Dear Students:

On behalf of the Financial Aid Office, I would like to welcome you to VanderCook College of Music. We look forward to working with you throughout the duration of your studies.

We would like to remind you of the resources available on our internet page (http://www.vandercook.edu/admissions/admissions-and-aid). You will find answers to many of your questions regarding federal, state and institutional financial aid programs.

Throughout the year, you should be aware that some of your financial aid items may require follow-up actions. These follow-up actions are extremely instrumental in the on-time disbursement of your financial aid. Follow-up actions may include:

- Written requests for student and/or parent loans;
- Signing an electronic loan promissory note and completing online entrance counseling;
- Completing a verification worksheet;
- Submitting an official tax transcript from the IRS or using the Data Retrieval Tool to correct your FAFSA; or
- Research and review of external scholarship opportunities.

A delay in completing these requirements may result in your tuition bill not being appropriately credited by the due date. Questions about billing or payments should be directed to the Business Office at 312.788.1143.

A college education is an important and worthwhile investment for our students and their families. There are many resources available to help you fund your studies. Below are four types of financial aid for which you may qualify. Please read everything carefully and contact our office if you have any questions.

1. Institutional Funding: We offer institutional funding to more than 90% of our students. This funding does not require a separate application but is based on auditions, essay, and academic standing. You will be notified at the time of admissions the amount and terms of your institutional award. (Scholarship or Grant)

2. Federal Aid / State Aid: In order to receive federal aid for grants and loans, you must fill out the Free Application for Federal Student Aid (FAFSA) for the upcoming academic year. You can do this online after October 1st annually at www.fafsa.ed.gov. VanderCook's institutional code is 001778. Your FAFSA information will be delivered electronically directly to the College. Illinois residents may qualify for state funds. Please check the College Zone website to see various state funding opportunities: http://www.isac.org/students/during-college/types-of-financial-aid/scholarships/.

3. Alternative Loans: Alternative loans are educational loans from private sources (banks, credit unions, etc.) that require the borrower to demonstrate a satisfactory financial credit history. Apply through the website of the lender of your choice.

4. Student Employment: Student employment is an “earn while you learn” program. VanderCook College of Music participates in the Federal Work Study program, and also offers employment opportunities to help cover the cost of attending college. Awards are given to students who demonstrate the greatest financial need however, all students are encouraged to apply.

We hope that you will find this information helpful. Please feel free to contact our Financial Aid Office at 312.788.1137 or email FinancialAid@vandercook.edu if you have any questions. We look forward to meeting you soon.

Sincerely,

Sirena Covington
Director of Financial Aid
FINANCIAL AID PLANNING IS AN IMPORTANT STEP at VanderCook College of Music. The information in this handbook will help you get started to creating a plan. The earlier a plan is in place, the better prepared you will be for the first day of classes.

“You are part of a great school and team for your students. VanderCook, no matter how good the music, wouldn’t be what it is without the excellence of the faculty and staff. All of that support and mentoring, to students and parents, adds to the overall success for each and every student that graduates from VanderCook!”
AT OUR ANNUAL PRISM CONCERT, scholarships take center stage. A concert that features the entire student body in band, orchestra, and choral ensembles, Prism also recognizes the many donors who help the dream of a VanderCook education become a reality. In turn, students are also recognized as recipients of VanderCook’s many financial aid awards.

STUDENT SPOTLIGHT:
ANTHONY RANGEL

“Financial aid allows me to follow my dreams!”

- Anthony Rangel, senior and flute major
Recipient of the VanderCook Dean’s List Scholarship
**Calculate Your Costs**

Pay attention to the cost of attendance, especially when comparing schools. The cost of attendance details a yearly budget for tuition, books, supplies, room and board. The cost of attendance will provide a clear picture of what you can expect to spend for a year of attendance. Current tuition and fees are included in this handbook.

*For more information visit: [http://www.vandercook.edu/admissions/tuition-and-cost/](http://www.vandercook.edu/admissions/tuition-and-cost/)*

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**Review Funding Sources**

There are four funding resources for education: scholarships, federal and state need-based financial aid, federal loans, and savings or personal resources. Every family’s financial circumstances are unique and you may decide to use one or more of these resources. After determining your costs, decide on the funding sources you would like to use and then research and understand the eligibility and application process requirements.

*For more information visit: [http://www.vandercook.edu/admissions/admissions-andaid/](http://www.vandercook.edu/admissions/admissions-andaid/)*

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**Review Payment Options**

Candidates may choose from the following options to pay VanderCook tuition:

- **Cash Payers:** Candidates paying all expenses out of pocket should contact the Business Office at 312.788.1143.

- **Financial Aid Recipients:** Candidates paying with financial aid (loans, grants, scholarships, employer tuition plans, government agencies, 529 plans, etc.) should contact the Financial Aid Office at 312.788.1137.

*For more information about Financial Aid visit: [http://www.vandercook.edu/admissions/admissions-andaid/](http://www.vandercook.edu/admissions/admissions-andaid/)*

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**Apply for Federal Aid**

File your Free Application for Federal Student Aid (FAFSA) as soon as possible. FAFSA applications are made available **October 1st** each year at www.fafsa.ed.gov. VanderCook’s school code is **001778**.

**The priority deadline is December 1st.**

We encourage utilizing the following steps when completing the FAFSA:

1. Submit your FAFSA online at www.fafsa.ed.gov
2. File your taxes electronically with the IRS
3. Update your FAFSA online using the IRS Data Retrieval Tool

We believe that all candidates should complete a FAFSA regardless of their specific financial situations. The FAFSA determines a student’s eligibility for federal and state grants, some forms of VanderCook institutional scholarships and federal student loans.

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**Apply for External Scholarships**

A scholarship is a monetary award for school that does not need to be repaid. Scholarship awards are typically based on financial need, academic achievement, talent, public service, and other criteria. Below are a few tips on how to search and apply for scholarships.

- **Start Looking Early:** Begin your search and application process at least one year before you plan to begin your studies.
- **Assess Your Strengths:** Inventory your strengths and give priority to scholarships that best fit your profile.
Do Your Research: Utilize FREE online scholarship search engines: finaid.org, cappex.com or fastweb.com.

