



Holy Apostles College & Seminary

Cultivating Catholic Leaders for Evangelization

Pre-Admissions and Admissions Information

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TUITION AND FEES

A. Tuition and Fee Schedule

The following tuition and fees apply during the 2015-2016 academic year

Seminarian fees

Application fee	\$ 50
Tuition (includes Formation) per semester	\$ 6,900
Room and Board per semester	\$ 5,600
Graduation/Certification fee	\$ 125
Retreat fee	\$ 370

Tuition fee of \$6,900.00 per semester allows up to 18 credits per semester and includes formation. Any additional credits are charged at \$320.00 each. Directed studies are also billed separately at \$320.00 per credit. Billing for credits may not be transferred from one semester to another.

Online student fees

Undergraduate

Tuition per credit	\$ 320
Tuition per three-credit course	\$ 960
Audit per regular course	\$ 480

Graduate

Tuition per credit	\$ 320
Tuition per three-credit course	\$ 960
Audit per regular course	\$ 480
Post Master's Paper	\$ 50

Fees

Application fee (one time)	\$ 50
Graduation/Certification fee	\$ 125
Late Registration fee	\$ 25
Transcript fee	\$ 5
MA Comprehensive Testing fee	\$ 150
Registration fee (per semester)	\$ 35
Thesis Reader/Special Project Reviewer fee	\$ 200
MA Thesis and Special Project Continuation fee	\$ 200

B. Payment Time and Method

Tuition and other fees are to be paid at the time of registration, by cash, check, Visa or MasterCard to the Business Office. Other payment arrangements should be made with

the Business Office. Transcript and thesis fees must be paid at the time of request. Any student who fails to make payment in the specified time frame will be ineligible to receive grades, register for classes or have transcripts released.

C. Refund Policy



Holy Apostles grants tuition refunds to students who have officially withdrawn from class(es) on the following schedule:

- Prior to first day of classes, 100% refund
- By the first Friday of classes, 75% refund
- By the third Friday of classes, 50% refund
- By the fifth Friday of classes, 25% refund
- After the fifth Friday of classes, no

refund

To be considered officially withdrawn from a course, the following steps must be completed:

- Complete an Add/Drop form (may be obtained from the Registrar's Office);
- Have the add/drop form signed by the appropriate instructor or the Academic Dean; and
- Personally submit (in person or by email) the add/drop form to the Office of the Registrar

Refunds are granted through the Business Office only. Upon receipt of the proper documentation, the Business Office will issue the refund.

Because Holy Apostles College and Seminary is subject to the U.S. Department of Education's federal refund formula, financial aid recipients who withdraw from a course(s) during the tuition refund period may not receive a refund of their payment, as defined by the school's refund policy stated above. Students should speak with the Financial Aid Office before withdrawing from a course.

D. Veterans (VA) Military Benefits

If students are receiving VA/ Military Benefits, they should speak with the School Certifying Official before withdrawing from a course.

This college has 15 programs approved by the State Approving Agency for purposes of educational assistance from the US Department of Veterans Affairs (VA). These include undergraduate degrees, graduate degrees and graduate certificate programs. New students need to contact VA at [1-888-442-4551](tel:1-888-442-4551) (press one for touchtone and then zero to reach a benefits counselor) or at www.gibill.va.gov to obtain information on benefits, to submit a question, to apply initially for benefits or to file a Request for a Change of Place of Training.

Students who are registered for courses in an approved program for an upcoming term need to contact the School Certifying Official at 860.632.3020 to identify the part of the law under which they are claiming VA benefits, to provide their VA file number (and payee number if claiming benefits under Dependents Educational Assistance), and to request that she certify their enrollment to VA for the upcoming term. All inquiries about VA benefits should be submitted through the above points of contact.

Active military personnel should be advised that we have an up-to-date Memo of Understanding (MOU) on file with the Department of Defense and process benefits for all branches of the military. Contact is the School Certifying Official as noted above.

Any student receiving VA/Military Benefits must maintain the minimum requirements of academic performance as cited in this catalog.

Students receiving benefits must successfully complete all degree or certificate requirements within the allotted time span noted elsewhere in this catalog.

To ensure that a student receiving VA/Military Benefits is making the prescribed progress, the Office of the Registrar together with the School Certifying Official shall assess such progress at least once during each semester of enrollment.



