

A William D. Ford Federal Direct Loan Program, that eligible students and parents borrow directly from the U.S. Department of Education at participating schools in Title IV (TIV) Funds. Direct Subsidized/Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans are types of Direct Loans. The Federal Department of Education offers Stafford Federal Direct Loans (subsidized and non-subsidized), with a low interest rate granted to university students, whose studies lead to obtaining an academic degree. Making a student loan is a serious responsibility, with which a debt that must be paid is incurred, so it is recommended that before requesting it, the student exhaust other means of help and request it as a last alternative.

- **Direct Unsubsidized Student Loans (DLUNSUB):**

- [Subsidized and Unsubsidized Loans | Federal Student Aid](#)
- Available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- PRSNA determines the amount you can borrow based on your cost of attendance (COA) and other financial aid you receive.
- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accumulate and be capitalized that increase the principal amount of your loan.

Student Eligibility

Direct Unsubsidized Student Loans

A non-subsidized loan is not granted based on need and will charge the borrower interest from the disbursement time until it is paid in full. For Federal Loans, the student must apply directly to the Institution. The total amount that a graduate or professional independent student can borrow cannot exceed \$138,500 (not more than \$65,500 of this amount can be in subsidized loans) on all years of student life.

[Subsidized and Unsubsidized Loans | Federal Student Aid](#)

Who are eligible?

To a student began eligible to unsubsidized loans, there are some basic requirements for the granting of TIV funds:

- Be a U.S. Citizen or permanent resident. International or student visa are not eligible for federal aid included in the Program of Title IV Funds.
- Have a valid Social Security Number.
- If you are a male have registered with Selective Service between the ages of 18 to 25 (<https://www.sss.gov/>).
- Enrolled in an eligible program leading to an academic degree. Note: the remedial courses credits and certificates are non-eligible.
- Regular student must meet all requirements of the Admissions Office.
- Have submitted the FAFSA every Academic Year (20xx-20xx) and present the results, Student Aid Report (SAR).
- Maintain Satisfactory Academic Progress (SAP) in accordance with the Institutional Catalog.
- SAP in a Qualitative or Quantitative Measurement. The students who is qualified for Title IV Funds according to institutional policy is as follow:

- **Good Standing: qualify**
- **Warning: do not qualify**
- **NPAS-Probation: do not qualify**
- **NPAS-Dismissal: do not qualify**
- Not having amount outstanding in federal student loans including Perkins or bank loans, or overpayments pending in scholarships or federal TIV funds received previously in others institution.
- Maintain a minimum of enrollment as a half time (HT) student according to the program sequential.
- Complete and sing the certification statement on the Free Application for Federal Student Aid (FAFSA).
- Have completed the verification process of your FAFSA (if applicable).
- Student may not be in default status with The Department.
- A sing statement that you will use the FSA for educational purpose only.

For additional information, please go to: <http://StudentAid.ed.gov/eligibility>

Note: Remember students in certifications and listeners are not eligible to receive financial aid. Prior to do the application process for a DLUNSUB, your status with The Department will be evaluate in the National Student Loans Data Systems (NSLDS).

Application process for Direct Unsubsidized Loan

This Program was created for a non-need economic reflected for postgraduate or professional students. Based on that, the student's loans, in the moment of the Finance Office issue the loan disbursement to the institutional account, the student is responsible to pay the interest to the bank or lender agency. The student is responsible for beginning to repay the principal loan for six months after academic load has decreased to less than half time, graduated, completed the graduation requirements, or filed a total withdrawal.