Submit Your FAFSA Early: Some scholarships will require a Student Aid Report (SAR). Apply online at www.fafsa.ed.gov every year.

Internal Scholarships

Although VanderCook’s tuition costs are less than those of many colleges and universities, parents and students may need additional help meeting yearly expenses. As a result, we offer more than 90% of our student’s institutional scholarships to help with college expenses.

Institutional scholarships are internal scholarships that are generally awarded at the time of admission. No additional scholarship application is required for consideration. Each prospective student is reviewed at the time of admission based on application information, essay, standardized test scores and audition scores. The Admission Committee determines which scholarship(s) best matches the student’s profile and scholarship criteria and award students accordingly. Some students also are selected for scholarship awards throughout their matriculation by receiving nominations from various faculty and staff. On the following pages you can find more information about the institutional scholarship opportunities available at VanderCook.

STUDENT SPOTLIGHT: CIARA SMITH

VanderCook was on the top of my college list starting in fifth grade. Without the help of our incredible financial aid program, I never would have had the opportunity to come here and live out my dream!

-Ciara Smith, BMEd ’20, percussion major, Percussion Club President

Recipient of the Eddie and Patty Oyer Percussion Scholarship
<table>
<thead>
<tr>
<th>General Scholarships</th>
<th>Amount</th>
<th>Who is Eligible?</th>
<th>How To Apply</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>VanderCook Alumni</td>
<td>$1,000</td>
<td>This scholarship is awarded each spring to a junior-level student.</td>
<td>Nominations are made by faculty and staff members and are based on merit.</td>
<td>This is a one-time award and is not renewable.</td>
</tr>
<tr>
<td>VanderCook Dean’s List</td>
<td>$200</td>
<td>Full-time undergraduate students with a semester GPA of 3.5 or higher, and a cumulative GPA of 2.5 or higher. Full-time master’s &amp; certification or TCEP students with a semester GPA of 3.8 or higher, and a cumulative of 3.0 or higher. Grade reports are automatically evaluated at the end of each term.</td>
<td>The award is applied to the following semester’s tuition and fees.</td>
<td></td>
</tr>
<tr>
<td>VanderCook Esprit de Corps</td>
<td>$250</td>
<td>This scholarship is awarded each spring to five students; one each at the freshman, sophomore, junior and senior level, as well as one master’s &amp; certification or TCEP candidate. Nominations are made by faculty and staff members and are based on merit.</td>
<td></td>
<td>This is a one-time award and is not renewable.</td>
</tr>
<tr>
<td>VanderCook Future Teachers</td>
<td>$500</td>
<td>Transfer or new undergraduate students.</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>Student is not eligible if admitted on musical or academic probation. Grant is given for the first year of attendance. It is not renewable.</td>
</tr>
<tr>
<td>VanderCook Legacy Award</td>
<td>$1,000</td>
<td>Undergraduate, master’s &amp; certification and TCEP students who have had a VanderCook alumnus as a music teacher.</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>This grant automatically renews provided the student earns a cumulative GPA of 2.5 and maintains full-time status and participation in major ensembles as assigned.</td>
</tr>
<tr>
<td>VanderCook Need Grant</td>
<td>$250 - $2,000</td>
<td>Undergraduate students demonstrating financial need.</td>
<td>Submit a FAFSA by December 1.</td>
<td>Based on need according to VanderCook’s Financial Aid Office. Awards are reviewed annually.</td>
</tr>
</tbody>
</table>
### VanderCook Talent Award

- **Awards of up to $3,500**
- All VanderCook students. Award amounts are based on merit.
- Awards are based upon the faculty evaluation of your audition. A completed application to VanderCook is required to receive an award.
- This grant automatically renews provided the student earns a cumulative GPA of 2.5 and maintains full-time status and participation in major ensembles as assigned.

### Choral Leader Scholarship

- **Varies**
- GPA minimum of 3.0
- Sophomore or Junior
- Exemplifies strength in character, professionalism in teaching, and excellence in music
- Shows volunteerism in every regard
- Has held or currently holds leadership positions throughout the school
- Innovative in the classroom and out
- Approachable and always willing to help
- Passionate about teaching and music
- Recipient selected by the choral/vocal faculty based on a review of all vocal students who meet the awarding criteria.
- This is a one-time award and is not renewable.

### General Scholarships

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<tr>
<td>VanderCook Academic Excellence Award</td>
<td>$1,000</td>
<td>First-time freshman students graduating with at least a 3.5 cumulative GPA on a 4.0 scale are eligible. Students must also score a composite 22 on their ACT or 1,100 composite SAT score (reading plus math).</td>
<td>Awarded by VanderCook's Admissions Committee.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 3.0 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>VanderCook Great Teacher</td>
<td>$500 - $3,000</td>
<td>Undergraduate, master's &amp; certification and TCEP students who display very high levels of academic excellence and musical ability are referred to the president for award consideration.</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 3.0 semester GPA, and participates in ensembles as assigned. Full-time master and certification or TCEP students must earn a 3.75 semester GPA.</td>
</tr>
<tr>
<td>VanderCook President's Award</td>
<td>$500 - $5,000</td>
<td>Undergraduate, master's &amp; certification and TCEP students who display the highest levels of academic excellence and musical ability are referred to the president for award consideration.</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 3.25 semester GPA, and participates in ensembles as assigned. Full-time master and certification or TCEP students must earn a 3.75 semester GPA.</td>
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</table>

