STATEMENT OF PURPOSE

The Student Financial Aid Handbook is provided as a supplement to the Idaho College of Osteopathic Medicine (ICOM) Academic Handbook and the ICOM website to better acquaint enrolled and prospective students with financial aid policies and procedures that are in place at ICOM. Its intended purpose is to assist individuals who are exploring their financial aid options by explaining the most commonly encountered terms, policies, and other related items in an easy to understand format.

The guide is not intended to be a comprehensive handbook covering all aspects of student aid and information is subject to change without notice. If you have questions regarding any information contained within or omitted from this guide, we encourage you to contact the Office of Financial Aid for assistance.

It is the responsibility of all ICOM students who are considering their financial aid options to familiarize themselves with the information contained within this guide.
CONTACT INFORMATION

ELIGIBILITY, APPLICATION, & OTHER FINANCIAL AID RELATED MATTERS
Office of Financial Aid
Idaho College of Osteopathic Medicine
1401 E Central Drive
Meridian, ID 83642
208.795.4266
nmcmillin@idahocom.org
cwallace@idahocom.org

BILLING, TAX STATEMENTS, PAYMENTS, OR OTHER ACCOUNT ISSUES
Business Office
Idaho College of Osteopathic Medicine
1402 E Central Drive
Meridian, ID 83642
anick@idahocom.org

MAILING ADDRESS
Business Office
Idaho College of Osteopathic Medicine
1401 E Central Drive
Meridian, ID 83642

PHYSICAL ADDRESS
Idaho College of Osteopathic Medicine
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SECTION I: Introduction

Office of Financial Aid Mission Statement

The Office of Financial Aid supports the ICOM mission and works to empower future physicians in understanding the financial aid process, as well as important terms and conditions. We strive to provide the most comprehensive, consistent, and up-to-date information through advising and assisting you in understanding your rights, responsibilities, and options. We are student focused and recognize that your continued success in and out of the classroom is a critical part of reaching graduation and entering into residency and practice.

We promote a culture of continuous learning, responsiveness, and open communication with a focus on personalized service. We are committed to providing every student with the resources and information needed to plan your financial strategy for the next four years of your education and beyond. The financial decisions you make today have a very real impact on your future ability to maintain a strong financial profile.

We provide our staff with the technology and training required to exceed our high expectations and pursue professional excellence. Focused on the best interests of the student and institution our judicious recommendations adhere to the highest ethical, social, and professional standards.

Philosophy of Financial Assistance

The administration of financial aid programs at ICOM is designed to complement and serve the educational programs of the institution and to facilitate student access to medical education. The services provided by the Office of Financial Aid are necessary for the operation of the college and will be provided through a cooperative relationship with other departments within ICOM. The needs of the student will remain paramount in all decisions.

It is the duty of the Office of Financial Aid to utilize funds from all available (federal, state, local, and other companies or organizations) resources to facilitate support for students, who without such assistance would not be able to attend ICOM. ICOM practices fair and equitable means of determining the student's or the family's ability to contribute to the student's educational expenses. The college shares the U.S. Department of Education's philosophy that the responsibility of meeting educational costs lies with the student and the student's family.

Financial Aid Code of Conduct

ICOM has developed, published, administered and enforced a code of conduct with which the institution's officers, employees and agents shall comply. ICOM also abides by the National Association of Student Financial Aid Administrator's (NASFAA) Code of Conduct.

ICOM is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and to rule out any perceived or actual conflict of interest between ICOM officers, employees or agents and education loan lenders, ICOM has adopted the following student lending code of conduct:

- ICOM does not participate in any revenue-sharing arrangements with any lender.
• ICOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.

• ICOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

• ICOM does not permit any officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. ICOM does allow for the reasonable reimbursement of expenses associated with participation on such boards, commissions or groups by lenders, guarantors or groups of lenders and/or guarantors.

• ICOM does not assign a lender to any first-time borrower through financial aid packaging or any other means.

• ICOM recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. ICOM will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.

• ICOM does not outsource assistance related to the administration of financial aid with any call center or financial aid office processing.

Policy and Statement of Non-Discrimination

ICOM is committed to promoting diversity to help cultivate an environment of inquiry, inquisitiveness, respect and promoting the discovery of all of our differences. This helps to foster the acceptance of a rich social background found in today's society.

ICOM's goal is to support the culture of open inquiry and mutual respect among students, faculty and staff and will encourage our ICOM family to share and own the responsibility for promoting diversity within the school and the community it serves.

ICOM understands how diversity contributes to the richness of the college and enhances the quality of education that all students, faculty, staff and administration are valued for their diversity and we all learn from those whose experience, beliefs and perspectives are different.

