

## Financial Aid Deadlines

**1st Friday of February** – Kentucky Horseshoeing School Scholarship application for returning students must be submitted. Access application from the financial aid menu at [www.khs.vfao.com](http://www.khs.vfao.com).

**March 1** – FAFSA application must be received by Kentucky Horseshoeing School Financial Aid Office in order to receive priority consideration.

**February – May** – Early estimate award notifications will be made by the Kentucky Horseshoeing School Financial Aid Office. Students will be notified via their PAWS e-mail account when their award is made. Instructions for accessing award information will be included.

**Beginning June** – Official Award Notifications will be made and students will be notified via e-mail. The Office of Financial Aid will begin processing Parent PLUS loan applications.

**July 1** – Student financial aid files must be complete in order to have funds to pay fees by the Fall Semester deadline. Files complete after this date will be processed as time permits, and students will be reimbursed any funds awarded.

## Steps to Apply

1. Apply and be accepted for admission to Kentucky Horseshoeing School.
2. Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA online at <http://www.fafsa.gov/>). (Students who have previously applied for aid and have supplied the Department of Education with an email address, will be sent notifications electronically via e-mail)
3. When completing the FAFSA, be sure to list Kentucky Horseshoeing School in the school section of the application using our Federal School Code of 001602. This will allow us to receive an electronic copy of the application. (Students should also be certain that all necessary signatures are included.)
4. In no more than four weeks, the student will receive an e-mail notification with a direct link to the student's online Student Aid Report (SAR). If an e-mail address was not provided on the application, the information will be mailed to the student. An electronic copy will also be sent to KHS if so indicated. Please carefully read the comment section on the SAR to determine if any further action is required to complete the application process. If any information is incorrect, follow the instructions provided on the SAR.
5. Please verify online information in [at www.khs.vfao.com](http://www.khs.vfao.com) to see that an electronic copy of the Student Aid Report (SAR) has been received.
6. Verification is the process by which the U.S. Department of Education requires schools to check a certain percentage of their financial aid applications for accuracy. If the application is selected, the student will be asked to submit additional information to the Financial Aid Office. (At a minimum, possible documentation will include a completed verification worksheet, student's federal tax transcript, and if applicable, the parent's or spouse's tax transcript).
7. Parents of dependent students, may apply for a Direct PLUS Loan, online at [www.studentloans.gov](http://www.studentloans.gov). Parents will start the Federal Direct PLUS application process and sign the master promissory note online using the parent's FAFSA PIN.
8. Students will be notified via their school email of their eligibility for financial aid through either an electronic Award Letter or explanation of ineligibility. This notification is typically sent within a few weeks. However, it will take longer during peak processing times.
9. Be sure to report to the [Financial Aid Office](#), in writing, any pending outside scholarships.



## Status of Financial Aid Application

The Kentucky Horseshoeing School Office of Financial Aid will contact newly admitted students via U.S. mail if verification documents are needed to complete the financial aid file. Returning students will be sent an e-mail of needed documents, but we encourage you to follow the steps described below to check the status of your FAFSA application:

### Check Status of Financial Aid

1. Go to [www.khs.vfao](http://www.khs.vfao)
2. Enter User Name and Password; then Login
3. Select "Financial Aid" tab
4. Select "Check Financial Aid Status"
5. Select the appropriate aid year
6. Review the status of your financial aid

Students will receive an e-mail notification detailing how to check their Financial Aid awards once their complete file has been reviewed for aid.

## How Financial Aid is Determined

Financial need is the difference between the Estimated Cost of Attendance (**COA**) at Kentucky Horseshoeing School and the **Expected Family Contribution (EFC)**.

$$\begin{array}{r} \text{Estimated Cost of Attendance} \\ \text{minus Expected Family Contribution} \\ \text{equals Financial Need} \end{array}$$

The **Cost of Attendance (COA)**, which is determined by KHS, is an estimate of tuition, fees, room, board, books, supplies, personal and miscellaneous expenses. This estimate is used in financial aid calculations and is prepared in advance of actual fees being established. The financial aid Cost of Attendance includes cost paid directly to KHS and also indirect cost that the student may incur associated with attending school.

The **Expected Family Contribution (EFC)**, is derived from a congressional formula that is applied to a student's family income as reported on the Free Application for Federal Student Aid (FAFSA) each year. The EFC is used to determine your eligibility for the federal student aid programs.