### Premiere Scholarships

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<tr>
<td>VanderCook Academic Excellence Award</td>
<td>$1,000</td>
<td>First-time freshman students graduating with at least a 3.5 cumulative GPA on a 4.0 scale are eligible. Students must also score a composite 22 on their ACT or 1,100 composite SAT score (reading plus math).</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 3.0 semester GPA, and participates in ensembles as assigned.</td>
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<tr>
<td>VanderCook Great Teacher</td>
<td>$500 - $3,000</td>
<td>Undergraduate, master's &amp; certification and TCEP students who display very high levels of academic excellence and musical ability are referred to the president for award consideration.</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 3.0 semester GPA, and participates in ensembles as assigned. Full-time master and certification or TCEP students must earn a 3.75 semester GPA.</td>
</tr>
<tr>
<td>VanderCook President's Award</td>
<td>$500 - $5,000</td>
<td>Undergraduate, master's &amp; certification and TCEP students who display the highest levels of academic excellence and musical ability are referred to the president for award consideration.</td>
<td>Awarded by VanderCook’s Admissions Committee.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 3.25 semester GPA, and participates in ensembles as assigned. Full-time master and certification or TCEP students must earn a 3.75 semester GPA.</td>
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<tr>
<td>Iris &amp; Morton Manus Scholarship</td>
<td>$500 - $1,000</td>
<td>undergraduate students. Preference is given to students who are not Illinois residents.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>Keith R. Mardak Scholarship</td>
<td>$500 - $1,000</td>
<td>undergraduate students. Preference is given to students who are Wisconsin residents.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<tr>
<td>Joey Martorano Vocal Scholarship</td>
<td>One semester of private voice lessons.</td>
<td>First-year undergraduate instrument player.</td>
<td>Selected by Professor Martorano from students enrolled in MUS117 Vocal Techniques who demonstrate exemplary ability and proficiency.</td>
<td>This is a one-time award and is non-renewable.</td>
</tr>
<tr>
<td>Armond &amp; Ann Menghini Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Must be a resident of Michigan. Preference is given to a wind or percussion player.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>Eddie &amp; Patty Oyer Percussion Scholarship</td>
<td>$250</td>
<td>Junior percussion player. Nominations are made by faculty and staff members and are based on merit.</td>
<td>Awarded by selection of faculty committee.</td>
<td>This is a one-time award and is not renewable.</td>
</tr>
<tr>
<td>Lorraine Quinlan Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Preference is given to a student who attended and participated in a Catholic school band program.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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</tbody>
</table>

Donor Scholarships

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</thead>
<tbody>
<tr>
<td>Jacob Bass Scholarship</td>
<td>$250</td>
<td>Undergraduate with priority consideration given to a low brass (trombone, euphonium or tuba) player.</td>
<td>Awarded by selection of faculty committee.</td>
<td>This is a one-time award and is non-renewable.</td>
</tr>
<tr>
<td>Richard Brittain Memorial Scholarship</td>
<td>$250 - $500</td>
<td>Undergraduates.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>William Carroll Memorial Scholarship</td>
<td>$500 - $1,000</td>
<td>Full-time undergraduates.</td>
<td>Awarded by the Admissions Committee.</td>
<td>Renewable (4-year limit) provided student maintains full-time enrollment status, earns a 3.0 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>James Clark Georgia Scholarship</td>
<td>$250 - $500</td>
<td>Undergraduate students residing in the state of Georgia.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>Kaye Clements Flute Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate flute players.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>Tom Drake - Joliet American Legion Band Scholarship</td>
<td>$1,000</td>
<td>Junior undergraduate.</td>
<td>Nominations are made by faculty and staff members and are based on merit.</td>
<td>This is a one-time award and is not renewable.</td>
</tr>
<tr>
<td>Merle Isaac Scholarship</td>
<td>$2,500</td>
<td>Undergraduate student at a sophomore or higher level.</td>
<td>Nominations are made by faculty and staff members and are based on merit.</td>
<td>This award is not automatically renewable, but students may be considered for this award more than once.</td>
</tr>
<tr>
<td>Kevin Lepper Scholarship</td>
<td>$250</td>
<td>Undergraduate percussion player.</td>
<td>Awarded by selection of faculty committee.</td>
<td>This is a one-time award and is non-renewable.</td>
</tr>
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<td>Iris &amp; Morton Manus Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Preference is given to students who are not Illinois residents.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<td>Keith R. Mardak Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Preference is given to students who are Wisconsin residents.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<td>Armond &amp; Ann Menghini Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Must be a resident of Michigan. Preference is given to a wind or percussion player.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<td>Junior percussion player. Nominations are made by faculty and staff members and are based on merit.</td>
<td>Awarded by selection of faculty committee.</td>
<td>This is a one-time award and is not renewable.</td>
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<td>Lorraine Quinlan Scholarship</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Preference is given to a student who attended and participated in a Catholic school band program.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<tr>
<td>Dr. Lewis &amp; Gerry Schmidt</td>
<td>$500 - $1,000</td>
<td>Undergraduate students. Preference is given to a student who is a resident of the state of Wisconsin.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<tr>
<td>Scholarship</td>
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<tr>
<td>Blake Weiner Woodwind</td>
<td>$250-500</td>
<td>Undergraduate third or fourth year student on the instrumental track. Preference is given to a student who has exhibited leadership through action, a dedication to their craft and a spirit of humor in all they do.</td>
<td>Nominations are made by faculty and staff members.</td>
<td>One-time award that is not renewable.</td>
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<td>Scholarship</td>
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<tr>
<td>Ruth M. Wenger Scholarship</td>
<td>$500 - 1,000</td>
<td>Undergraduate students. Preference is given to students who are not Illinois residents.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<tr>
<td>Wisconsin Alumni Scholarship</td>
<td>$250 - $500</td>
<td>Undergraduate students. Students must be a resident of the state of Wisconsin.</td>
<td>Awarded based on merit at the time of admission.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA, and participates in ensembles as assigned.</td>
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<tr>
<td>Victor Zajec Memorial</td>
<td>$1,000</td>
<td>Must be a junior in good academic standing who exhibits traits necessary to be a successful music teacher.</td>
<td>Nominations are made by faculty and staff members and are based on merit.</td>
<td>This is a one-time award and is not renewable.</td>
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<tr>
<td>Scholarship</td>
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</tr>
<tr>
<td>Bill Kalbreier Scholarship</td>
<td>$1000 - $5000</td>
<td>Priority is given to an entering vocal major who shows promise of becoming an outstanding choral music educator. A returning student may be considered if funds are available.</td>
<td>All entering students who audition on voice are automatically considered for the award. The Scholarship Committee reviews candidates’ audition results, academic record, application essay and interview to determine the final candidate. The Director of Admissions and choral music education faculty may recommend that a candidate be considered for the award bit the Committee makes the final determination</td>
<td>Renewable over four years.</td>
</tr>
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</tr>
<tr>
<td>Maurice T. &amp; Ruth Rhodes Scholarship for Wind Players</td>
<td>$2000</td>
<td>Entering freshman woodwind or brass undergraduate student (with preference given to woodwind student) with a cumulative GPA of 3.0 or higher and an ACT score of 22 or higher with writing. The recipient must pursue the BMEd degree and personify the disposition VanderCook seeks to nurture in its future teachers: strength in character, excellence in music, professionalism in teaching. The recipient must also have financial need.</td>
<td>All entering students who audition on a wind instrument, meet the academic criteria and demonstrate financial need are automatically considered for the award. The Scholarship Committee may require a completed FAFSA Application before making their final selection. The Scholarship Committee reviews candidates’ audition results, academic record, application essay and interview to determine the final candidate. The Director of Admissions and wind music education faculty may recommend that a candidate be considered for the award but the Committee makes the final determination.</td>
<td>Renewable provided student maintains full-time enrollment status, earns a 2.5 semester GPA and participates in ensembles as assigned.</td>
</tr>
<tr>
<td>Herman D. Smith Memorial Scholarship</td>
<td>$500</td>
<td>African American undergraduate with an interest in teaching in Chicago Public Schools.</td>
<td>Awarded by selection of faculty committee. All African American undergraduate students seeking admission to or in the BMEd program are automatically considered. The Scholarship Committee reviews candidates’ leadership, academic record, application essay and interview to determine the candidate most likely to pursue and succeed as a teacher in the Chicago Public Schools. The Director of Admissions and any member of the VanderCook faculty may recommend that a candidate be considered for the award but the Committee makes the final determination.</td>
<td>Renewable for 4 years.</td>
</tr>
</tbody>
</table>
### 2021 – 2022 BACHELOR DEGREE PROGRAM