ICOM will promote diversity as it also supports personal growth, challenges preconceptions, encourages critical thinking and helps students learn to communicate effectively with people of varied backgrounds. We also recognize that it fosters mutual respect and teamwork and prepares students to become good citizens in a complex society.

ICOM's policy is that no student or employee shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any way and is committed to its non-discrimination policy.
FERPA

Annual Notification of Rights under FERPA | ICOM

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) affords students certain rights with respect to their education records. They are as follows:

The right to inspect and review education records within 45 days of the day ICOM receives a request for access.

Students may request to inspect records by completing a Request to Review Education Records form. Completed forms must be sent to the Registrar’s office to make pertinent arrangements. ICOM must provide the records for review within 45 days of receipt of request. ICOM is not required to provide access to records of applicants for admission who are denied acceptance or who, if accepted, do not attend.

The right to request amendment of education records that students believe are inaccurate or misleading.

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and must be submitted to the Registrar within one year of the term of the records in question. The Registrar must decide within a reasonable period of time whether corrective action is warranted and must provide written notification to the student including details about any approved corrective action. Students who are not provided full resolution sought by their challenge must be referred to the Assistant Dean of Student Services, who will inform them of their right to a formal hearing. All requests for a formal hearing must be made in writing to the Dean and Chief Academic Officer and the Assistant Dean of Student Services.

The right to provide written consent before ICOM discloses personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

ICOM may disclose, without consent, "directory information". The College has declared the following information to be directory information:

- Name
- Email address
- Academic majors and minors
- Academic classification

Students have the right to request that the school refrain from disclosing some or all directory information. However, this will prevent ICOM from printing your name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. A student can complete a “Request to Prevent Disclosure of Directory Information” form and submit to the Registrar’s office.
The following exceptions permit disclosure without consent:

1. School officials with legitimate educational interest*;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;

* “School officials with legitimate educational interest” are those officials who are performing a task specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. ICOM has determined that the following school officials have legitimate educational interests: counselors, instructors, preceptors, contractors, administrators, board of directors, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, College attorneys, the National Board of Osteopathic Medical Examiners (NBOME), and students who serve on certain College committees.

Any eligible student has the right to file a complaint under FERPA with the U.S. Department of Education Family Compliance Office concerning alleged failures by ICOM (Idaho College of Osteopathic Medicine) to comply with the Act.

Complaints must be sent in writing, with all pertinent information to the following address:

**Family Policy Compliance Office**

**U.S. Department of Education**

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

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

**Student Rights**

1. Know the steps required to apply for and receive financial aid.
2. Know the criteria for continued student eligibility under each program/aid type awarded by ICOM.
3. The cost of attendance and how financial need is determined.
4. The type and amount of assistance you will receive.
5. Receive assistance (if needed) related to information on loan terms (balance, repayment information, contact information, repayment options, etc.).
6. Know where to find information about the method by which financial disbursements will be made to students and the frequency of those disbursements.

7. Understand the rights and responsibilities of borrowing a loan through entrance and exit counseling and other pertinent publications.

8. Know the satisfactory progress standards that a student must meet to receive financial assistance and the criteria by which a student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance.

9. Know the refund policy and when and why funds may need to be returned to the lender.

10. ICOM, pursuant to Idaho state law, will make available financial aid records to students for at least five (5) years after a student has departed from the institution or for whatever period is required by federal law.

**Student Responsibilities**

1. Be aware of and understand the criteria for continued student eligibility under each aid program/aid type.

2. Be familiar with the content of the Student Financial Aid Guide.

3. Be responsive to all communications sent from the Office of Financial Aid. Monitor your student and private email accounts and voicemails on a daily basis.

4. Seek out, maintain awareness of and meet all deadlines.

5. Keep your personal contact information up-to-date with the Office of the Registrar and all loan servicer(s).

6. Submit and update as often as necessary, the appropriate authorization/release form(s) if you wish to allow the Office of Financial Aid to discuss your records with a particular third-party.

7. If requested, submit documentation to support your application for financial aid. Sign all documents submitted to the Office of Financial Aid. Submit all requested documents together, not piecemeal.

8. Maintain a file with copies of all aid applications, award notices, scholarship agreements, promissory notes, and other documents pertaining to your financial aid.

9. Report all sources of funding, including outside scholarships, grants, and loans, to the Office of Financial Aid. Per federal regulations, all sources of financial assistance must be considered when awarding financial aid. Failure to follow this directive may result in cancellation or reduction of your award.

10. Secure adequate funding to cover all education related expenses in a timely manner.

11. Know the method by which financial disbursements will be made to students and the frequency of those disbursements. Refer to the published disbursement schedule BEFORE inquiring about refund status.

