



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

COLLEGE OF ADULT  
UNDERGRADUATE STUDIES



**ESSENTIAL  
CREDENTIAL**

4701 North Charles Street | Baltimore, Maryland 21210 | 410-532-5500 | [caus@ndm.edu](mailto:caus@ndm.edu) | [ndm.edu](http://ndm.edu)

## AFFORDING COLLEGE

Notre Dame of Maryland University offers multiple options to help fund your education. Apply and submit your FAFSA on or before deadlines to receive priority consideration for financial aid.

### Funding Sources

- **Employer billed** The University accepts tuition vouchers from employers who pay tuition bills for their employees. Attach your voucher to your registration so that we can bill your employer directly. A form letter is available from the College of Adult Undergraduate Studies admissions office if your employer does not provide a voucher.
- **Employer reimbursement** Students must pay all fees and 15% of total tuition upon registration. The University will defer tuition payment for up to 60 days from the last class meeting of each semester. The Verification of Employer Tuition Remission Eligibility Form is available in the registrar's office or at [ndm.edu/offices-and-services/registrar](http://ndm.edu/offices-and-services/registrar).
- **Financial aid** Financial aid is a combination of federal, institutional and state resources designed to help students finance their college education.
- **Payment plans** Students who prefer to pay out-of-pocket or who do not have employer billing may split their bill into as many as four installments with our FACTS payment plan: [ndm.edu/offices-and-services/business-office](http://ndm.edu/offices-and-services/business-office).
- **Cohort scheduling** Students who attend class year-round can enroll in a 12-month tuition payment plan.
- **Payment options** We accept online payments and payments by cash, personal check, cashier's check, Visa, MasterCard, American Express or Discover.

### Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is a standardized form that helps determine your eligibility for an array of financial aid.

Students interested in scholarships, grants, loans or other forms of financial aid must complete the FAFSA for each academic year, which runs from the beginning of the summer

semester through the end of the spring semester. Complete the FAFSA at [fafsa.gov](http://fafsa.gov). Notre Dame's federal school code is **002065**.

If your FAFSA application is selected for verification, you will be asked by the Office of Financial Aid to submit required documents. **Do not submit documents** unless you have been contacted by the Office of Financial Aid via email.

Financial aid forms are available at [ndm.edu/financialaid](http://ndm.edu/financialaid). Check the status of your financial aid through your personal WebAdvisor account at [ndm.edu](http://ndm.edu) > **portal** > **WebAdvisor**.

### Important Financial Aid Deadlines

Priority deadlines are **February 15** for fall and summer and **November 15** for spring. Applying early helps ensure that financial aid awards are processed before the beginning of the semester. If you miss the deadline, you will need to pay the tuition bill and will be reimbursed when financial aid is awarded.

### Office of Financial Aid

**Hours** Monday – Friday: 8:30 a.m.– 4:30 p.m.

**Contact** 410-532-5369 or [finaid@ndm.edu](mailto:finaid@ndm.edu)  
[ndm.edu/financialaid](http://ndm.edu/financialaid)

### Business Office

**Hours** Monday – Wednesday, Friday: 8:30 a.m.– 4:30 p.m.  
Thursday: 8:30 a.m.– 6 p.m.

**Contact** 410-532-5440  
[ndm.edu/offices-and-services/business-office](http://ndm.edu/offices-and-services/business-office)

### College of Adult Undergraduate Studies Admissions Office

**Contact** 410-532-5500 or [caus@ndm.edu](mailto:caus@ndm.edu)

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## Loans

Students can receive between \$5,500 and \$12,500 (based on the dependency status and grade level) in Federal Direct Loan funds for one academic year (includes summer, fall, and spring semesters). Generally, the loan funding is sufficient to cover a student's cost for tuition and fees.

## Other Types of Financial Aid

PROGRAM	PROGRAM DETAILS
<b>Federal Pell Grant</b>	Up to \$5,645* available to first-time undergraduate students with exceptional financial need. To apply, complete the Free Application for Federal Student Aid (FAFSA) and enroll for classes as a matriculated student. No repayment required.
<b>Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant</b>	Up to \$3,712* in non-need-based grants for students who agree to serve as full-time teachers in a high-need field in a public or private elementary or secondary school that serves low-income students. To apply: <a href="http://ndm.edu/admissions/financial-aid/grants">ndm.edu/admissions/financial-aid/grants</a> .
<b>Maryland Part-Time Grant</b>	Up to \$2,000* in need-based award available to part-time students who are Maryland residents. To apply, complete the FAFSA by <b>February 15</b> and enroll for at least 6 credits per semester. Students must be eligible for a federal Pell Grant. No repayment required.
<b>Maryland Senatorial and Delegate Scholarships</b>	Need-based awards available to full-time or part-time students who are Maryland residents. Complete the FAFSA by <b>February 15</b> and enroll for at least 6 credits per semester. For additional details contact your senator or delegate and visit the Maryland Higher Education Commission at <a href="http://mhec.state.md.us">mhec.state.md.us</a> . No repayment required.
<b>Federal Work Study</b>	Students interested in working on campus should review online job listings and request that a supervisor contact the Office of Financial Aid to check on student eligibility and available funds.
<b>Limited Institutional Scholarships</b>	College of Adult Undergraduate Studies notifies students via email about these opportunities.

\*Annual amounts, based on 2013–2014 information, are subject to change.