For more information go to: <https://studentaid.gov/>

Steps to be eligible and complete the application:

1. Need to create a Federal Student Aid Identification (FSA ID) that gives you access to Federal Student Aid's online systems and use it as your legal signature.
 - To create it or update the information go to: <https://fsaid.ed.gov/npas/index.htm> or <https://fsaid.ed.gov/npas/pas/pub/ForgotPassword>
2. Complete the FAFSA on the web: **Federal School Code 042789**.
 - Link: <https://studentaid.gov/h/apply-for-aid/fafsa>
 - Required documents for the student needed at the time to complete the application:
 - Copy of Income Tax Return (if applicable) and spouse if you are married. Please consider that the capitulations do NOT applied in this case.
 - Individual or married taxpayer - \$5,000.00 gross income.
 - Married taxpayer and file separate income - net gross income from all tax exemptions for monthly payments greater than \$2,500.00.
 - Failure to pay Form must bring evidence of income received during the taxable year requested at the time to fill the FAFSA.
 - Copy of Withholding (W-2): adjusted gross income and total contribution determined.
 - Letter from employer certifying earned annual income.
 - If the student is self-works must make a certification in case of being selected for verification.
 - Certification of Nutrition Assistance Program (SNAP/TANF).
 - Evidence of exempt benefit received from Social Security.

- Evidence of exempt benefit received from Veterans.
- Letter certifying amount received alimony.
- Information about current investments in business and real estate, data on companies or farms, data on stocks, bonds and other current investments and current bank statements.
- Evidence of your registration in the alien registration or permanent residence card (if you are not a US citizen).
- In case of verification by the ED: Financial Student Aid Office will have to require other documents not listed in the list.

Note: The verification process is conducted by the U.S. Department of Education and the students are randomly selected. In case of needing assistance, you can bring your electronic device to do the process in a space prepared for the student in the FSA Office and we can assist you, but we cannot do the procedures for you.

3. Complete the institutional process for loan application in the FSA Office.

4. Do the processes required by The Department in <https://studentaid.gov/> : (must bring printed evidence to your Financial Aid Office)

- a. Entrance Counseling for graduate/professional students (**No Plus**)
- b. Master Promissory Note (MPN) for subsidized / unsubsidized loans (**No Plus**)
- c. Annual Student Loan Acknowledgement yearly
- d. Exit Counseling: when applying for graduation, if you reduce enrollment less than half time based on the definitions of the Institutional Catalog for a Half Time student or separation of the institution.

Note: Half Time (HT) enrollment is defined by the credits per semesters as the sequential for a half timers curriculum shown.

First Year of enrollments:

- 1st Semester August to December: 10 credits
- 2nd Semester January to May: 10 credits

Second Year of enrollments:

- 1st Semester August to December: 6 credits
- 2nd Semester January to May: 4 credits
- Summer I June to July: 9 credits

Third Year of enrollments:

- 1st Semester August to December: 14 credits
- 2nd Semester January to May: 14 credits
- Summer II June and July: 10 credits

5. Copy of Personally, Identifiable Information (PII) documentation to present in the FSA Office

(Protected by regulations of FERPA Law):

- Valid identification card: Passport, Real ID, Driver License or Green card.
- Birth certificate
- Social Security*
- Evidence of personal address information with your name: contained in a bill document, such as: water, electricity, telephone, or cell phone.

Note: if you do not have a bill on your name, present a financial or medical document.

* FERPA Law of 1974 and Law 186 the use of Social Security number as identification is prohibited. This Law was created to prohibit the use of the social security number as a routine identification in public and private educational institutions from the elementary level to the postgraduate level. the student's social security number will not be requested by faculty or administrative staff in any moment that is not related to efforts in which there is a legitimate need, such as registration process, credit transcript or request of any government agency, in FSA Office for loan application or economic assistant, the Council of Education or a court order, among others.

Family Educational Rights and Privacy Act (FERPA)

What is FERPA Law?

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (ED). The Law provides the right to examine academic records, request, amend these records and limit the disclosure of the information contained therein. FERPA protect the students enrolled in a postsecondary institution regardless of their age or their status in relation to their parents' dependence.

Eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies. Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, justice system, pursuant to specific State law.