12. Use student financial assistance you receive to pay ONLY for the cost of your education and educational-related expenses associated with your enrollment at ICOM for the academic year.
13. Know the terms of any loan received as part of the financial assistance package, including information regarding sample loans and their repayment schedule, and the necessity for repaying loans.


15. Comply with the provisions of any promissory note(s) and all other agreements you sign.

16. Maintain and understand the Standards of Satisfactory Academic Progress that a student must meet to receive financial assistance and the criteria by which a student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance. The academic progress standards may differ for some scholarships as determined and defined by the awarding agency or organization.

17. Re-apply for financial aid each year.

18. Contact the Office of Financial Aid to request assistance BEFORE making any changes to enrollment.

19. Upon leaving school or dropping below half time attendance, complete exit counseling. Have a thorough understanding of the exit counseling information that the school provides and collects.

SECTION II: Understanding Cost of Attendance

For financial aid purposes, the Cost of Attendance (COA) is an estimate of the total cost to attend ICOM and includes both direct (required) and indirect costs. Direct costs are those billed by ICOM; including tuition and fees. Indirect costs include things that are not charged by ICOM to the student such as additional supplies, transportation to/from ICOM, personal expenses, and room and board. Students are reminded that the aid awarded and disbursed by ICOM is to be used for the cost of their education and educational related costs incurred while a student at ICOM.

<table>
<thead>
<tr>
<th>Estimated Yearly Cost of Attendance for 2018-19</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ICOM Tuition</strong>*</td>
<td>$49,750</td>
</tr>
<tr>
<td><strong>ICOM Fees</strong></td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Room &amp; Board</strong></td>
<td>$15,535</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>$2,153</td>
</tr>
<tr>
<td><strong>Books &amp; Supplies</strong></td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Personal Expenses</strong></td>
<td>$2,212</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Estimated Total Cost of Attendance</strong></td>
<td>$75,650</td>
</tr>
</tbody>
</table>

*Direct Costs
Overview of Student Budget Components

The Student Budget, established annually for each class, is used to determine a student’s maximum financial aid eligibility for an academic year. In accordance with regulations governing student aid programs, a student’s total financial aid package, including loans, may never exceed the Student Budget.

The budget includes a student’s actual school expenses (tuition, fees) and estimates of the cost of required supplies and basic living expenses (housing, food, transportation, health insurance, loan fees, and other miscellaneous personal expenses). Costs waived or paid by other sources are not added to the student budget.

Tuition & Fees
The tuition and fee charges are based upon full-time attendance during the 2018-19 academic year. Prior to Dean approval of the tuition and fees for an academic year, the figures are subject to change without notice.

Room & Board
The room and board amount listed is an estimate based upon Census Housing Data and USDA information and included for the purpose of determining student eligibility for financial aid.

Transportation
The transportation amount listed is an estimate based upon a national AAA survey and included for the purpose of determining student eligibility for financial aid.

Books and Supplies
The books and supplies amount listed is an estimate and included for the purpose of determining student eligibility for financial aid.

Personal Expenses
The personal expenses amount listed is an estimate based upon US Bureau of Labor Statistics and included for the purpose of determining student eligibility for financial aid.

Insurance
The insurance amount listed is an estimate and included for the purpose of determining student eligibility for financial aid.

Budget Increases
Dependent Children
ICOM may be able to add allowances for dependent care to the student budget for students with children or other legal dependents. Allowances may be used to cover care during periods that include, but are not limited to class time, study time, field work, internships, and commuting time. The amount of the allowance will be based on the number and age of such dependents and should not exceed reasonable costs in the community for the type of care provided. To inquire about this
allowance, please contact the Office of Financial Aid for additional information. Requests will be reviewed on a case-by-case basis and are subject to the approval of the Director of Financial Aid.

Special Needs

If you have a disability, we may be able to add allowances for related expenses. These expenses include special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies. Students with expenses related to a disability will receive a budget addition less than or equal to those expenses related to the disability not covered by other assistance. The Idaho Department of Vocational Rehabilitation will be contacted to confirm expenses are not covered through their agency. A signed, itemized statement from the student with attached bills or other documentation is required for the evaluation. If you would like to make such a request, please contact the Office of Financial Aid for more information. Requests will be reviewed on a case-by-case basis and are subject to the approval of the Director of Financial Aid.