2015 Graduating Class preparing for Commencement Ceremony

E. Financial Aid

Financial aid is available to qualified students. For more information, please contact the Financial Aid Office directly at 860-632-3083 or by email at finaid@holypostles.edu.

a. Types of Financial Aid Available

Eligible undergraduate students may be awarded Federal PELL Grants and/or Federal Direct Loans. Graduate students may receive Federal Direct Loans. All financial aid is based on need.

b. Applying for Financial Aid

In order to receive Federal Financial Aid, a student must take at least six credits, be enrolled in a degree or approved certificate program and be making satisfactory academic progress, as defined elsewhere in the catalogue.

All students wishing to be considered for Federal Title IV Financial Aid must fill out the Free Application for Federal Student Aid (FAFSA) which is located online at www.fafsa.gov.

In addition to the FAFSA form, students must also fill out the Holy Apostles Financial Aid Application form, available on the website. Contact the Financial Aid office prior to registration to make sure all forms and related documents are in order. The student will receive an award letter upon registration, one copy of which must be signed and returned prior to disbursement of funds. Mandatory Entrance Counseling and Promissory Note can be accomplished at www.studentloans.gov.

c. Enrollment History Used in Financial Aid Decisions

HACS reserves the right to use a potential student's previous enrollment history as part of the admissions process. If the financial aid department sees that a student's FAFSA reveals some cause for concern, the Financial Aid Office may look up a student's previous loan history on the National Student Loan Data System (NSLDS). Based on information that it finds, the Financial Aid Office may reduce the amount of federal student aid offered and even decline federal student aid.

HACS, in compliance with the Unusual Enrollment History (UEJ) flag that the Department of Education notes on certain FAFSA applications whereby the school is required to take certain steps, will not release any federal student aid until all transcripts have been provided that are requested from a review of NSLDS.

Graduating students who have borrowed federal student loans are required to complete Exit Counseling before diplomas are awarded. The directions for this action are contained in a letter that comes to the graduating student during the student's last semester at HACS. Exit Counseling must be completed one month prior to a student's graduation date.

d. How Funds Are Disbursed

All funds awarded are disbursed electronically in batches of students generally one week apart. This process starts just prior to the beginning of the academic year until completed. Spring disbursements start in January. Funds are credited to each student's account. Any credit balances are refunded to the student within the time prescribed by federal regulations. Any questions regarding overage checks should be directed to the Business Office.

e. Financial Aid Refund Policy

All students are subject to the Holy Apostles Refund Policy depending on their situation. In addition, all students receiving federal financial aid are subject to the Federal Return of Title IV Refund Formula to determine earned aid as of the withdrawal date.

- If student earned less funds than received, must return unearned funds to Title IV programs.
- If student earned more funds than received, must offer a post-withdrawal disbursement.

This pro rata calculation applies to students who begin and then cease attendance in all classes prior to the scheduled end of the period.

This does not apply to students who drop hours, even to less than half-time enrollment.

This does not apply to students who never begin attendance.

Triggers for the timeframes:

- Performing the federal calculation (30 days)
- Returning unearned funds (30 days)
- Offering student a post-withdrawal disbursement (30 days)
- Notifying student of overpayment due (30 days)
- Delivering a post-withdrawal disbursement (120 days)

MATRICULATION AND PREVIOUS CREDITS

A. Matriculation Policy

Students who intend to seek a degree should matriculate into a degree or certificate program no later than upon completion of six credits or one semester, whichever comes later. No one may matriculate immediately prior to graduation. Students must be in a program for at least one year before graduation.

A student's status toward program requirements typically is based upon the program requirements stated in the catalogue current at the time a student begins course work. The student may also opt to complete program requirements under a more recent catalog.

B. Personal Interest Students

Holy Apostles welcomes students who take courses for personal interest and/or audit. Every personal interest student who does not intend to seek a degree or certificate may take as many credits as he or she wishes, provided he or she meets the basic requirements of academic performance.

C. Transfer Students

a. Transfer Credit Policy

Holy Apostles accepts transfer credits from accredited colleges for all degree and certificate programs, provided the credits are in courses applicable to the particular degree program being pursued at Holy Apostles. Acceptance of transfer credits is at the discretion of the Academic Dean.