### ***Determining Eligibility***

#### Basic Eligibility Requirements

1. Be a U.S. citizen or eligible permanent resident.
2. Be in compliance with the Academic Requirements for receiving Aid.
3. Be fully accepted for admission at Kentucky Horseshoeing School in a degree-seeking program.
4. Non-degree, transient, conditional and/or unclassified students are not eligible for Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Stafford Loan or Federal Direct PLUS.
5. Transient students may receive HOPE Scholarship funds, if eligible. Eligibility is determined by the students "home" institution. Payment is made by the "visiting" institution in accordance with HOPE regulations.
6. Not be in default on any loan or have borrowed in excess of loan limits at any institution.
7. Not owe a refund on any grant at any institution.
8. Certify registration with Selective Service, if required.
9. Demonstrate financial need for need-based programs.

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Effective July 1, 2000, students are ineligible for Title IV federal financial aid funds if convicted of an offense involving the possession of an illegal substance that occurred during a period of enrollment for which the students were receiving federal student aid (grants, loans and/or work-study).

The ineligibility period is:

- First Offense = 1 year
- Second Offense = 2 years
- Third Offense = Indefinite

For convictions involving sale of an illegal substance, the ineligibility period is:

- First Offense = 2 years
- Second Offense = Indefinite

A student may regain eligibility by successfully completing a drug rehabilitation program that complies with criteria established by the U.S. Department of Education. Contact the Financial Aid Office for further details. Report any convictions involving an illegal substance on question #23 of the Free Application for Federal Student Aid (FAFSA).

## Financial Aid Change in Information

Awards are based on the information students provide on applications for aid. Changes to that information (marital status, number of dependents, place of residence, withdrawal from period of enrollment, reduction in the number of hours carried, change in academic program, Social Security or Veteran's Benefits, etc.) must be reported promptly **in writing** to the [Financial Aid Office](#) for a determination of the impact, if any, on the amount of funds awarded to the student. It is often necessary to revise awards, especially if federal or state funds are a part of the award, in order to avoid exceeding your demonstrated financial eligibility.

The Financial Aid Office must, therefore, reserve and/or modify the student's award at any time. Failure to contact the [Financial Aid Office](#) may jeopardize continuation of aid, cause cancellation of aid, or require repayment of funds already disbursed to the student. All awards are contingent upon the availability of funds.

**Office of Financial Aid**  
**3612 Lexington Road**  
**Richmond, KY 40475**  
**859-575-4063**  
**FAX: 859-575-4068**

## Enrollment Status

Requirements for the number of semester hours of credit the student must maintain for loans, scholarships, grants, and work may vary. At KHS, most financial aid is packaged based upon anticipated full-time enrollment: 12 hours for undergraduate, 9 hours for graduates.

## Repayment

Students who register, then withdraw, drop out, are expelled, or change enrollment status are subject to the [Department of Education's regulations regarding return of Title IV Federal Aid](#), and may have to repay a portion or all of the aid received to the University.

Please contact the [Financial Aid Office](#) if you have any additional questions.

## Disbursement of Financial Aid Policy

### General Information

1. Student must be enrolled before funds may be disbursed.
2. Student eligibility must be confirmed by the Financial Aid Office before funds are disbursed.
3. Students are expected to have sufficient funds for miscellaneous expenses when they arrive on campus.
4. Students who are eligible for Federal financial aid must have submitted a valid Student Aid Report in electronic form to the Financial Aid Office before funds are disbursed.
5. Students must be fully accepted for admission to KHS before funds may be disbursed.
6. Specific questions on individual cases should be addressed to the Financial Aid Office at 478-445-5149.

### Loans (Students must be enrolled at least half-time.)

1. Federal Perkins Loan - Students awarded this loan must sign a promissory note in the Student Loan Collections Office located in Parks Hall, before funds may be disbursed.
2. Federal Stafford Loans - Under Federal Law: Students must complete Loan Entrance Counseling session and a Master Promissory Note (MPN) before funds may be disbursed.
3. Federal PLUS Loan - Parents who are awarded this loan must receive an approved credit decision from the lending agency and complete a promissory note before funds may be disbursed. Remaining proceeds from the PLUS loan after the student's bill is paid in full, will be disbursed in a check payable to the parent, or check/direct deposit made payable to student as indicated on PLUS application, approximately seven days after the end of the drop/add period each semester.
4. Federal Perkins, Federal Stafford, Federal PLUS Loans - Borrowers who use these funds to finalize Financial Aid Office bills may elect to cancel their loans and use another form of payment within 14 days of disbursement. The Financial Aid Office must be notified in writing of the cancellation within 14 days of disbursement.