**FULL TIME TUITION AND FEES**

August 1, 2021 - July 31, 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time Tuition (12-19 credit hours)</strong></td>
<td>$13,835.00</td>
<td>$27,670.00</td>
</tr>
<tr>
<td>(Includes 1 semester hour of applied study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mandatory Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>$155.00</td>
<td>$310.00</td>
</tr>
<tr>
<td>Technology</td>
<td>$365.00</td>
<td>$730.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$340.00</td>
<td>$680.00</td>
</tr>
<tr>
<td>Chicago Transit Authority (CTA) U-Pass <em>(estimated)</em></td>
<td>$205.00</td>
<td>$410.00</td>
</tr>
<tr>
<td><strong>Total Tuition and Mandatory Fees</strong></td>
<td>$14,900.00</td>
<td>$29,800.00</td>
</tr>
<tr>
<td><em>Additional Courses (Per credit hour, beyond 19.5 credit hours)</em></td>
<td>$955.00</td>
<td></td>
</tr>
<tr>
<td><em>Additional Applied Study (per semester)(Secondary instrument)</em></td>
<td>$1,035.00</td>
<td></td>
</tr>
<tr>
<td>*Applied Study One Hour Lesson – Additional fee</td>
<td>$600.00</td>
<td></td>
</tr>
</tbody>
</table>

*These rates apply to full-time students registered for at least 12 credit hours for a given semester. Students enrolled for less than 12 credit hours will be charged at the part time, per credit hour tuition rates listed separately on the Part Time Tuition Schedule.

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Instrument Rental Fee</td>
<td>$240.00</td>
<td>$480.00</td>
</tr>
<tr>
<td>Piano Rental Fee (for Piano Majors and Vocal Majors)</td>
<td>$235.00</td>
<td>$470.00</td>
</tr>
<tr>
<td>Techniques Class Instrument Rental (per class)</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$260.00</td>
<td></td>
</tr>
<tr>
<td>Instrument Repair Lab Fee</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>Science Class Lab Fee</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Junior Recital Fee</td>
<td>$540.00</td>
<td></td>
</tr>
<tr>
<td>Senior Recital Fee</td>
<td>$680.00</td>
<td></td>
</tr>
<tr>
<td>Lost or Stolen U Pass Replacement</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>Concert wear for women <em>(estimated)</em></td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>edTPA Professional Education Portfolio Fee <em>(estimated)</em></td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td><strong>Continuing Student Fee</strong></td>
<td>$210.00</td>
<td></td>
</tr>
</tbody>
</table>

**Assessed for each semester the student is not actively enrolled.**
Part Time Study is defined as a student who is enrolled for fewer than 12 credit hours in a given term (Fall or Spring). All Mandatory Fees apply to students who are enrolled for at least 6 credit hours during a given term. Part-time students who are enrolled for fewer than 6 credit hours will be charged a $100.00 Instructional Resources Fee.

### Mandatory Fees (enrolled for at least 6 cr. hrs)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$ 155.00</td>
<td>$ 310.00</td>
</tr>
<tr>
<td>Technology</td>
<td>$ 365.00</td>
<td>$ 730.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$ 340.00</td>
<td>$ 680.00</td>
</tr>
<tr>
<td><strong>Total Mandatory Fees</strong></td>
<td><strong>$ 860.00</strong></td>
<td><strong>$ 1,720.00</strong></td>
</tr>
</tbody>
</table>

### Tuition (per semester hour)

- $ 1,168.00

### Applied Study (per semester hour) (30 minute lesson)

- $ 1,184.00

### Applied Study (per semester hour) (60 minute lesson)

- $ 1,784.00

### Other Fees

- Major Instrument Rental Fee: $ 240.00
- Piano Rental Fee (for Piano Majors and Vocal Majors): $ 235.00
- Techniques Class Instrument Rental (per class): $ 125.00
- Graduation Fee: $ 260.00
- Instrument Repair Lab Fee: $ 160.00
- Science Class Lab Fee: $ 105.00
- Junior Recital Fee: $ 540.00
- Senior Recital Fee: $ 680.00
- Concert wear for women (estimated): $ 160.00
- edTPA Professional Education Portfolio Fee (estimated): $ 300.00
- **Continuing Student Fee**: $ 210.00

**Assessed for each semester the student is not actively enrolled.**
# 2021 – 2022 GRADUATE PROGRAM
## MECA TUITION AND FEES

August 1, 2021 - July 31, 2022

### Tuition

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECA Continuing Education Course Tuition (per credit hour)</td>
<td>$ 360</td>
</tr>
</tbody>
</table>

There is a $25.00 non-refundable per credit hour fee for dropping or withdrawing from classes after the drop date.