The number of transfer credits accepted into each degree program is as follows:

Associate of Arts	30
Bachelor of Arts	60
Master of Arts	6
Non-Degree Graduate Certificate	0
Post Master's Certificate in Theology	6
Master of Divinity	60
Certificate of Preparation for Ordination	60

Transfer credits must not have already been applied to a degree, except in the case of credits assigned to an Associate's degree being used toward the B.A. program at Holy Apostles.

Students intending to transfer credits must apply for Advanced Standing at the time of matriculation. Advanced Standing allows a student to enter Holy Apostles College as a first time student, while entering a program with a higher class status than first semester, first year, due to transferred credits. All official transcripts must be received by the Registrar by the time of matriculation for transfer credits to be considered.

To transfer credits from courses at another academic institution simultaneously with a program at Holy Apostles, the student must have the prior permission of the Academic Dean as concerns the selection of courses. Official transcripts must be sent to the Office of the Registrar as soon as the courses are completed.

It is the policy of Holy Apostles not to accept any undergraduate credits for transfer which carry a grade of less than a C- grade or any graduate credits carrying less than a B grade.

b. Evaluation of Transcripts for Transfer Credits

For students wishing to transfer academic credits into any of the programs offered at Holy Apostles, the Academic Dean reviews official transcripts for possible transfer of credit.

After transfer credits have been evaluated and the student is admitted, he or she may then register for courses. A semester's tuition and fees are payable at this time. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

D. CLEP Text Acceptance Policy

Students who pass CLEP testing for subjects in which Holy Apostles College & Seminary offers undergraduate courses may transfer into the program 3 credits per test (6 credits for Spanish) for a maximum of 15 credits in either the AA or BA programs of study. CLEP credits count against the number of transferred credits allowed. If the number of CLEP credits combined with the credits transferred from other programs exceeds the number of transfer credits allowed, the institution may instead waive the requirement for the student to take a course in the CLEP subject area and allow the student to replace it with a different course within the program.

a. *Composition & Literature*

Name of Test	Minimum Score Necessary	Additional Notes
American Literature	65	Essay required
College Composition Modular	65	“College Composition” not accepted
English Literature	65	Essay required
Humanities	65	

b. *Foreign Languages*

Name of Test	Minimum Score Necessary	Additional Notes
Spanish Language	65	Fulfills requirements for Spanish I and II – 6 credits

c. *History & Social Sciences*

Name of Test	Minimum Score Necessary
American Government	60
History of the United States I	60
History of the United States II	60

Human Growth and Development	50
Introduction to Educational Psychology	50
Principles of Macroeconomics	50

d. Science and Mathematics

Name of Test	Minimum Score Necessary
Calculus	50
Chemistry	50
College Algebra	50
Precalculus	50

E. Undergraduate Prior Experience and Non-Collegiate Sponsored Credit Policy

The Prior Experience and Non-Collegiate Sponsored Credit Policy concerns either prior life experiences that have resulted in college-level learning or planned extra-curricular experiences that will result in college-level learning.

Either of these categories includes, but are not limited to, work, volunteer or political activity, non-credit courses, military service, seminars and hobbies engaged in prior to or during the period of matriculation into one of the undergraduate academic programs at Holy Apostles College and Seminary.

Students seeking credit under this policy will apply to the academic dean to substitute prior experience or non-collegiate sponsored experience for courses normally offered at Holy Apostles College and Seminary (see “Prior Experience and Non-Collegiate Sponsored Credit Application Form”). On an exceptional basis, however, the Policy enables a student to apply for college credit for a course not in the Holy Apostles catalog because it is needed for the student to pursue his vocation as a future Catholic leader.

Students may apply for up to 30 credits of life experience in the B.A. program or 15 credits in the A.A. program and must provide written documentation for every subject in which he or she wants “prior life experience credit”. This documentation must be

verified by an employer, supervisor or other person of authority, under whom the student has worked.

Upon receipt of the application with its accompanying documentation for prior experience or proposal for planned experience, the Academic Dean will decide, on the basis of the student's circumstances and documentation, whether he may pursue Life Experience credits, how many he may pursue and for which topics.

The student must produce a ten-page academic paper (or equivalent artifact, e.g., blog, video, etc., as determined by the academic dean) concerning the life experience for each 3 credits requested from Holy Apostles.

The Academic Dean will assign a faculty reviewer with expertise in the area to read the paper. If there are no faculty members with that expertise, the person who verified the experience may be asked to read the paper for accuracy.

The cost per Life Experience credit is \$100 per credit hour.