Puerto Rico School of Nurse Anesthetists can disclose, without consent the following information contained in the student record:

- Student's name
- Contact address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance

Note: The student has the rights to request the institution not to disclose directory information about them. If the student need information or copy of any documents and cannot come in person; he or she, may send a family member with a permission in a writing letter previously identified in their file with a valid id.

The PRSNA must notify eligible students annually of their rights under FERPA Law and send the actual means of notification by email letter, inclusion in a bulletin board, student handbook or any other resources and is an institution discretion. The students record related to Financial Aid Office will be maintained for a lifetime. In case the PRSNA ceases operations, all the records will be sent to the Puerto Rico Board of Post-secondary Institutions.

For additional information about the FERPA Law or if you feel any institution violated your rights and need to submit a formal hearing, please contact Family Policy Compliance Office in the U.S. Department of Education:

U.S. Department of Education

URL address: <https://ed.gov/policy/gen/reg/ferpa/index.html>

Telephone: 1-800-USA-LEARN (1-800-872-5327)

Address: Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Institutional Cost of Attendance (COA)

Cost of Attendance

The Cost of Attendance (COA) is an approximately amount of the income you will need to pay the expenses related to educational expenses. The total amount it will cost you to go to school usually stated as a yearly figure. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses, and can also include room and board for up to three semesters or the equivalent at the institution. But no more than two of those semesters, or the equivalent, may be consecutive. Contact the financial aid administrator at the school you are planning to attend if you have any unusual expenses that might affect your COA.

Conditions to maintain your financial aid:

- Maintain Satisfactory Academic Progress in the study program leading to the academic degree to which it aspires to complete according to the established institutional policies, upon completing each semester of studies. Failure to comply with this provision, the offer of financial assistance may be canceled.
- Enroll and maintain a minimum academic load of half time in all the terms enrolled leading to an academic degree, to be eligible for a federal loan for educational purposes.

- Inform the Financial Aid Office of any undeclared resource in an application that is acquired during the year, for example: employment, veteran, benefits of university employees, scholarships and incentives, and other help.

The offer of financial aid is based on the enrollment estimates per semesters during the academic year. Any change due to partial dismissal or abandonment of studies may need to be adjusted, canceled, or required to return part or all the aid received.

According to the recent Catalog a newly enrolled student who misses classes for the first two weeks will be classified as “no show” the loan will be automatically cancelled. Active students who miss two consecutive classes will be administratively withdrawn (WA). If students present evidence of justification, they will be reinstalled.

If the student provides false or incomplete information in the Institutional Application or in the Free Application for Federal Student Aid (FAFSA), will be obliged to pay part or all the financial aid that has been granted.

The law governing the Direct Loan Program requires a school to consider a student's Estimated Financial Assistance (EFA). To determine eligibility for non-need-based federal aid, the EFA is the only component deducted from the COA.

- EFA includes:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Direct Loan Program ▪ AmeriCorps benefits, with one exception: <ul style="list-style-type: none"> ▪ Not counted as EFA for subsidized Direct Loans | <ul style="list-style-type: none"> ▪ Other education loans ▪ School and other scholarship and grant aid including: <ul style="list-style-type: none"> ▪ Fellowships and assistantships ▪ Waiver of tuition and fees |
|---|--|

Note: PRSNA in comply to the ED do not exceed the student's COA, only though there are exceptions. When a student has received aid that exceeds cost of attendance, the aid package may have to be adjusted.