Restrictions

Expenses Not Covered

ICOM regulations state that the student budget must only include education-related expenses. Examples of costs that will not be included in the budget are:

- Expenses incurred by a spouse or a dependent not related to their care as outlined above.
- Expenses considered as part of the evaluation of student need via the FAFSA application.
- Moving or relocation expenses.
- Vehicle purchase or lease.
- Consumer debt, such as monthly credit card, vehicle, or student loan payments.
- Costs waived or paid by other sources
- Costs related to applying to ICOM
- Expenses beyond the average set in the student budget for the components.

Periods of Non-Enrollment

Student loans are not available to cover expenses incurred during periods of non-attendance such as vacations or summer breaks. There are no exceptions to this rule.

Living Within the Student Budget

Living within the standard academic budget can be a challenge. Some expenses, such as tuition and health insurance premiums, are established annually, making planning relatively simple. However, expenditures for monthly living expenses often fluctuate and, if not closely tracked, can cause students to exceed their budget. In order to avoid financial pitfalls, minimize stress, and achieve the goal of becoming a physician, it is imperative to develop good spending habits and exercise self-discipline by creating and adhering to a lean personal budget.
Students who are receiving financial aid are encouraged to live as inexpensively as possible while enrolled at ICOM. ICOM also encourages students to plan their living expenses and consider borrowing carefully to avoid student loan debt that is unnecessary. Don’t assume that you need to borrow up to the full amount of the Student Budget, rather plan what is needed to meet the costs of your education and other education related expenses. You may be able to live for much less than the available allowances. Itemizing what you actually spend may help you see where to cut costs. We encourage you to utilize the many financial management resources available.

Here are a few suggestions for lowering your expenses while in school:

- Live with roommates in order to reduce the amount you pay in rent.
- Be cognizant of your power usage. Turn off your lights and electronic devices when they are not in use.
- Learn to cook. Generally, you can eat healthy, delicious meals at home for a fraction of the price of dining out.
- Evaluate your wireless plan and eliminate unnecessary options.
- Shop in bulk, buy generic brands, and take advantage of coupons and store specials.
- Take advantage of loan deferment options.
- Walk or bike when you can.
- Plan all of your trips in advance and accomplish as many tasks as possible in a single trip. This will help to minimize your vehicle fuel and maintenance costs.
- When asked for gift ideas, ask for gift certificates to the places where you often shop.
- Avoid library fines, speeding tickets, and other needless expenses.
- Pay with cash or your debit card. Avoid using credit cards whenever possible.

Manage and Protect Your Credit

For students who rely upon student loans to pay for the cost of their education, attaining and protecting a strong credit score is paramount. This is especially true while ICOM is establishing eligibility for Federal Direct Unsubsidized Loans (loans available to most students that are not based upon credit) because students will have to pursue other funding options during this period.

However, even once ICOM and its students are eligible for Federal Direct Unsubsidized Loans, it is important to note that there are annual limits to these loans and they will not provide enough funding to cover all of a typical student’s educationally related costs. Students who wish to use loans to cover all of their expenses will likely need to pursue other funding sources and/or may need to borrow supplemental funds from sources such as credit-based private education loans.

ICOM encourages students to use a common-sense approach to maintaining a healthy credit score. Pay your bills on time. When possible, use cash or debit cards, and keep credit balances low. Don’t close old credit accounts and don’t open new ones. Keep borrowing to a minimum and always budget your funds carefully. Part of financial literacy is understanding how to manage your money.
Dedicating time to developing your financial strategy and goals will aid in the development and decisions related to saving and investing. Resources at your disposal such as age and the ability to establish financial stability can help you build a strong retirement strategy.

In addition, make a habit of monitoring your credit report. By law, you are entitled to one free copy of your report every year from each of the three credit reporting agencies. You can choose to access all three reports at once, or place three separate requests throughout a given year. Reports may be requested at and/or may be available via your bank, credit union, or credit card provider.

**SECTION III: How to Apply**

**Summary of Financial Aid Process - Sequence of Events**

- The applicant is accepted to ICOM.
- The student applies for scholarships and a private student loan through the lender of their choice.
- The Office of Financial Aid is notified of an approved loan application and completes the certification form, including the disbursement dates for the loans and scholarships accepted by the student.
- On the scheduled disbursement date(s), the Office of Financial Aid confirms that the student is still eligible for aid and authorizes the disbursement of funds to Student Accounts (the Business Office). Funds from the eligible aid types are posted to the student’s ICOM account, which completes the disbursement process.
- If the disbursement creates a credit balance on the student’s account, ICOM will issue a refund to the student. See Section VII for additional details.

These timelines are estimates provided to assist students with planning. They do not constitute a guarantee as there are many factors that may affect the financial aid processes described above.