ACADEMIC REQUIREMENTS FOR FINANCIAL AID (SAP Policy)

To be eligible to receive financial aid at Holy Apostles, a student must be:

- Matriculated
- Enrolled currently as a full-time or part-time student
- Making Satisfactory Academic Progress (SAP)

Listed below are the credit completion requirements for each enrollment status for undergraduate students.

Credits Attempted / Enrollment Status	Credit Completion Requirement
12+ units = full-time	12 units
6-8.5 units = 1/2 time	6 units

A. Satisfactory Academic Progress (SAP) Policy

To remain eligible to receive federal student aid students must meet Satisfactory Academic Progress (SAP) standards as defined by current federal regulations which require that academic progress be monitored for all periods of enrollment **whether or not students have received financial aid.**

Federal regulations require that we measure academic progress toward completion of a degree/certificate program as set by federal, state, and school standards. Recipients of student loans are subject to these standards for renewal of their financial aid eligibility.

- SAP evaluation is based on cumulative HACS coursework as appearing on the student's official academic transcript as well as all accepted transfer credits.
- The review of academic progress will take place at the conclusion of each academic year for all students, however for those receiving financial aid this review will be conducted at the conclusion of each semester.
- Students taking classes during the summer session following the academic year will be reviewed at the conclusion of the summer semester.

B. Three Standards of Progress

There are three standards of progress: one is grade-based (qualitative) and the other two are time-based (quantitative). A student must maintain all three standards to continue receiving financial aid:

1. Grade Point Average (GPA) – Students must meet a minimum cumulative grade point average based on their total attempted credits as follows:
 - ✓ Undergraduate students must maintain a minimum cumulative GPA of 2.0 (C)
 - ✓ Graduate level students must maintain a minimum cumulative GPA of 3.0 (B)
2. Pace of Completion Rate Percentage – All students must successfully complete at least 67% of their attempted credits, including transfer credits, as appearing on their official academic transcripts. This measurement ensures that students will graduate within the maximum time frame explained below. To be counted as successfully completed or earned credits, students must receive a grade of A, B, C, D or P (Pass). Pace is calculated by dividing:

$$\frac{\text{total number of credits successfully completed}}{\text{total number of credits attempted}}$$

3. Maximum Time Frame – Students must complete their educational program of study within a maximum timeframe no longer than 150% of the published length of their educational program of study measured by credit hours. This is measured by credits attempted and includes transfer credits. Thus, for example, a program length of 36 credits must be completed within 54 attempted credits.

The following factors are considered when evaluating a student's SAP:

ESL courses do not count in the SAP analysis.

Remedial courses taken as credit equivalences do not count in the SAP analysis.

Repeated courses are counted in attempted credits and, if successfully completed, earned credits. The highest grade received in the course will be used in the cumulative GPA. A student is allowed to repeat a passed course only once and receive financial aid.

Withdrawals (W) and Incompletes (I) or Withdraw Failures (WF) or Failures (F) are counted in the attempted credit hours but are not successfully completed or earned.

Transfer courses including credits received during consortium study and applicable to the program of study will be counted as attempted and earned credits. These credits will be used in both the quantitative standards, but not in the calculation of the GPA.

Consortium Studies entered into, once a student at HACS, will be counted in all three components of the SAP standards.

Audited courses are not considered credits attempted or earned.

Program changes – All attempted credits and earned credits (including transfer credits) that can be applied to the new program of study will be considered in calculating the maximum time frame requirements for the new program.

C. SAP Reviews – Warning and Probation Status

A SAP review is not complete until both the qualitative and quantitative measures have been completed. An institution must review the SAP measurements at least annually at the end of the academic year. At HACS, this SAP review is conducted at the END OF EVERY TERM, *only* for those students receiving financial aid, in order to utilize the Financial Aid Warning status which current regulations leave optional for each institution.

Warning Status – Any student who fails to meet any one of the minimum academic standards will be placed on Financial Aid Warning.

- This Warning period will be the student's next semester of enrollment.
- HACS will communicate the Warning status to the student and inform the student that he/she must improve academically to meet the minimum SAP standards by the end of the following semester in order to maintain eligibility for financial aid.
- No action is required of the student.
- Students remain eligible to receive financial aid during this Warning term.
- Only one Warning period is allowed.
- It is possible that a student regains SAP in the following term only to be placed back in a Warning status for the subsequent term. The student could NOT have successive periods in financial aid Warning status.