### Mandatory Resource Fees

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument Repair Courses</td>
<td>$ 160</td>
</tr>
</tbody>
</table>

Note: Some courses may incur a higher fee. See continuing education (MECA) brochure for details.

### Orff Schulwerk Certification

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orff Schulwerk Level I Certification Course (4 credit hour summer course)</td>
<td>$ 1100</td>
</tr>
<tr>
<td>Orff Schulwerk Level II Certification Course (4 credit hour summer course)</td>
<td>$ 1100</td>
</tr>
<tr>
<td>Orff Schulwerk Level III Certification Course (4 credit hour summer course)</td>
<td>$ 1100</td>
</tr>
</tbody>
</table>

### SUMMER 2022 RESIDENCY TUITION AND FEES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Residency Course Tuition (per credit hour)</td>
<td>$ 570.00</td>
</tr>
</tbody>
</table>

### Mandatory Fees

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library and Technology</td>
<td>$ 340.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$ 365.00</td>
</tr>
</tbody>
</table>

### Other Fees

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensemble Fee (includes two major ensembles)</td>
<td>$ 185.00</td>
</tr>
<tr>
<td>Techniques Class Instrument Rental (per class)</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Comprehensive Review Project Fee</td>
<td>$ 470.00</td>
</tr>
<tr>
<td>*Continuing-Student Comprehensive Review Project Fee</td>
<td>$ 470.00</td>
</tr>
<tr>
<td>Lecture Demonstration/Recital Fee</td>
<td>$ 260.00</td>
</tr>
<tr>
<td>Recital Package Option (includes Lecture Recital fee)</td>
<td>$ 735.00</td>
</tr>
<tr>
<td>Cohort Review Fee</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Withdrawal Fee (from the college after add/drop)</td>
<td>$ 260.00</td>
</tr>
<tr>
<td>One Hour Applied Lesson (same credit) (additional $300)</td>
<td>$ 870.00</td>
</tr>
</tbody>
</table>

* Delayed completion fee.
2021 – 2022 MASTER AND CERTIFICATION &
TEACHER CERTIFICATION ENTITLEMENT PROGRAM

FALL & SPRING TUITION AND FEES

August 1, 2021 - July 31, 2022

<table>
<thead>
<tr>
<th>Flat-rate tuition (12-19 credit hours)</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Includes one semester hour of applied study)</td>
<td>$13,835.00</td>
<td>$27,670.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mandatory Fees</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$155.00</td>
<td>$310.00</td>
</tr>
<tr>
<td>Technology</td>
<td>$365.00</td>
<td>$730.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$340.00</td>
<td>$680.00</td>
</tr>
<tr>
<td>Chicago Transit Authority (CTA) U-Pass (estimated)</td>
<td>$205.00</td>
<td>$410.00</td>
</tr>
<tr>
<td><strong>Total Tuition and Mandatory Fees</strong></td>
<td><strong>$14,900.00</strong></td>
<td><strong>$29,800.00</strong></td>
</tr>
</tbody>
</table>

| *Additional Courses | 955.00 |
| (Per credit hour, beyond 19.5 credit hours) |

| *Independent Study Technique Course | 1,035.00 |
| *Additional Applied Study (per semester) (Secondary instrument) | 1,035.00 |
| *Applied Study One Hour Lesson – Additional fee | 600.00 |

<table>
<thead>
<tr>
<th>Tuition for 9 to 11 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit hour</td>
</tr>
<tr>
<td>Independent Study Technique (per credit hour)</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Technology</td>
</tr>
<tr>
<td>Student Activity Fee</td>
</tr>
<tr>
<td>Chicago Transit Authority (CTA) U-Pass (estimated)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition for 1 to 8 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit hour</td>
</tr>
<tr>
<td>Independent Study Technique (per credit hour)</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Technology</td>
</tr>
<tr>
<td>Student Activity Fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Instrument Rental Fee</td>
</tr>
<tr>
<td>Piano Rental Fee (for Piano Majors and Vocal Majors)</td>
</tr>
<tr>
<td>Techniques Instrument Rental (per instrument)</td>
</tr>
<tr>
<td>Percussion Techniques Fee</td>
</tr>
<tr>
<td>Science Class Lab Fee (spring only)</td>
</tr>
<tr>
<td>Graduation Fee (spring only)</td>
</tr>
<tr>
<td>Instrument Repair Lab Fee</td>
</tr>
<tr>
<td>Concert wear for women (estimated)</td>
</tr>
<tr>
<td>Comprehensive Review Project Fee</td>
</tr>
<tr>
<td>Lost or Stolen U Pass Replacement</td>
</tr>
<tr>
<td>*Continuing Comprehensive Review Project Fee</td>
</tr>
<tr>
<td>edTPA Professional Education Portfolio Fee (estimated)</td>
</tr>
</tbody>
</table>

*Assessed each year for students receiving an “Incomplete” on their project.

*Summer session rates can be found on Summer Residency Tuition and Fees section of Graduate Program Sheet.
To apply for financial aid at VanderCook, all students must complete a Free Application for Financial Student Aid (FAFSA). We encourage applicants to file the FAFSA online at www.fafsa.ed.gov using a FSA ID for their electronic signature. Students and parents who need a FSA ID may apply at www.fsaid.ed.gov. VanderCook’s Title IV code is 001778.