**SECTION IV: Student Loans**

**Important Notice to Potential Borrowers**

Student loans must be repaid, with interest, just like car loans and home mortgages. Loans cannot be canceled because of dissatisfaction with the education you receive, the inability to secure a job in your field of study, or because of having financial difficulty. Loans are legal obligations which must be repaid. Defaulting on your student loans can lead to serious consequences including the loss of eligibility for federal student aid, collection fees, damage to your credit, and IRS garnishment of your state and federal tax refunds. If you are having difficulty making your monthly payments, do not hesitate to ask for help from your loan servicer or the Office of Financial Aid. Early intervention is critical. Many options are available which may help you to avoid default.

**Enrollment Requirements**

In order to qualify for federal student aid funds, a student must be enrolled as a regular student in an eligible program of study. In order to be eligible for private/alternative loan funds, a student must complete the loan application with the lender of their choice and be enrolled at ICOM (refer to the Private/Alternative Loan paragraphs below).
Private/Alternative Loans

Private student loans, also referred to as "alternative loans," are basis of credit worthiness of the borrower and if needed, co-signer. Interest rates are typically market-based and repayment and forgiveness options are less plentiful than federal loans.

Students should be aware that these types of loans are not subject to the same oversight and regulations which govern federal loans and they do not qualify for the same benefits as federal loans. The terms and conditions of loans made under Title IV (Federal Direct Unsubsidized or Federal PLUS Loans) may be more favorable than those of private education loans. In many cases, it is advisable for students to exhaust their federal eligibility before borrowing from a private lender.

Students typically initiate the application by applying through the lender of their choice. Since students are encouraged to seek out and select their own lender for a private student loan, the student should contact the lender and complete the loan application. The lender then contacts ICOM to complete a Self Certification form. ICOM will also provide the Self Certification form at the request of the student. ICOM reviews each student’s eligibility prior to completing a Self Certification form. Self Certification forms will only be completed for eligible students.

Comparing Options

The Department of Education provides a free resource to assist students with identifying the differences between federal and private student loans. In addition, all students should review the Department’s publication, Funding Your Education: The Guide to Federal Student Aid.

Until ICOM is eligible to participate in Title IV Federal Financial Aid, we recommend that you review options with private loan lenders to compare costs and terms of borrowing. If applying to multiple lenders, keep that process within a two week window to minimize any negative impact to your credit. Our office will process the private loan approved through the lender of your choice. Our office cannot recommend any particular private lender. All borrowing decisions are the responsibility of the student.

Financial Awareness Counseling

Financial Awareness Counseling, while primarily Federal Aid focused, provides tools and information to help you understand your financial aid and assist you in managing your finances. At ICOM, you will be encouraged, though not required, to complete Financial Awareness Counseling annually, prior to receiving a loan. This ensures you understand your responsibilities and the obligations you are assuming. Topics include:

- Understand Your Loans
- Managing Your Spending
- Planning to Repay
- Avoiding Default
- Making Finances a Priority
To complete Financial Awareness Counseling, sign-in to StudentLoans.gov using your Federal Student Aid PIN and select the "Complete Financial Awareness Counseling" option on the left hand navigation bar. The Office of Financial Aid will be notified of the completion and will contact you if further action is required.

**Entrance Counseling**

Entrance Counseling is required for federal student loan borrowers who have never borrowed a federal student loan before. Entrance Counseling is also required for all students who borrow a private/alternative loan.

ICOM provides loan information during the Interview Day, at Orientation, and other learning times throughout the semester. In addition, ICOM recommends that students review the information in the Great Lakes FASTChoice platform and complete the entrance counseling prior to pursuing a private student loan.

**SECTION V: Scholarship Opportunities**

**ICOM Scholarships for Idahoans**

ICOM is in the process of developing relationships with donors for scholarships. At this time, ICOM is awaiting additional funding from the state and other sources to continue to develop scholarship opportunities for students. ICOM will be offering several scholarships to Idaho residents who meet stated scholarship criteria of having a 3.5 GPA and being in the 50th percentile MCAT (or a score of 500) in the 2018-19 academic year.

**Outside Scholarships & Grants**

Generally, students who wish to apply for scholarships or grants provided by an outside source must apply directly with the source. In some instances, the school must certify student enrollment to the aid provider. If the award you are applying for requires school certification, please contact the Office of Financial Aid for assistance.

Once you have been approved for an outside scholarship or grant, you are required to submit the Third-Party Financial Aid Reporting Form along with documentation of your award to the Office of Financial Aid. This reporting requirement is enforced by federal regulations. Failure to follow this directive may result in cancellation or reduction of your award(s).

Students are encouraged to review ICOM’s list of Scholarship Opportunities and to conduct their own searches as well.