Cost of Education: Tuitions Fees and Expenses

Total cost for 77 academic credits leading to an academic program of master's degree:

- $77 * \$ 250.00 = \$ 19,250.00$ MSA
- $41 * \$250.00 = \$10,250.00$ MSN

Total cost for tuition per academic term:

- \$325.00

Tuition, fees, and other charges:

- Application Form (Non-Refundable) \$75.00
- Readmission application \$37.00

Registry:

- Academic Credits \$250.00 (per credit)

Costs and fees:

- | | |
|-------------------------------------|---|
| ▪ Late Registration \$25.00 | ▪ Graduation Fee \$100.00 |
| ▪ Certification Registration \$2.00 | ▪ Diploma Duplicate \$100.00 |
| ▪ Credit Transcription \$3.00 | ▪ Student fee unregistered 60% of the cost of tuition |
| ▪ Grade Certificate \$50.00 | ▪ Readmission Fee \$37. 00 |

Laboratory and computers:

- \$175.00 per semester

Incomplete removal:

- \$10.00

Fee student and cultural activities:

- \$50.00 per semester

Rate for school facilities and improvements:

- Maintenance \$100.00 per semester

ID card

- \$5.00 in duplicate (the first one is free)

Logo patch for practice uniform:

- \$10.00

*Costs, Fees, and any other Charges are subject to change

Penalty:

- The books or other resources of the general library collection: A fine will be charged for each day after the due date for each resource provided, as stipulated by the Institution.
- The resources from the reserve collection library: A fine of \$1.00 will be charged per hour resource to anyone who returns a resource after the time and date last due date / time of the loan.
- Total Fines will not exceed \$50.00 for resources.
- Audiovisual and technological resources: the fine will be charged for late return of these funds will be 0.25¢ per day and hour, beyond the date and time of the loan.
- Total Fines will be in accordance with the format of resource type.
- Resources lost: a fine will be in addition to a charge of \$20.00 applied for costs related to technical processing.

Cost of Education: Student Budget

Student Budget is created with the purpose that it has an economic guide and can be organized financially, as their reality and economic necessity. The student will do an analysis and based on this; request financial assistant you need to subsidize expenses related to studies. In the budget presented it is considered the total cost of for a Half-Time student of \$17,820.00 and \$20,005.00 for a Full-Time student of the Master on Science in Nursing Anesthesia (MSA) and \$11,600.00 for a Full-Time student of the Master on Science in Nursing with specialty in Critical Care (MSN). This amount is subject to change, depending on the variation cost of credit, tuition, graduation or other that may arise.

The cost presented below is an estimate for independent Graduate/Off Campus student receiving financial assistance to cover Summer, Fall and Spring semesters in the current COMPLETE ACADEMIC YEAR (AY). This amount is subject to change, depending on credits enroll, the variation cost of credit, tuition, graduation or other that may arise. As stipulated in the federal regulations, the components to be considered are tuition and fees, transportation, books and supplies, housing and personal expenses related to studies. PRSNA as part of our budget policy do not consider Professional Judgments to modify the amounts per students or Enrollment Periods and the remedial courses and certifications are non-eligible.

Master's in Science in Anesthesia

***Budget for AY 2020 - 2022**

(Full Time: Entrance in August / Maximum credits 16)

Components	Summer June – August	Fall August – December	Spring January – May	Total
Tuition and Fees	\$2,825.00	\$4,325.00	\$4,325.00	\$11,475.00
Books, Supplies and Transportation	\$535.00	\$1,110.00	\$1,110.00	\$2,755.00
Room and Board	\$900.00	\$1,500.00	\$1,500.00	\$3,900.00
Personal expenses	\$375.00	\$750.00	\$750.00	\$1,875.00
Total	\$4,635.00	\$7,685.00	\$7,685.00	\$20,005.00

***Budget for AY 2020 - 2022**

(Half Time: Entrance in August / Maximum credits 14)

Components	Summer June – August	Fall August – December	Spring January – May	Total
Tuition and Fees	\$2,825.00	\$3,825.00	\$3,825.00	\$10,425.00
Books, Supplies and Transportation	\$500.00	\$1,120.00	\$1,120.00	\$2,740.00
Room and Board	\$500.00	\$1,250.00	\$1,250.00	\$3,000.00
Personal expenses	\$255.00	\$675.00	\$675.00	\$1,655.00
Total	\$4,080.00	\$6,870.00	\$6,870.00	\$17,820.00