A student who has ***not met the minimum benchmark*** of academic progress ***after their Warning term*** will automatically ***lose their aid eligibility*** unless they successfully Appeal and are placed on Probation. For those students NOT on financial aid, the process is the same to ensure their success and graduate on time.

D. Appeal and Probation Status

A process by which a student who has not met SAP requirements at the end of his Warning Period may petition HACS for reconsideration of his status as a student and/or his eligibility for financial aid. This appeal is used if the student experienced conditions that affected his academic progress such as illness, injury, death of a relative, or other special circumstances.

Specifications of an Appeal Letter:

- The Appeal Letter should be addressed to the Academic Dean.
- The Letter should provide details as to why the student failed to meet SAP after his Warning term.
- What has changed in the student's circumstances that would allow him to meet SAP at the next evaluation.
- The school has the right to ask for documentation and any obvious documentation should be provided without asking.
- HACS may develop an Academic Plan specific to the student if it is clear that it may take more than one term to regain satisfactory academic standards.
- HACS will respond to an Appeal Letter within 10 business days.

A successful appeal places the student in probation

- for the following term if it is determined that the student should be able to meet academic requirements in that term or,
- with an Academic Plan in place, within a specified timeframe.

Aid eligibility continues during probation.

Students who fail to meet SAP after their probationary term will lose their financial aid eligibility until they regain the minimum SAP requirements.

There is only one appeal per student. Appeals are not automatically approved and will only be considered for extenuating circumstances. A student may also appeal to his or her academic plan. However, all students must graduate within the 150% maximum time frame.

Warning and Probation are suspensions of academic standards for a minimum period of time. Grades and credits are not eliminated or disregarded in the SAP calculation even though, for a time, a student may fall below HACS's academic progress standard. Students are encouraged and guided at all times to take a manageable course load that

will allow them to be successful in their studies and achieve the goal of graduation from Holy Apostles College and Seminary.

CAMPUS HEALTH AND SAFETY

A. Campus Safety Disclosure

In accordance with the Connecticut Safety Act (Public Act 90-259), the Holy Apostles College and Seminary Campus Security Policy and Crime Statistics are available upon request from the Office of the Academic Dean or the Business Office.

B. Measles, Mumps, Rubella, Meningitis and Varicella Immunization Policy

Connecticut state law requires that all full-time or matriculated students born after December 31, 1956 must have been:

- inoculated against Rubella (German Measles) after they were one year old;
- inoculated against Measles also after they were one year old, but after January 1, 1969; and
- inoculated against mumps and varicella.

Students must also have received a second inoculation against Measles, at least one month after the first inoculation but after 1979.

Students who attend classes on campus must present official documentation of immunity before they can begin. Students who graduated from a Connecticut high school may be exempt from providing proof.

Proof of immunity to **Measles** (Rubella) means students must provide proof of one of the following:

- Documentation of two measles (or MMR) immunizations (one after the student's first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive measles titer (blood test).
- Documentation of date of measles disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines on because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

Proof of immunity to **Mumps** means students must provide proof of one of the following:

- Documentation of two mumps (or MMR) immunizations (one after the student's first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive mumps titer (blood test).

- Documentation of date of mumps disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines on because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

Proof of immunity to **Rubella** means students must provide proof of one of the following:

- Documentation of two rubella (or MMR) immunizations (one after the student's first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive rubella titer (blood test).
- Documentation of date of rubella disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines on because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

Proof of immunity to **Varicella** (Chicken Pox) **ONLY THOSE STUDENTS WHO WERE BORN AFTER January 1, 1980 ARE REQUIRED** to provide proof of one of the following:

- Documentation of two varicella (chickenpox) immunization (one on or after the student's first birthday, and one at least 28 days later).
- Documentation of positive varicella titer (blood test).
- Documentation of date of varicella disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.

Holy Apostles does not require proof of measles and rubella immunization before enrolling any full-time or matriculating students who (1) have graduated from Connecticut public or private high schools in 1999 or after, (2) were exempt from providing proof of immunization when enrolled in those schools for religious reasons or because immunizations would be medically contra-indicated, (3) are enrolled in the Online Learning program and are pursuing a degree entirely online.

For additional information and/or to obtain immunization forms, contact the Office of the Registrar at (860) 632-3022.