In order to be considered for one of these awards, students should apply early and follow the application instructions provided by the awarding organization. Unless a scholarship specifically states that it is automatically awarded, scholarships are awarded competitively, and consideration does not guarantee that a scholarship will be awarded. To ensure maximum consideration, it is imperative that students are knowledgeable of the specific requirements and deadlines associated with the scholarship program.
American Indian Graduate Center
The American Indian Graduate Center is a national organization headquartered in Albuquerque, New Mexico providing educational assistance to American Indian and Alaska Native graduate and undergraduate students throughout the United States. http://www.aigcs.org/about-us/

American Medical Association
The AMA Foundation provides financial assistance through scholarships, grants and awards to deserving medical students and residents across the nation. The Physicians of Tomorrow scholarship is awarded to 3rd year students in either a MD or DO program. https://www.ama-assn.org/residents-students/resident-student-finance/apply-medical-school-scholarships

American Medical Women's Association
The American Medical Women's Association (AMWA) has multiple scholarship opportunities for Student Members. http://www.amwa-doc.org/students/awards/

American Osteopathic Foundation
The AOF offers a variety of grant, scholarship, and award opportunities to osteopathic medical students, residents, physicians, researchers, and osteopathic centers/programs. Through these opportunities, the AOF is able to recognize some of the exceptional individuals within the osteopathic profession who are making a difference. https://aof.org/grants-awards/students

Arnstein Minority Student Scholarship Program
This AACOM scholarship is designed to recognize underrepresented minority students in their 1st, 2nd or 3rd year of osteopathic medical school. The scholarship cycle is generally open from January to March for the following academic year. https://www.aacom.org/become-a-doctor/financial-aid/arnstein

Buckfire & Buckfire Medical School Diversity Scholarships
This is a $2,000 scholarship awarded to a student that is currently enrolled in an accredited medical school, who is either a member of an ethnic or racial minority or demonstrates commitment to issues of diversity within their academic career. https://www.buckfirelaw.com/library/scholarships.cfm

Japanese Medical Society of America
The Japanese Medical Society of America (JMSA) awards scholarships to students who demonstrate academic excellence and show a strong interest in JMSA and its goals. Members of JMSA consist of medical professionals as well as non-medical professionals concerned with medical issues. http://www.jmsa.org/category/news/student-news/scholarship

Jewish Federation of Greater Philadelphia
The Jewish Federation of Greater Philadelphia administers annual educational loans and scholarships for medical school/graduate school students. https://www.jewishphilly.org/programs-services/educational-scholarships
Medical Student Scholarship

eQuality Scholarship Collaborative awards scholarships to honor and encourage California students for service to the lesbian/gay/bisexual/transgender community. Applicant must be enrolled in an accredited medical school, good academic standing. http://www.equalityscholarship.org/apply.html

National Hispanic Health Foundation

This scholarship program is focused on Hispanic students who are committed to careers in health care; such as, nursing, dentistry, public health, health management and policy analysis, and allied health. http://www.nhmafoundation.org/

National Medical Fellowships

The primary goal of NMF is to achieve equity of opportunity in medicine and equity of access to quality healthcare for all groups in American society by increasing the number of minority physicians and changing the face of medicine to better reflect and serve our diverse nation. NMF provides multiple scholarship opportunities to eligible medical students. http://www.nmfonline.org/programs

Northwest Osteopathic Medical Foundation

The Foundation’s Scholarship Program was created twenty-five years ago to help defray some of the cost of osteopathic medical school. Scholarships are awarded annually, based on academic performance, to students from Alaska, Idaho, Montana, Oregon and Washington who are committed to practicing medicine in the Pacific Northwest.

Consideration is given to residents of the Pacific Northwest (Alaska, Idaho, Montana, Oregon and Washington), and to those who have lived, worked, or attend osteopathic medical school in the Pacific Northwest. A commitment to practicing medicine in the Pacific Northwest is essential. http://www.nwosteo.org/scholarship/

Women in Medicine (WIM) LGBT Leadership Scholarship

Women in Medicine (WIM) will present two, $5,000 LGBT Leadership Scholarships for female medical students enrolled in allopathic or osteopathic medical schools in the United States or Canada. For more information, contact wim.doctors@gmail.com or visit the WIM website at: http://womeninmedicine.org.

Service-Based Scholarship Programs

Armed Forces Health Profession Scholarship

The Armed Forces Health Professions Scholarship Program provides contracts for financial assistance to medical students in exchange for active duty service in participating military branches. Eligible participants may receive a scholarship to cover tuition, fees, and other related education expenses as well as a monthly stipend. Typically, for each year of participation in the AFHPSP, students must serve one year in the appropriate branch of the Armed Forces. Participation in a military residency program does not count toward discharge of the service obligations, although it does count toward promotion and retirement service. For more information, please contact a service
branch representative in your area.