***Budget for AY 2020 - 2022**

(Full Time: Entrance in January / Maximum credits 19)

Components	Summer June – August	Fall August – December	Spring January – May	Total
Tuition and Fees	\$2,825.00	\$5,075.00	\$5,075.00	\$12,975.00
Books, Supplies and Transportation	\$380.00	\$950.00	\$950.00	\$2,280.00
Room and Board	\$400.00	\$1,300.00	\$1,300.00	\$3,000.00
Personal expenses	\$375.00	\$750.00	\$750.00	\$1,875.00
Total	\$3,980.00	\$8,075.00	\$8,075.00	\$20,130.00

***Budget for AY 2020 - 2022**

(Half Time: Entrance in January / Maximum credits: 14)

Components	Summer June – August	Fall August–December	Spring January – May	Total
Tuition and Fees	\$2,825.00	\$3,825.00	\$3,825.00	\$10,425.00
Books, Supplies and Transportation	\$500.00	\$1,120.00	\$1,120.00	\$2,740.00
Room and Board	\$500.00	\$1,250.00	\$1,250.00	\$3,000.00
Personal expenses	\$255.00	\$675.00	\$675.00	\$1,655.00
Total	\$4,080.00	\$6,870.00	\$6,870.00	\$17,820.00

Master's In sciences in Nursing with specialty in Critical Care***Budget for AY 2020 – 2021 / 2021 – 2022**

(Full Time: Entrance in August / Maximum credits: 12)

Components	Summer June – August	Fall August – December	Spring January – May	Total
Tuition and Fees	\$575.00	\$3,325.00	\$3,325.00	\$7,225.00
Books, Supplies and Transportation	\$225.00	\$750.00	\$750.00	\$1,725.00
Room and Board	\$400.00	\$500.00	\$500.00	\$1,400.00
Personal expenses	\$350.00	\$450.00	\$450.00	\$1,250.00
Total	\$1,375.00	\$5,025.00	\$5,025.00	\$11,600.00

***Budgets are subject to change/ More information about COA: <https://www.ceapr.org/fsa>**

Disbursements

Application and Disbursement

Federal Direct Stafford Loan borrowers must complete a Stafford Loan Master Promissory Note (MPN) and Entrance Counseling session. Both items can be completed online at <https://studentaid.gov/>. Both required processes must be on file before funds can be approved and sent to EEAPR. They ensure that a student fully understands their rights and obligations as a student loan borrower. Returning and active students need to complete online at <https://studentaid.gov/> an Annual Student Loan Acknowledgment process before the first loan disbursement of every academic year and present evidence to your FSA office.

Disbursement process

- The granting of financial aid is based on each term of summer, fall and spring in one academic year.
- The annual amount to which the student is eligible will be divided among three quarters and the result disbursed in each academic period in which the student is enrolled.
- If a student applies for \$10,500.00 unsubsidized loan (DLUNSUB) for the academic year he/she will receive a disbursement of \$5,250.00 in each payment period.
- Summer term the calculation will be for two months.
- Prior to disbursement of funds, the Financial Aid Administration Department will reevaluate the student's eligibility.
- Disbursements will be credited directly to the student's account to cover tuition and fees.
- Check will be issued for the excess amount (if applicable) within the next 14 days from the date the account reflects the credit.

Note: In compliance with the federal regulations the Students who participate for the first time in the Direct Loan Program the delay for a disbursement is up to 30 days after the classes began.

Institutional Refund Policy

Federal and Institutional Refund Policy

PRSNA in accordance with federal policies and regulations, the Federal Reimbursement Policy applies to both new and regular students enrolled in eligible programs leading to a degree who have filed a total withdrawal, have been suspended, or failed to complete the payment period on or after the first day of school.