### Disbursement Procedures

Once all requirements have been met:

1. Funds awarded from the following may be applied directly to the student's Financial Aid Office account:

#### GRANTS

Federal Pell  
Federal SEOG  
HOPE Scholarship  
Zell Miller Scholarship

#### LOANS

Federal Perkins Loans  
Federal Direct Stafford Loans  
Federal Direct PLUS Loans

2. These awards will be authorized to the student's Financial Aid Office account once classes have been reserved.
3. Any remaining balance to the student's account must be paid to the KHS Financial Aid Office prior to the published deadline in order to reserve classes.
4. Eligibility is reviewed again at the end of the drop/add period (census date), and appropriate funds are disbursed to the student's Financial Aid Office account.
5. Once the Financial Aid Office bill has been settled, remaining aid which is released in a check, may be used toward the purchase of books at our bookstore, Box Office Books beginning approximately 3 days prior to the first day of classes through the end of the drop/add period.
6. If the amount of financial aid awarded exceeds tuition and fees due at registration, the difference will be disbursed in the form of a check by the KHS Financial Aid Office, 111 Parks Hall, approximately 7 days after the end of the

drop/add period. Direct Deposit is also available for student refunds. Instructions for this procedure are located in the Student Accounts information on the [Financial Aid Office](#) web site.

7. Students who use personal funds to pay for tuition and fees may receive reimbursement checks from the KHS Financial Aid Office approximately 7 days after the end of the drop/add period.
8. Financial aid awards made after the student's bill is satisfied will be disbursed within 10 days after awards are made.
9. All refund checks can be picked up at the Financial Aid Office with Bobcat Card Identification. Request forms for mailing checks are also available through the Financial Aid Office.

## Refund Policy and Procedures

### FEDERAL TITLE IV REFUNDS

Students who are entitled to a refund for withdrawal and are receiving student financial aid (SFA) are subject to having all or part of the refund returned to the appropriate financial aid programs. For those students who withdrew prior to 60 percent of the enrollment period elapsing, a pro-rated schedule is used to determine how much SFA funds were earned at the time of withdrawal.

#### The university must return to SFA Programs the lesser of:

- The amount of SFA Program funds that the students do not earn; or
- The amount of institutional costs that students incurred for the period of enrollment multiplied by the percentage of funds unearned.

However, students are not required to return 50 percent of the grant assistance received.

#### SFA funds must be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Perkins Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal Supplement Educational Opportunity Grants
- State Scholarships

If more aid is received that could have been reasonably spent for non-institutional costs (excluding Federal Family Loan Programs), the unearned portion must be returned to SFA Programs.

Per federal regulations, students who fail to earn a passing grade in any course and received federal aid are considered to have **unofficially withdrawn** from Kentucky Horseshoeing School. At the end of each semester, the Financial Aid Office will identify any such students and will notify them with further explanation denoting any calculated financial obligations of unearned aid. A student's failure to respond to this notification within the specified time frame will result in the university imposing its due diligence procedures regarding outstanding balances.

### TITLE IV and OUTSIDE SCHOLARSHIP REFUND

If the student received Federal Title IV funds in addition to outside Scholarship funds, the school must follow the Title IV Return of Funds policy for any federal aid received. To determine the refund to HOPE, the school must then follow their institutional refund policy, if different from Title IV Return of Funds. If all or part of the student's Title IV aid was disbursed directly to the student, the school may not have funds on hand to refund HOPE. In this case, the school must bill the student for the refund. The school must notify the Authority of the amount of refund due HOPE, and the Authority will put a refund due on the student's record. This will prevent the student from receiving any additional scholarships or grants from the Authority until the refund is paid.

## Outside Scholarships

Be aware that hometown churches, clubs, professional organizations, and civic groups sometimes offer scholarships. Students who are awarded a scholarship from a source other than Kentucky Horseshoeing School should contact the [Scholarship Coordinator](#) in the Financial Aid Office for further information. For more information on any scholarship questions, contact the [Financial Aid Office](#) at 478-445-5149.

Any resources that a student receives or expects to receive should be reported promptly to the [Financial Aid Office](#). The receipt of other resources may result in reduction, cancellation, and/or repayment of need-based aid.



