

**IMPORTANT NOTICE:  
TERM BASED BUDGETING BEGINS FALL 2016**

Every student who receives financial aid is assigned a Cost of Attendance (COA) budget. The COA budget is an estimate of the total amount it will cost to attend the University for the academic year and it is based, in part, on your enrollment status (full-time, three-quarter-time, half-time, less than half-time, not enrolled).

Your financial aid awards are initially based on an enrollment status of full-time, defined as:

Undergraduate:	12+ credit hours/term
Graduate:	9+ credit hours/term
Law:	12+ credit hours/term
Medical:	15+ credit hours/term (9+ credit hours/summer)

If your enrollment status is less than full-time, your COA budget must be adjusted to reflect your actual University tuition and general fee charges. This reduction in your COA budget may result in a reduction in the amount of financial aid awarded to you.

**Beginning fall term, 2016, the Office of Student Financial Aid (OSFA) will review your enrollment status approximately one month prior to the start of each term, and again on the last day of the add/drop period each term.** These reviews will help to ensure that the amount of financial aid awarded to you is correct based on your actual enrollment and University tuition and general fee charges.

If your enrollment status at the time of the first review is less than full-time (LTF), an email will be sent to your Rockets email account notifying you that an "LTF Hold" has been placed on your financial aid. The LTF Hold will prevent your financial aid from disbursing to your student account. To remove the LTF Hold, you will need to self-certify your planned enrollment by completing a "Financial Aid Enrollment Certification Form." *Please do not submit this form until you are certain of your enrollment status for the term.* If your self-certified enrollment matches your actual registered credit hours, the LTF Hold will be removed, the OSFA will recalculate your COA budget for the term based on your actual enrollment, and your financial aid will be adjusted (if required). An email will be sent to your Rockets email account notifying you of any adjustments.

If your enrollment status at the time of the first review is full-time, no adjustments or changes will be made to your awarded aid.

Your enrollment status will be reviewed a second time on the last day of the add/drop period. If your enrollment status at the time of the second review is the same as it was when your aid disbursed, no adjustments will be made to your awarded aid.

If your enrollment status at the time of the second review differs from your enrollment status at the time your aid disbursed, the OSFA will recalculate your COA budget for the term based on your actual enrollment and your financial aid will be adjusted (if required). An email will be sent to your Rockets email account notifying you of any adjustments.

***Please be aware that a reduction in your financial aid resulting from a reduction in your COA budget may result in a balance due on your student account.***

**Questions?**

Email: [utfinaid@utoledo.edu](mailto:utfinaid@utoledo.edu)

Main Campus – Rocket Solution Central: 419.530.8700, 1200 Rocket Hall

Health Science Campus – Student Service Center: 419.383.3600, Mulford Library, 1<sup>st</sup> Floor