Indian Health Services Health Professions Scholarship

The Health Professions scholarship provides financial aid covering tuition, required fees and other educational and living expenses for qualified American Indian and Alaska Native students (members of federally recognized Tribes only) applying to, accepted by or enrolled in a health profession program. Students incur a service obligation upon acceptance of funding from this program. http://www.ihs.gov/scholarship/index.cfm?

SOMA Foundation

The SOMA Foundation shall provide financial, structural, and emotional support for programs and benefits that will contribute to the welfare, education, and promotion of osteopathic medical students. Financial and social benefits will be available to minimize a student’s financial debt, as well as develop strong peer support. http://www.somafoundation.org/scholarships--grants.html

Other Excellent Resources and Search Engines

AAMC

AAMC State and Federal Repayment, Loan, and Scholarship Database This searchable database provides detailed information about many of the state and federal programs available to medical and other health professions students. https://services.aamc.org/fed_loan_pub/index.cfm?fuseaction=public.welcome

College Board’s Scholarship Search

Find scholarships, other financial aid and internships from more than 2,200 programs, totaling nearly $6 billion. https://bigfuture.collegeboard.org/scholarship-search

FastWeb.com

Fastweb is a free resource that can be used by all ICOM students. As a leading scholarship search provider, Fastweb helps students find and apply for scholarships and provides members with information on financial aid, jobs and internships, student life and more. http://www.fastweb.com/

Federal Student Aid

Federal Student Aid, studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships – The federal website provides in depth information on scholarships, loans and all types of financial aid, and includes links to other scholarship websites, and unusual, uncommon and specialized scholarships.

FinAid

FinAid was established in the fall of 1994 as a public service. This award-winning site has grown into the most comprehensive source of student financial aid information, advice and tools -- on or off the web. finaid.org/scholarships
Sallie Mae

The Sallie Mae website which lists additional information with respect to graduate school: scholarships, grants, tuition waivers, internships and fellowships.  
[https://www.salliemae.com/student-loans/graduate-school-information/graduate-school-scholarships/](https://www.salliemae.com/student-loans/graduate-school-information/graduate-school-scholarships/)

Wells Fargo

The Wells Fargo website offers a scholarship search through Tuition Funding Sources; a private website designed to help students search for scholarships.  
[https://www.wellsfargo.com/goals-going-to-college/find-scholarships](https://www.wellsfargo.com/goals-going-to-college/find-scholarships)

Big Future

Big Future by The College Board is an alternate scholarship search engine with information and links to other sites.  
[https://bigfuture.collegboard.org/scholarship-search](https://bigfuture.collegboard.org/scholarship-search)

College Scholarships for LGBTQ Students

Affordable Colleges is designed to help students look for financial aid and scholarship opportunities. There are searches specific to profession, region and state.  
[https://www.affordablecollegesonline.org/college-resources-center/lgbtq-scholarship-finacial-aid/](https://www.affordablecollegesonline.org/college-resources-center/lgbtq-scholarship-finacial-aid/)

Public Health Scholarships

Public Health Online began in early 2014 with Dan Schuessler and Wes Harris. Our vision is to provide students, parents and general readers with accurate and expert-driven information and resources about public health topics, careers and the post-secondary educational landscape. We want our in-depth guidebooks and degree and subject-focused pages to help anyone interested in public health make informed decisions at every turn.

It’s possible to offset some of the costs of earning a public health degree by tapping into a variety of available public health scholarships. Application processes and award amounts vary from program to program, but students may apply for multiple scholarships simultaneously.  

SECTION VI: Notification and Acceptance of Awards

Award Notice

Since students will only be able to apply for Private/Alternative Student Loans in the 2018-19 academic year, the acceptance of the loan amount will be done at the time of application with the lender of the student’s choice. No additional steps will be needed to accept the loan and an additional award notification from ICOM about these loans will not be issues; although students will have access to this information through the student portal.

During the 2018-19 award year, the Office of Financial Aid expects to begin receiving loan certification in late February to early March. The loan certification will be completed by ICOM and
returned to the lender. The student’s eligibility for funds will be checked prior to each disbursement date; which is schedule to be the 1st day of the fall semester and the 1st day of the spring semester.

Upon the first day of the semester, loan funds are transmitted to the ICOM Business Office. The tuition, fees and any amount owed to the college that have been debited to the student’s account will be paid. Remaining charges on the invoice will be the student’s responsibility. If an overpayment exists, these funds will be credited to the student as a refund.

