



# FAQS

## ***Your Co-Op questions answered!***

Here you will find information concerning the following areas of the university:

Registration & Academic Services, Financial Aid, Bursar's Office, and Housing Services

### **Registration & Academic Services**

How do I register for Co-Op?

Start by registering as you normally would, but this time you will register for two terms: Summer Full Session, and the Fall semester. You must register for ENGR 130 for Summer and ENGR 200 for Fall. You complete registration in the usual way - through Banner after receiving your registration PIN from your advisor. Separate PINS will be in used for Summer and Fall, so you must obtain both. You must be cleared by the Co-Op Faculty Director to register for ENGR 200 Co-Op for the fall term.

**NOTE: You must register for ENGR 200 the following summer (2020) during your second rotation.**

Do I receive credit for Co-Op?

A student successfully completing both fall and summer Co-Op work rotations is eligible to receive six (6) credits, three per work block, counted as *free electives*.

How will I be graded for Co-Op ?

You will earn a passing or failing grade for ENGR 200 at the close of the fall semester upon completion of your *first* work turn. At the conclusion of the summer 2020 and your second rotation you will earn an additional passing or failing grade for ENGR 200.

Will I be considered a full-time student during Co-Op ?

Yes, University policy allows you to be considered a full-time student during the fall term of your first work turn. Full-time status will permit you to be covered by various insurance policies appropriate to your particular case, and for deferment of any student loans. You will only be considered full-time, however, if you complete all the registration processes and have paid your Bursar's bill in accordance with the deadlines provided in the University Calendar.

May I register for additional courses while on Co-Op ?

No. The Co-Op assignment is considered a normal full-time course load. Students seeking to register for additional course work at Lehigh, or any other accredited institution near their work assignment, must petition the Standing of Students Committee for permission prior to taking those courses.

How many credits can I register for over the summer?

The Co-Op registration process will permit students to complete as many credits as they would have taken in the normal fall semester of their junior year. That number is usually 18. Students may petition for up to 19 if it entails no more than 4 primary courses (one credit labs do not count). Overloads over 20 total credits are not permitted.

## **Financial Aid**

How can I be considered for need-based institutional financial aid?

In order to be considered for need-based institutional aid, you must submit the Free Application for Federal Student Aid (FAFSA), the CSS Profile and 2018 Federal tax forms (parent, student and business taxes) along with all W2s and any accompanying schedules. You can view a complete checklist on our website.

How is my eligibility determined?

We will determine your financial need in the same way, following institutional and federal guidelines to determine a family's contribution based on their most current financial information. The calculated expected family contribution is subtracted from the cost of attendance and the difference is your aid eligibility. Because the housing allowance in the summer term is less expensive than the Fall/Spring semester, your costs will be lower, resulting in a slightly lower financial aid package.

How will my aid be disbursed?

Aid will be disbursed in the summer and spring semesters. Memos and authorizations will appear on your Bursar account until any requested promissory notes are signed and on file in our office.

If I am eligible for a PHEAA grant, will that be available to me for the summer?

Yes. As a full-time student, you may use one of your eight semesters of state grant eligibility. You will need to file the PHEAA summer grant application, which is available in the Financial Aid office by early March.

What will my costs be?

	<u>Summer 2018</u>	<u>Spring 2019</u>
Tuition	\$27,395	\$27,395
Engineering Fee	\$365	\$365
Technology and Activity Fee	\$350	\$350
Room/Board*	\$2,550	\$7,080
Book Estimate	\$500	\$500
Personal Expenses	\$533	\$532
Total Costs	\$31,693	\$36,222

\* Category I Room and Standard Meal Plan

## **Housing Services**

I hope to have a Co-Op next Fall. Should I go through a Housing Process?

If you want to live on campus should you not receive a Co-Op, you should go through a housing process. This will also guarantee you on-campus housing when you return from your Co-op.

Can I live on campus if I get a Co-Op local to Lehigh?

If you have a local Co-Op, you may request to reside in residence hall housing (meal plan requirement flexible).

If I go through a Housing Process and sign a contract but then decide I don't want to live on campus when I return from Co-Op, what should I do?

Once you have accepted your Co-Op, Housing Services will contact you in regards to whether or not you would like to live on campus. Any students wishing to cancel their Housing contract must do so before June 1st or they will be expected to reside on campus upon their return.

# **Bursar's Office**

When and how much will I be billed for the summer Co-Op session?

You will be billed by the beginning of May with payment due Friday before the first day of Summer Session classes in May. You will be billed as a full-time undergraduate at the regular academic year per semester rate.

Is there a charge for the Fall Co-Op Semester?

Yes, there is a charge of \$355 for the Fall work period with payment due by August 1st. In addition to securing your status as a full-time student, this fee helps cover some administrative costs which make the program possible. Maintaining full-time student status is especially important for students with student loans (so they don't come due), and for students to remain eligible for health care insurance provided through a parent's employer.

Can I enroll in the Four Payment Plan if I am enrolled in the Co-Op Program?

Yes, you can optionally sign-up to spread your summer session charges into four equal payments. The first payment and application to enroll will be due in May on the Friday prior to the start of classes. The remaining 3 payments will be due: July 1st, August 1st, and September 1st. You will need to contact the Bursar's Office to request an application.

## **Bursar's Office/Co-Op** **Important Dates, Charges, & Fees**

May 1, 2019

Summer Session I Co-Op bills available online (*NOTE: If you wish to sign up for the Four Payment Plan, you must contact the Bursar's Office. Applications are not automatically mailed for Summer Session.*)

Bills should include:

- Co-op Summer Session tuition - \$ 27,395-same as fall
- Engineering Fee SS1 - \$365-same as fall
- University Housing (if applicable)
- Any previous balance (if applicable)
- Financial Aid Credit (if applicable)

## May 17, 2019

Summer Session Co-Op invoice balance due and deadline for returning BURSAR PAYMENT WORKSHEET if not paying full amount of invoice. Deadline for Payment Plan Applications and 1st Payment.

## June 1, 2019

Packet of Information mailed which includes information on waiving the University's Health & Accident Insurance coverage for academic year 2019/2020

## June 6, 2019

Summer Session II bills *available online*.

Bills should include:

- Any previous balance not paid (plus late fee if applicable)
- Any new charges to student's account
- For participants in the optional Educational Payment Plan
  - ✓ Charge for 2nd Installment
  - ✓ Advance credit for 3rd & 4th Installments

## June 28, 2019

Summer Session II invoice balance due (2nd Installment due if applicable)

## July 8, 2019

Fall Semester bills *available online*.

Bills should include:

- Co-Op Fee, Fall \$355
- Charge for Health & Accident Insurance (to waive this coverage, student must provide current coverage information on-line at University Health Plans, Inc. website)
- Any previous balance not paid (plus late fee if applicable)
- Any other new charges to student's account
- Charge for 3rd Installment of EPP (if applicable)

## August 1, 2019

Fall Semester invoice balance due (3rd Installment due if applicable)

**Still have questions?**

**Contact the representatives below:**

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**And as always, feel free to reach out to  
the Co-Op Program Managers:**

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