## Tuition and Fees

The Business Office is responsible for billing students and collecting payments. For the most current information regarding tuition and fees, visit their website at [ndm.edu/offices-and-services/business-office](http://ndm.edu/offices-and-services/business-office)

## Eligibility Requirements

- Must be a U.S. Citizen or eligible non-citizen, a national or permanent resident of the U.S. or in the U.S. for other than a temporary purpose.
- Must be registered with Selective Service, if you are a male between the ages of 18 and 25.
- Must have a valid Social Security Number.
- Must have a high school diploma or GED or have an Associate's Degree.
- Must maintain half-time enrollment status (6 credits per semester) for loans and state aid.
- Must not be in default on a federal student loan.
- Must not owe a payment of a federal loan or grant.
- Must not have borrowed in excess of aggregate student loan limits.
- Must be admitted to Notre Dame in a qualified degree program.
- Must maintain Satisfactory Academic Progress (SAP) as outlined on our website at [ndm.edu/admissions/financial-aid/how-to-keep-it](http://ndm.edu/admissions/financial-aid/how-to-keep-it).

## Steps to Finance Your Education

1. **Apply** and be accepted as a matriculated student.
2. **Complete** the FAFSA application each year at [fafsa.gov](http://fafsa.gov).
3. **Add** [finaid@ndm.edu](mailto:finaid@ndm.edu) and [edelivery@ndm.edu](mailto:edelivery@ndm.edu) to your safe sender list.
4. **Check** with your employer to see if you are eligible for tuition benefits. An employer reimbursement form is available in the registrar's office.
5. **Enroll** in the FACTS Payment Plan offered by Notre Dame, which offers undergraduate students the option to pay their bills in installments. FACTS information sheets are available in the College of Adult Undergraduate Studies office or online at [ndm.edu/offices-and-services/business-office](http://ndm.edu/offices-and-services/business-office).
6. **Review** external scholarship awards that are available to part-time students at [ndm.edu/admissions/financial-aid/scholarships/external](http://ndm.edu/admissions/financial-aid/scholarships/external). Generally, you must take at least 6 credits per semester.

## Financial Aid Award Letter

The Office of Financial Aid emails financial aid award letters monthly to eligible accepted applicants.

## Helpful Websites

- [mhec.state.md.us](http://mhec.state.md.us) Maryland state scholarships
- [fafsa.gov](http://fafsa.gov) FAFSA online
- [ed.gov/finaid.html](http://ed.gov/finaid.html) Federal financial aid programs
- [fastweb.com](http://fastweb.com) Free external scholarship search

Financial aid forms are available at [ndm.edu/financialaid](http://ndm.edu/financialaid). You can check the status of your financial aid through your personal WebAdvisor account at [ndm.edu](http://ndm.edu) > [portal](#) > [WebAdvisor](#).

## Frequently Asked Questions

### What do I need to submit to be admitted?

- Admissions application
- \$45 application fee
- Official high school transcript or GED if student has not earned 12 college credits
- Official transcripts from each previously attended college
- A cumulative grade point average (GPA) of 2.5 or higher for most programs. If the cumulative GPA is between 2.0 and 2.45, students are required to pass the Notre Dame adult placement exam.
- Satisfactory completion of English 101 (cohort programs only)
- Students who possess a GED need a score of 2500 or higher (250 or higher for old GED test scoring parameters)

Additional Admissions Requirements by Major

- **Nursing:** Current RN license
- **Business:** Resume or employer verification letter documenting work/volunteer experience
- **Education:** Resume or employer verification letter documenting work/volunteer experience (for cohort program only)

### Will I qualify for federal financial aid?

In order to receive federal financial aid, College of Adult Undergraduate Studies students must matriculate, be enrolled for at least 6 credits per semester and send all required application documents to the Office of Financial Aid. Students are eligible to receive funding from the Federal Pell Grant Program and the Federal Direct Loan Program. The Federal Pell Grant is a need-based grant awarded to students with very low income.

Most College of Adult Undergraduate Studies students who receive federal financial aid do so in the form of the Federal Direct Loan. Generally, students are awarded enough loan money to pay for tuition, fees and books.

## How do I transfer aid from another college?

Financial aid is not transferred from one college to another. Students must cancel their aid at the other college and complete the application requirements at Notre Dame. If a student has already filed the FAFSA, the Office of Financial Aid can download that information electronically.

**Note:** FAFSA can be downloaded only if Notre Dame's school code (**002065**) has been added.

## I can only afford one class per semester, but I want to take more. What can I do?

Students can borrow as little as \$100 with the Federal Direct Loan Program. Some students choose to pay for one class and finance the other with the Federal Direct Loan.

## What if I need money for other expenses such as a computer or daycare expenses?

The Federal Direct Loan can be used for expenses such as transportation, a computer, daycare or other living expenses. The amount available varies per student depending on the year in school and the number of credits enrolled per semester.

## Can I use financial aid for study abroad?

Eligible part-time students will be awarded a half-tuition scholarship for three undergraduate credits to be used for one Notre Dame sponsored short-term academic program abroad. Students will need to complete a Study Abroad Form with the office of financial aid. To be eligible, part-time students must have matriculated at the University, successfully completed at least 15 credits at the University and have earned a GPA of at least 2.5. Students can use a financial aid refund check from the Federal Direct Loan Program to cover travel costs of the trip.

## Location

The campus is located at 4701 North Charles Street, Baltimore, Maryland, 21210. The College of Adult Undergraduate Studies is centralized in Fourier Hall, conveniently located at the northwest corner of campus, close to several parking areas. Administrative offices, classrooms, student lounges and space for study and group work are all included in this building dedicated to part-time programs.

Classes are also offered at local hospitals and at regional higher education centers throughout the state. Go to [ndm.edu/academics/locations](http://ndm.edu/academics/locations) to learn more.

Notre Dame of Maryland University does not discriminate in its educational programs, activities or employment on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability or age. The following person has been designated to handle inquiries regarding the non-discrimination policy: Vice President for Student Life, Notre Dame of Maryland University, 4701 North Charles Street, Baltimore, Maryland 21210, 410-532-5308.





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