Federal law requires the institution to:

- Calculate the amount of financial aid to which the student is eligible when the student does not complete the payment period.
- If the student received a lower amount than the one that was eligible, the student could receive the difference.
- If the student received more than was eligible, the institution or the student will have to return the excess to the U.S. Department of Education.
- If the student attends and then withdraws before completing the term, the percent used to determine the applicable charges will be the days completed and will be rounded to the next 10% of the total number of days in the term or we do the calculation based on the midpoint date as stipulated in the catalog.
- The last day of attendance will determine the days completed within the term.
- The Financial Student Aid office will carry out the reimbursement calculation doing the process online in the FAA platform from the Department and the funds will be returned by Finance Office through G5 system.

- If in the calculation of reimbursement, the student appears to have to return funds received during that academic term, will have 45 calendar days to refund funds or reach an agreement with Bursar Office through a payment plan.
- If the funds are not returned or an agreement with Bursar is not completed, the Financial Student Aid Office will have to inform the U.S. Department of Education of noncompliance.
- The student will lose eligibility for all TIV program funds and may not re-study with federal funds at any time.

Student Exit Process

As a requirement of the Department, every student who separate from the school and participate in a Direct Loan Program is a requirement to complete the Exit Counseling and receive orientation in person from your FSA Office. The Exit counseling provides important information to prepare you to repay your federal student loan(s). You must complete exit counseling each time you reduce your academic load to less than half time, graduate or leave the school. Must complete on the online in the <https://studentaid.gov/> and present evidence to the Financial Student Aid Office.

In the exit counseling you will learn about:

- | | |
|--------------------------------|------------------------------------|
| ▪ How to Understand Your Loans | ▪ Avoid Default |
| ▪ Plan to Repay | ▪ A Priority Repayment Information |

You can get detailed information about your loan in the National Student Loans Data Systems accessing your account in My Student Aid website. To make payments or notify any

changes in your contact or financial information, you must contact and register with the entity that administers your loan.

Financial Student Aid Office

The Financial Student Aid Office (FSA Office) reserves the right to make changes to your financial assistance when necessary, if there is a change in the fund FSA Office will notify you by email. These changes are made following the requirements established in the federal, state, or institutional regulations.

The information in this guide is subject to change to respond to amendments in the regulations of the programs, or in the policies and procedures. Information related to Admission, Registrar and Bursar offices policies and procedures, please refer to the PRSNA Institutional Catalog online in the following address:

https://docs.wixstatic.com/ugd/8647f6_b4263021c9ec4127b3757a8619c8da26.pdf

Visit your FSA Office if you need more information or other assistance with:

- Repaying process
- FSA ID situations
- Filling FAFSA on the web
- Guidance to complete the requirements procedures for Direct Loan Program
- Help you understand COA method that is used to calculate and manage the financial need each academic term.
- Information about your current federal loan's status.
- Among others related to Federal Students Aid.

Additional Information Contacts

Financial Student Aid Office:

- Loan Status
- Loan Cancellation
- Loan Disbursement Amounts and Dates

Loan Servicer:

- Loan Balance
- Loan Repayment
- Deferment
- Forbearance

Loan Support:

- The FSA ID
- Assistance with the <https://studentaid.gov/> web site
- Loan Counseling (Entrance, Financial Awareness, Exit)
- Loan Agreement (MPN)
- Income-Driven Repayment Plan (Application, Re-certification, Change)
- Loan Consolidation

Contact support center: 1-800-557-7394

Federal Student Aid Information Center

- Eligibility for Federal Student Financial Assistance Programs
- Status of your FAFSA®

Other general information call: 1-800-4-FED-AID (800 433-3243)

Repayment Estimator

To help you determine the repayment plans of your federal student's loans the Department have a tool to approximately calculate your monthly payments based on you family income in the following address:

<https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>

Loans Repayments

The U.S. Department of Education offer the REPAYE, PAYE, IBR, and ICR plans called the "Income-Driven Repayment" plans. Is based on your income and family size. In the estimates below, we assume the Adjusted Gross Income you enter will grow by 5% each year and that your family size and state will remain the same.