Verification
Students may be randomly selected by the Department of Education or the institution for verification. Students selected for verification may be asked to submit additional information including signed tax return transcripts for the parent(s) and student, a verification worksheet, and other financial documents.

Award Notifications
After the financial aid process has been completed, students will receive electronic notifications of detailed aid packages on their individual student portals. This letter is an estimate of the available assistance that a student can expect to receive during the academic year.

Federal Refund Policy (Return of Title IV (Federal) Aid)
The federal government mandates that students who withdraw from all classes may only

"The financial aid I received has allowed me not to settle for just any music program. I'm able to have the finest music education in America without having to worry about graduating with a huge amount of debt."

- Ashley Barajas, senior and violin major, Recipient of the VanderCook Talent Scholarship

STUDENT SPOTLIGHT: ASHLEY BARAJAS
keep the financial aid they have “earned” up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by VanderCook and/or the student to the federal government. This situation could result in the student owing aid funds to VanderCook, the government, or both. Title IV federal funds include Unsubsidized Stafford Loans, Subsidized Stafford Loans, Direct Stafford Loans, PLUS Loans, Direct Graduate PLUS Loans, Federal Pell Grant, TEACH Grant, FSEOG Grants, Iraq and Afghanistan Service Grants.

Voluntary (Official) Withdrawal
Students may voluntarily withdraw from the college at any time. The student must notify the appropriate dean in writing of the intention to withdraw. The date the letter is received will be considered the last day of enrollment.

Involuntary (Unofficial) Withdrawal
Students who do not attend any registered classes for a consecutive period in excess of two weeks (14 consecutive calendar days) without permission of the appropriate dean are involuntarily withdrawn from all classes. The official last date of enrollment will be fixed as two weeks from the last date of attendance in classes, as determined from an examination of class attendance records. If notified of extenuating circumstances (e.g., illness, hospitalization, personal problems, family emergency, etc.), the dean may rescind the withdrawn status. If no written notification is received, the student may receive a Withdrawal Fail (WF) or Involuntary Withdrawal (IW) for each class in which he or she is enrolled. The student will be informed of such action by return receipt mail. The appropriate dean may evaluate special circumstances on a case-by-case basis.

Students who fail to adhere to communicated policies and expectations, or engage in unacceptable behavior or academic dishonesty, may be subject to disciplinary action up to and including dismissal from the college. If a student is dismissed from the college, the official date of withdrawal shall be either the last known date of attendance or the date of the candidate appeal. The student may receive a Withdrawal Pass (WP), WF or IW for all courses in which he or she was enrolled.

Students have the right to appeal any decision. If a candidate chooses to appeal, and the college’s decision is ultimately upheld, the determined date of withdrawal will remain in effect. Students who withdraw or are dismissed from the college for any reason may be responsible for all incurred financial obligations, as defined by the Refund Policy detailed in this catalog. In addition, a withdrawal fee may also be charged.

Leave of Absence
A request for a leave of absence must be submitted in writing to the appropriate dean (graduate or under-graduate) and must state the reason for the request. Except under extenuating circumstances, the request must be submitted prior to the start of the semester for which the leave of absence is requested, but no later than the official published add / drop deadline for the semester in question. The request must indicate an intended date of return to the college, not to exceed one semester. The dean will then determine if a leave of absence should be granted. Acceptable reasons for a leave of absence include matters of a financial, medical or personal or familial nature. If a leave of absence has been granted and the student does not return after one semester, the status may change to non-returning, unless prior approval for an extended leave has been granted by the appropriate dean.

 Withdrawal from Courses
Official withdrawal from courses is effective on the date a Withdrawal Form is received by the appropriate dean. Verbal notification to an instructor or to the dean is not sufficient to withdraw or cancel registration.

A student may officially withdraw from courses up to the end of the 10th week of class (or the
published withdrawal date) in the fall or spring semesters, and through the end of the third week during the summer term. A Withdraw Pass (WP), Withdraw Fail (WF) or Withdrawn (W) may be entered on the student’s permanent record as appropriate. Grades of WF, WP and W are not factored into the GPA, but are counted as courses attempted but not completed.

Calculation
In general, the law assumes that the student must “earn” federal financial aid awards directly in proportion to the number of days of the semester the student attended. In other words, a student earns financial assistance as they attend class. If a student completely withdraws from all classes during a semester, VanderCook must calculate the portion of the total scheduled financial assistance earned. If the student received (or the college received on behalf of the student) more assistance than earned, the unearned excess funds must be returned to the federal government.

To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office will divide the number of calendar days the student attended classes by the total number of calendar days in the semester (less any scheduled breaks of five days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed either to the student’s account or to the student directly by check for the semester. This calculation determines the amount of aid earned by the student that he can keep.

Refunds/Returns
If the Title IV calculation results in a credit balance in excess of allowable cost, the Title IV funds will be disbursed to the student or parent as soon as possible no later than 14 days after the credit occurred after the first class of the payment period.

However, VanderCook and/or the student must return the unearned amount (total aid disbursed less the earned amount) to the federal government. The student will be responsible for payment of all institutional charges as well as repayment for any refunds received. The student or parent (in the case of parent loans) is responsible for repayment of loans in accordance to the terms of the loans. The student is responsible for any overpayment of grant funds to the federal government. The Financial Aid Office will provide instructions to students who are required to return funds to the government.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal.

Any student who has completed more than 60% of the semester is considered to have “earned” all of his/her financial aid. No refund of any institutional charges, nor return of Title IV federal funding is required.

Allocating Returned Title IV Aid
Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned must be returned in the following order:
- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal PLUS Loan (Parent Loan)
- Federal Direct Graduate PLUS
- Federal Pell Grant
- Federal SEOG
- Federal TEACH Grant
- Iraq Afghanistan Service Grant

Post-Withdrawal Disbursement
If a financial aid eligible student withdraws from courses prior to disbursement, a calculation is completed to determine the amount
of earned aid for the term. This disbursement may help to reduce a student’s balance for the withdrawn term. This disbursement is called a Post-Withdrawal Disbursement.