SECTION VII: Disbursement and Refunds

What are disbursements?

The term "disbursement" refers to the process of crediting student aid funds to a student’s school account. Financial aid disbursements will be made on the 1st day of each semester. Annual financial aid/loans are required to be disbursed in at least two equal disbursements.

Note: Students will not receive refunds on the disbursement dates.

What is a refund?

A refund is created when any student’s financial aid disbursement exceeds the semester’s tuition and fees obligation to ICOM. Subsequently, the excess funds are refunded to the student to use towards other educationally related expenses.

Who issues refunds?

The Business Office is responsible for issuing refunds. The Office of Financial Aid neither receives financial aid funding nor processes refund payments.

When will ICOM issue refunds?

For students that meet all eligibility requirements that have aid ready to disburse, the disbursement date is set as the first day of attendance in each semester. After aid is disbursed on the first day of attendance, the ICOM Business Office will issue a refund (if aid is available over the charges on the student account) by the end of the same week (excluding holidays and school closures).

I called my servicer and was told that my funds have already been disbursed. So, where’s my refund?

In this context, the term "disburse" refers to the process of crediting funds to a student’s school account, NOT the process of making a refund to a student. ICOM has up to three business days to make disbursements, and up to 14 additional days to make credit balance payments. It is important to note that disbursement and refund do not refer to the same process. Once aid is disbursed to the student account, it pays for the tuition and fee charges on the student account. If the aid being received exceeds the charges on the student account, the student will be issued a refund. Students can review their student account charges and aid eligible for via the ICOM student portal.

How will I receive my refund?
The ICOM Business Office will reach out to students with information on to set up their refund preferences close to the start of school. Refunds are issued based on the preference the student has selected, if no preference has been selected the student will receive the refund via check.

**Why is this information being provided?**

A detailed description of the payment process will be provided in order to help students establish realistic expectations about the delivery of their funds. Through clear and open communication, uncertainty as to the timing of payments can be greatly reduced or eliminated.

**SECTION VIII: Other Information**

**Voter Registration**

The Higher Education Act Amendment of 1998 requires colleges to make a good faith effort to make voter registration forms available to you.


You may request an Idaho Voter Registration Form from the Idaho Secretary of State website at: [https://apps.idahovotes.gov/OnlineVoterRegistration](https://apps.idahovotes.gov/OnlineVoterRegistration).

Non-resident students should visit their state voter registration websites for information on deadlines and registration form requirements.

If you have questions or need assistance, please call the Idaho Secretary of State Office at (208) 334-2852 or fill out the form at: [https://idahovotes.gov](https://idahovotes.gov)

**Availability of Employees for Information Dissemination Purposes**

Federal regulations pertaining to Title IV student aid require schools to designate an employee or group of employees who are available on a full-time basis to assist enrolled and prospective students with obtaining information related to financial assistance, the school, graduation and completion rates, and security policies and crime statistics.

ICOM fulfills this requirement by officially designating the members of the Division of Student Services as the parties responsible for dissemination of information. The combined work schedules of Student Services representatives are arranged so that at least one person is available, upon reasonable notice, through the normal administrative working hours of ICOM.

**Contact Information**

**General Information**

Idaho College of Osteopathic Medicine
1401 E Central Drive
Meridian, ID 83642

**Admissions**
Withdrawal Procedures

It is imperative that any student who leaves/withdraws from ICOM for any reason goes through the formal process. Failure to complete the process may cause ICOM to withhold all records pertaining to the medical student’s attendance. To complete the process, a student must take the following steps:

1. If withdrawing, submit a letter of resignation to the Associate Dean of Student Services.

2. Obtain an ICOM Change of Status Form from the Office of the Registrar.

3. Complete an exit interview with a representative from each the following offices (signatures are required from each representative):
   a. Registrar
   b. Financial Aid
   c. Bursar
   d. Associate Dean of Clinical/Biomedical
   e. Associate Dean of Student Services

4. Sign, date, and return the completed ICOM Student Checkout Form to the Registrar.*

*Incomplete forms will not be accepted.

Important Information

• Students who withdraw or are dismissed from the college will receive a grade of “W” or “Withdrawal” for each course in which they are enrolled at the time of withdrawal or dismissal.

• Students who withdraw from all courses within a term may be required to return a portion of any federal financial aid received. Contact the Office of Financial Aid for more information.

Tuition Refund Policy

A student who cancels, withdraws for personal or medical reasons, is suspended or is dismissed will receive a refund of tuition charged for the term based on the following schedule:

Withdrawal Percentage Refunded

During first week of term 100%
During second week of term 50%
During third week of term 25%
After third week of term 0%