Descriptions of each IDR plans:

- Revised Pay As You Earn (REPAYE) plan:
 - monthly payments generally equal to 10% of your discretionary income, divided by 12.
 - Monthly payment based on adjusted gross income, family size and total eligible federal student loan balance.

Note: This plan applies only to Direct Loans. Please note that Federal Direct PLUS Loans, Federal Direct Consolidation Loans containing at least one Federal Parent PLUS loan, Federal Family Education Loan Program (FFEL Program) are not eligible for this plan.

- The Pay As You Earn (PAYE) plan:
 - Monthly payments that are generally equal to 10% of your discretionary income, divided by 12.
 - Payment amount is based on adjusted gross income, family size and total eligible federal student loan balance.

Note: This plan is applicable for Direct Loans only. To qualify for the PAYE Plan, you must also be a new borrower as of Oct. 1, 2007 and must have received a disbursement of a Direct Loan on or after Oct. 1, 2011. You are a new borrower if you had no outstanding balance on a Direct Loan or FFEL Program loan when you received a Direct Loan or FFEL Program loan on or after Oct. 1, 2007.

- The Income-Based Repayment (IBR) plan:
 - Payments that are generally equal to 15% (10% if you are a new borrower) of your discretionary income, divided by 12.
 - This repayment plan is for both FFEL Program and Direct Loans. Parent PLUS Loans and Consolidation loans which include at least one Parent PLUS Loan are not eligible for this plan.
- The Income-Contingent Repayment (ICR) plan:
 - Repayment plan with monthly payments that are the lesser of:
 - what you would pay on a repayment plan with a fixed monthly payment over 12 years, adjusted based on your income or
 - 20% of your discretionary income divided by 12.

Note: This plan is the only available income-driven repayment option for parent PLUS loan borrowers. Although PLUS loans made to parents can't be repaid under any of the income-driven repayment plans (including the ICR Plan), parent borrowers may consolidate their Direct PLUS Loans or Federal PLUS Loans into a Direct Consolidation Loan and then repay the new consolidation loan under the ICR Plan (though not under any other income-driven plan).

For more information about repayments options please refer to:

<https://studentaid.ed.gov/sa/repay-loans/understand/plans>

Federal Student Financial Aid Penalties for Drug Law Violations

Suspension of eligibility for drug-related offenses

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The Department maintains a hold file of individuals who have received such a judgment. All applicants are checked against this file to determine if they should be denied aid.

Puerto Rico School of Nurse Anesthetists in compliance with the federal regulations notify the students the suspension of eligibility for Title IV funds in case a student is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance.

Under the section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)) the student shall not be eligible to receive any grant, loan, or work assistance from the date of that conviction for the period specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:	Ineligibility period is:
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First offense	1 year
Second offense	2 years
Third offense	Indefinite.

The sale of a controlled substance:	Ineligibility period is:
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First offense	2 years
Second offense	Indefinite.

To regain eligibility

Under section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)) DCL GEN 08-12, pages 101 through 102 a student regains eligibility:

- the day after the period of ineligibility ends
- or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.
- Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:
 1. Successfully complete a rehabilitation program
 2. Successfully completing two unannounced drug tests which are part of a rehab program.
 3. Having the conviction 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.
- It is the student's responsibility to certify to you that has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.
- When a student regains eligibility during the award year, may receive the award for the current payment period and Direct Loans for the period of enrollment.

Standards of a Qualified Drug Program

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

- Be qualified to receive funds directly or indirectly from programs federal, state or local governments.
- Be qualified to receive direct or indirect payment from an insurance company federal or state license.

- Be managed or recognized by a federal government agency or court, State, local.
- Be managed or recognized by a hospital with a federal or state license, clinic of health or Doctor in medicine.