If a student qualifies for a Post-Withdrawal Disbursement, any funds the student is eligible to receive, based on the return calculation, will be applied to the student’s account within 30 days. If a student qualifies for a Post-Withdrawal Disbursement from loan funds, a letter will be sent to the student (or parent in case of a Direct PLUS Loan) stating the amount of the loan disbursement the student is eligible to receive. The student must then reply within 14 days to give authorization for the disbursement. If written authorization is not received, the loan will be cancelled, and updated with Direct Loans

Refund of the Illinois Monetary Award Program (MAP Grant)
Per the rules of the Illinois Student Assistance Commission, if an IL MAP Grant recipient withdraws after the 10th class day of the semester, the student may receive a MAP grant payment for costs incurred up to the semester award, provided the College’s tuition refund policy indicates that the student has incurred charges in the amount of the claim.

Federal Student Financial Aid Penalties for Drug Law Violations
A student who has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving federal aid as defined as grant, loan or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

Ineligibility Period for Possession of a Controlled Substance:
- First Offense: 1 year
- Second Offense: 2 years
- Third Offense: Indefinite

Ineligibility Period for Sale of a Controlled Substance:
- First Offense: 2 years
- Second Offense: Indefinite

A student who has lost eligibility for financial aid based on the possession or sale of a controlled substance may regain eligibility before the above stated ineligibility period if:

The student successfully completes a drug rehabilitation program that:
1. Includes at least two unannounced drug tests; and
2. Has received or is qualified to receive funds directly or indirectly under a Federal, State or local government program: a. Is administered or recognized by a Federal, State or local government agency or court; b. Has received or is qualified to receive payment directly or indirectly from a Federal- or State-licensed insurance company; or c. Is administered or recognized by a Federal- or State-licensed hospital, health clinic or medical doctor.

Satisfactory Academic Progress Standards
As required by the U.S. Department of Education, VanderCook has established a policy to determine if an otherwise eligible candidate is making satisfactory academic progress in his or her education program and may continue to receive Title IV assistance. Title IV programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Federal TEACH Grants, Federal Iraq and Afghanistan Grants, and William D. Ford Federal Direct Loans.
There are three components of this policy: Qualitative Measure (cumulative GPA), Pace (formerly “Quantitative Measure,” or attempted courses completed), and Maximum Time Frame.

Your academic record will be evaluated after each semester to determine if you are meeting the SAP requirements to maintain financial aid eligibility for the next academic year. Your SAP status at the end of the annual evaluation period determines your SAP status for the current academic year. Changes to your academic record after the end of the official evaluation period will not impact your SAP status for the current academic year. The Vandercook SAP requirements fall into three areas:

- Making progress toward your degree by completing a minimum percentage of attempted units.
- Maintaining a minimum cumulative grade point average (GPA).
- Completing your degree within a maximum specified amount of attempted units.

Criteria
The following are minimum standards required for a candidate to be eligible for state and federal financial assistance. These standards apply to all candidates, including those who do not currently or have not previously received such aid.

Undergraduates

Qualitative Measure: Minimum Cumulative GPA
All undergraduate candidates are expected to achieve and maintain a minimum cumulative GPA of 2.5 (C+) on a 4.25 scale.

Pace: Minimum Completion of Coursework
Pace is calculated by dividing the cumulative number of hours the candidate has successfully completed by the cumulative number of hours the candidate has attempted. The resulting percentage must be 67% or higher for undergraduate candidates at VanderCook.

Attempted hours are defined as any course in which an undergraduate candidate is enrolled after the add/drop period has ended each semester. Successfully completed hours are defined as the hours in which an undergraduate candidate received a grade of D or above. Incompletes, withdrawals, repetitions, transferred credits from other institutions, and failed coursework are all included in attempted hours. All academic terms are included in the calculation of pace, regardless of whether or not the candidate received financial assistance during the term.

Maximum Time Frame
The maximum time frame for which an undergraduate candidate may receive financial assistance may not exceed 150% of the published length of the program measured in credit hours. The published length of the undergraduate program is 135 credit hours. The maximum time frame during which an undergraduate candidate may be eligible for financial assistance must not exceed 202.5 total attempted credit hours, including transfer and/or advanced placement credit (135 x 150% = 202.5 credit hours). Additionally, undergraduate candidates must complete the requirements of their degree program within ten years from the date of first enrollment at VanderCook. During their professional education coursework, a student may opt to change majors to the Bachelor of Music (pre-certification) degree track. If this occurs, the student will take the same coursework as a Bachelor of Music Education degree candidate without the final semester of student teaching and professional education seminar classes. A student changing majors is still expected to complete
the program within the maximum timeframe. In limited circumstances, appeals will be considered.

**TCEP Candidates**

**Qualitative Measure: Minimum Cumulative GPA**

All entitlement candidates are expected to achieve and maintain a minimum cumulative GPA of 3.0 (B) on a 4.25 scale with no more than 20% of all credits (excluding incompletes and withdrawals) below a B level.

**Pace: Minimum Completion of Coursework**

Pace is calculated by dividing the cumulative number of hours the candidate has successfully completed by the cumulative number of hours the candidate has attempted. The resulting percentage must be 75% or higher for entitlement candidates at VanderCook.

Attempted hours are defined as any course in which an entitlement candidate is enrolled after the add/drop period has ended each semester. Successfully completed hours are defined as the hours in which an entitlement candidate received a grade of C or above. Incompletes, withdrawals, repetitions, transferred credits from other institutions, and failed coursework are all included in attempted hours. All academic terms are included in the calculation of pace, regardless of whether or not the candidate received financial assistance during the term.

**Maximum Time Frame**

The maximum time frame for which an entitlement candidate may receive financial assistance may not exceed 150% of the published length of the program measured in credit hours. The published length of the entitlement program is 93.5 credit hours. An entitlement candidate may therefore attempt up to 140.25 hours to complete the program (93.5 x 150% = 140.25 credit hours).

Additionally, entitlement candidates must complete the requirements of their program within seven years from the date of first enrollment at VanderCook.

