

Less Than Full-Time Enrollment Process

What is the New Less Than Full-Time Enrollment Process?

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 fall and spring 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

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.

When will enrollment be reviewed?

Enrollment will be reviewed following fee activation for the term.

How will this new process impact me?

If you are enrolled full-time at the time of our review for the term and remain enrolled full-time for the term there is no action needed.

If at the time of the first review you are not enrolled full-time you will receive an email notification. An LTF Hold requesting the completion of a Financial Aid Enrollment Certification Form will be placed on your account. This LTF Hold will prevent aid from paying to your student account until the end of add/drop unless the steps below are followed.

If you completed the fall and spring Enrollment Certification and your enrollment does not match at the time of our spring review you will be required to complete an Enrollment Certification for spring.

- When you are certain of your enrollment for the term, complete and submit the Financial Aid Enrollment Certification Form on the myUT portal.
 - Once logged into the portal click the STUDENT tab.
 - Under MY FINANCIAL AID category click CHECK ELIGIBILITY STATUS.
 - Click STUDENT REQUIREMENTS and select aid year.
 - Click FINANCIAL AID ENROLLMENT CERTIFICATION/LTF HOLD
 - Complete and submit the form.
- The Office of Student Financial Aid will review your form, recalculate your COA budget and make any needed adjustments to your financial aid. You will receive an email notification if changes are made to your financial aid and the LTF Hold will be satisfied.
- Enrollment hours for all students will be reviewed and COA budget will be recalculated at the end of add/drop.

If you do not complete the Financial Aid Enrollment Certification Form prior to the end of the add/drop period:

- Your enrollment hours will be reviewed and COA budget will be recalculated after the add/drop period.
- The LTF Hold will be satisfied and if otherwise eligible, your aid will be disbursed to your student account.
- Your aid will be adjusted if the COA budget re-calculation caused an overaward of financial aid. An overaward can happen when you receive financial aid/resources in excess of your COA budget. You will be notified if your aid requires any adjustments.