For more information you can visit the followings addresses:

<https://studentaid.ed.gov/sa/eligibility/criminal-convictions>

[https://studentaid.ed.gov/sa/glossary#Approved Drug Rehabilitation Program](https://studentaid.ed.gov/sa/glossary#Approved_Drug_Rehabilitation_Program)

Information Links for Students

- Student Aid ED website: <https://studentaid.gov/>
 - U.S. Department of Education's (ED's) central database for student aid. You will find the history of your Pell grant received and the students Loan agencies and currents amounts and status, and other Department of ED programs.
 - You need your Social Security Number, that is protected by the Privacy Act of 1974. Under the Higher Education Act of 1965, as amended, they will ask for this information to determine that you are a Title IV aid recipient.
- FSA's Ombudsman Group: <https://studentaid.ed.gov/sa/repay-loans/disputes/prepare>
 - This division of the Department is a neutral resource for the student that helps to resolve conflicts with his federal loans, such as:
 - Resolve discrepancies in your data, payments, and balances of the loans
 - Any doubts about loan interest rate and collection rates
 - identify options for resolving problems related to consolidation, quality of service, non-payment status, bankruptcy, compensation for tax reimbursement, among others related to the ED.
 - Clarify the requirements for deferment of payment or forbearance of payment and cancellation or loans discharge.

For more information:

Telephone: 1-877-557-2575

Address: U.S. Department of Education

FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

Some Financial Aid Terms and Definitions

1. **Accreditation:** Confirms that the college or career school meets certain minimum academic standards, as defined by an accrediting body recognized by the U.S. Department of Education. Schools must be accredited to be eligible to participate in federal student aid programs.
2. **Award Year:** a cycle that begins on July 1 in the present year and ends on June 30 of the next year (every year).
3. **Academic Year (AY):** This is the amount of the academic work you must complete each year, and the time in which you are expected to complete it, as defined by your school.
4. **Fiscal Year (FY):** from October 1st through September 30th of each year.
5. **Award Amount:** Amount of aid a school expects to pay a student based on the student's current grant and loan eligibility, enrollment, Expected Family Contribution (EFC), and the school's cost of attendance.
6. **Award Concession Letter:** An offer from a college or career school that states the type and amount of Financial Student Aid the school is willing to provide if you accept admission and register to take classes at that school.
7. **Award Year:** School year for which Financial Student Aid is used to fund a student's education. Generally, this is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year.
8. **Budget:** A financial plan that helps you track your money, make informed spending decisions, and plan for your financial goals.

9. Expected Family Contribution (EFC) - It is the amount that the family and the student are expected to contribute to their education. This amount is determined by the Federal Department of Education considering the information included in the student's FAFSA.
10. Student Aid Report (SAR) - Answer the student receives as a result of his FAFSA. It is the document that determines the amount for which the student will be eligible for the Federal PELL scholarship and other financial aid.
11. Capitalization: The addition of unpaid interest to the principal balance of a loan. When the interest is not paid as it accrues during the grace period or periods of in-school status, deferment, or forbearance, your lender may capitalize the interest.
12. Cost of Attendance (COA): The total amount it will cost you to go to school—usually stated as a yearly figure.
13. Default: Failure to repay a loan according to the terms agreed to in the promissory note.
14. Deferment: A temporary postponement of payment on a loan that is allowed under certain conditions and during which interest generally does not accrue on Direct Subsidized Loans, the subsidized portion of Direct Consolidation Loans, Subsidized Federal Stafford Loans, the subsidized portion of FFEL Consolidation Loans, and Federal Perkins Loans.
15. Direct Loan: A federal student loan, made through the William D. Ford Federal Direct Loan Program, that eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans are types of Direct Loans.

For more terms related to the U.S. Department of Education, visit the following address:

<https://StudentAid.ed.gov/sa/glossary>