**Graduate and Master’s & Certification Candidates**

**Qualitative Measure: Minimum Cumulative GPA**

All graduate and master’s and certification candidates are expected to achieve and maintain a minimum cumulative GPA of 3.0 (B) on a 4.25 scale, with no more than 20% of all credits (excluding incompletes and withdrawals) below a B level.

**Pace: Minimum Completion of Coursework**

Pace is calculated by dividing the cumulative number of hours the candidate has successfully completed by the cumulative number of hours the candidate has attempted. The resulting percentage must be 75% or higher for graduate and master’s and certification candidates at VanderCook.

Attempted hours are defined as any course in which a graduate or master’s and certification candidate is enrolled after the add/drop period has ended each semester. Successfully completed hours are defined as the hours in which a graduate or master’s and certification candidate received a grade of C or above. Incompletes, withdrawals, repetitions, transferred credits from other institutions, and failed coursework are all included in attempted hours. All academic terms are included in the calculation of pace, regardless of whether or not the candidate received financial assistance during the term.

**Maximum Time Frame - Graduate Candidates**

The maximum time frame for which a master’s
candidate may receive financial assistance may not exceed 150% of the published length of the program measured in credit hours. The published length of the master’s degree program is 36 credit hours. A master’s candidate may therefore attempt up to 54 hours to complete the program (36 x 150% = 54 credit hours).

Additionally, master’s candidates must complete the requirements of their degree program within seven years from the date of first enrollment at VanderCook.

Maximum Time Frame - Master’s & Cert. Candidates
The maximum time frame for which a master’s and certification candidate may receive financial assistance may not exceed 150% of the published length of the program measured in credit hours. The published length of the master’s and certification option is 100 credit hours. A master’s and certification candidate may therefore attempt up to 150 hours to complete the program (101 x 150% = 151.50 credit hours).

Additionally, master’s and certification candidates must complete their requirements within seven years from the date of first enrollment at VanderCook.

Review of Payment Periods
The Financial Aid Office reviews the academic record of all candidates, including Title IV recipients and those not receiving Title IV assistance, at the conclusion of the fall and spring semesters. In addition, master’s and certification and entitlement candidates’ records are reviewed at the conclusion of summer semester. Undergraduate students do not have summer courses available and therefore no review is done for summer term. Any candidate who has not achieved the required cumulative GPA, successfully completed the program at the required pace, or has exceeded the maximum time frame, is no longer eligible to receive assistance under Title IV programs.

Process for Calculating SAP
At the end of each payment period the all student grade reports are submitted to the Financial Aid Office by the Registrar’s Office. The grade reports are used with the program worksheet to determine if the student is meeting both quantitative and qualitative criteria of Satisfactory Academic Progress. If the student is not meeting these standards, the student is notified via letter and in office advising of the status of his or financial aid standing. The student is notified of the option to appeal and advised of appeal procedures as noted above.

Non-Credit Remedial Courses
Non-credit remedial courses do not earn academic credit and are not eligible for financial aid payment. As such, they are not evaluated in the review of the student’s satisfactory academic progress.

Transfer Credits
Transfer credits that are accepted by your college toward your academic program, including those earned while in high school, after high school, or after being admitted to VanderCook College of Music, are counted as both completed and attempted. These units are factored into your cumulative pace of progression in the evaluation.

The following classes do count as credits attempted, but do not count as credits completed:

- Repeated courses (in which you pre-
Previously received a passing grade

• Courses dropped after add/drop period.
• Courses attempted in a semester in which you withdraw after withdrawal period
• Failed or incomplete courses

Second Undergraduate Degree
Candidates seeking a second undergraduate degree are subject to the Maximum Time Frame component for undergraduate study. Candidates who reach this time frame and wish to appeal should follow the appeal process outlined in the following section. Candidates pursuing a second undergraduate degree are eligible for federal student loans.

Satisfactory Academic Progress Standing
A candidate who has met the standards of Satisfactory Academic Progress is considered in good standing.

Candidates who have not met the minimum qualitative requirement and/or minimum quantitative requirement will be placed on financial aid warning. A candidate on financial aid warning may continue to receive assistance for one payment period (i.e., one semester following the term placed on financial aid warning) despite the determination that he or she is not making satisfactory progress according to the above guidelines. The Financial Aid Office will assign financial aid warning status without any action taken by the candidate.

If a candidate placed on financial aid warning does not successfully meet the above standards after one semester, the candidate will be notified that he or she has not met the minimum requirements of Satisfactory Academic Progress and no longer eligible for aid. The candidate will be placed on Financial Aid Suspension. The candidate may submit a written appeal to the director of financial aid within 15 calendar days of this notification. A written appeal must include why the candidate failed to make satisfactory progress, and what has changed in the candidate’s situation that will allow him or her to demonstrate satisfactory progress at the next evaluation. Basis for an appeal may include, but is not limited to, the death of a relative, injury or illness of the candidate, or other special circumstances.

If approved, the student will receive an additional probationary period of financial assistance where they will be able to reestablish satisfactory academic progress. The candidate will then be placed on financial aid probation. While a candidate is on financial aid probation, VanderCook will require that the candidate fulfill specific terms and conditions as outlined in an academic plan.

At the end of one payment period on financial aid probation, the candidate must meet VanderCook’s Satisfactory Academic Progress standards, or the requirements of the academic plan as developed by the dean and the candidate, in order to re-establish eligibility for Title IV funds.

If a student does not complete the appeal process or if an appeal is denied, he/she will remain ineligible for financial assistance until Satisfactory Academic Progress is reestablished. Financial aid will not be provided retroactively.

There is no probationary period for a graduate, master and certification, or entitlement candidate who has not achieved a cumulative GPA of 3.0 after attempting either 20 or more credit hours (or 37% of required hours). If at the conclusion of the financial aid warning period, a graduate, master and certification, or entitlement candidate has not achieved the minimum standards of Satisfactory Academic Progress, involuntary withdrawal from the program will occur.
GENERAL OFFICE HOURS:
8:00 a.m. – 4:00 p.m.

APPOINTMENTS
9:00 a.m. - 3:00 p.m.
(Appointments can also be made outside of these hours.)

CONTACT US – We’re here to help!

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