UNDERSTANDING YOUR 2014-15 AWARD NOTIFICATION

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- Financial Aid – College of Law
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- Web for Students
- Office of Undergraduate Admission
- Graduate School Admission – Main Campus
- College of Law Admission
- Office of Residence Life
DETERMINING YOUR ELIGIBILITY

The purpose of financial aid is to supplement what a family can afford to pay for a student’s post-secondary education. The student and the student’s family have the primary responsibility for paying college costs. The following formula will help explain the “need-based” concept of financial aid eligibility.

\[
\text{Cost of Attendance - Expected Family Contribution} = \text{Eligibility for Need-Based Aid}
\]

COST OF ATTENDANCE (OR BUDGET)
This is an estimate of what it will cost to attend UT for one academic year, including estimated living expenses. Budgets are prepared by the Office of Student Financial Aid (OSFA) using federal guidelines and regulations. Each budget contains allowances for tuition, fees, room, board, books, supplies, transportation, and miscellaneous personal expenses. All amounts are estimated. If you have specific documentable costs that are not included in your cost of attendance, contact a Direct Service Provider in Rocket Solution Central to see if an adjustment is possible.

EXPECTED FAMILY CONTRIBUTION (EFC)
This is the amount the family is reasonably expected to contribute for the student’s education during the academic year. This figure is derived from the Free Application for Federal Student Aid (FAFSA). The Federal Methodology formula, legislated by the U.S. Congress, is used to calculate two different figures – the parent and the student contributions. Together, these make up the expected family contribution.

ELIGIBILITY FOR NEED-BASED AID
This figure represents the additional support needed by the family to pay the academic year’s costs. The OSFA will try to meet this figure when awarding financial aid, within the guidelines of program restrictions. All other aid that is received must be considered as a resource when determining eligibility for need-based aid (e.g., scholarships, Workforce Investment Act (WIA), graduate assistantships, residence hall advisor stipends, etc.).

ADDITIONAL ELIGIBILITY INFORMATION
The amount and type of aid you were awarded in some programs is based on several factors, including:

State Residency
New Students: Your residency classification is determined when you are admitted to the University. Questions regarding residency can be directed to the Office of Admission through which you were admitted: Admission – Undergraduate, Admission – Graduate, Admission – Law, Admission – Medical School, Admission - Adult, Transfer, Military, or Online Admission.

Continuing Students: Applying for Ohio residency requires an application and supporting documentation. Please print the application for review and completion.
Class Level
Federal Stafford Loan award amounts are determined in part by your academic class level (e.g., freshman) at the time of awarding. If you will advance to a different academic class level, contact Rocket Solution Central about possible additional eligibility.

Enrollment Status
Unless otherwise stated, awards are based on full-time enrollment each semester. Less than, or adjusting to less than full-time enrollment (dropping classes) may affect your award eligibility or award amounts.

In addition, students who don’t successfully pass (grades of F, IN, U, NC, and W - in any combination) ALL enrolled courses for the term will be reviewed to determine if grades were earned. The last reported date of attendance submitted by an instructor will indicate if a student stopped attending a course, or if failing coursework was submitted. In this situation, a return of Title IV funds calculation will be done using the latest reported date from all of the courses.

ENGINEERING CO-OP
Students who are registered for an engineering co-op are considered to be full-time students by the University. Students who are financial aid recipients have the option of receiving federal financial aid (grants and loans) and/or alternative loans for the terms they are on a co-op. State financial aid programs and UT recruitment/merit scholarships cannot be used during a co-op term.

To request to use federal financial aid and/or alternative loans during a co-op term, students must send an email from their rockets.utoledo.edu email account to the Office of Student Financial Aid at utfinaid@utoledo.edu that includes:

- “ENG Co-Op” on the subject line
- the student’s full name and Rocket Number
- the co-op term for which financial aid is being requested
- the name(s) of the financial aid program(s) the student is requesting to use

Students should allow three working days for their request to be processed and should be aware that financial aid will not pay to their student account until the first day of the term. The last day to request to use financial aid during a co-op term is the last day of the withdrawal period for that term.

Students who receive UT recruitment/merit scholarships must notify the Scholarship Services Office of their co-op so that their scholarship can be shifted to a future term. In addition, students wishing to use their scholarship for summer enrollment must notify the Scholarship Services Office and must complete a summer aid application (available April 1 at http://www.utoledo.edu/financialaid/). To notify the Scholarship Services Office of a co-op or to request to use a scholarship for summer enrollment, students must send an email from their rockets.utoledo.edu email account to the Scholarship Services Office at: financialaidscholarship@utoledo.edu.
Co-op classes receive grades just like any other class. If a co-op class is not graded during the regular grading period, students will be cited for a lack of satisfactory academic progress. Further payments of financial aid will not be made until the class is graded and the students have met all other satisfactory academic progress criteria.

SUMMER SEMESTER ELIGIBILITY

CHECKLIST FOR SUMMER AID
1. Complete the 2014-2015 FAFSA.
2. Complete the Summer 2014 Financial Aid Request Form (available 04/01/2014 through 07/11/2014).
   a. Log into the myUT portal.
   b. Under the Student Tab is the My Financial Aid heading. Click on Summer Aid Application to complete and submit your request.
3. Enroll and attend at least half-time (required for most financial aid programs) in courses at the same level as your program. Summer half-time credit hours are as follows:
   a. Undergraduate - 6 credit hours
   b. Graduate - 4 credit hours
   c. Law - 6 credit hours

If your FAFSA is selected for verification or if you do not meet the Standards of Satisfactory Academic Progress, your summer application will not be processed until the verification of your application is complete or your academic progress appeal is approved.

A summer aid package will be made available when all three steps above are complete. You will receive an email notification when your summer aid package is processed. You can accept, decline, or reduce your awards electronically through the myUT portal.

UNDERSTANDING SUMMER AID
The University of Toledo will award all federal aid programs using the summer term as the first term (header) for the academic year.

Aid Eligibility
Financial Aid Academic Progress
To remain eligible for federal aid, students are responsible for class participation and achieving academic progress by completing all enrolled courses with passing grades. Course drops, withdrawals, and failed classes can cause a reduction in aid for the term and loss of future aid.

Disbursement on Attending Hours
Aid will disburse based on the number of hours you are actually attending at the time eligibility for disbursement is reviewed. During the summer, session start times vary throughout the term. It is at the point you are attending at least half-time that aid will disburse to your student account.
Determining Summer Aid Eligibility
Most aid programs do not increase in dollars to accommodate attending three terms during the academic year (summer, fall, spring). The Federal Stafford Loan award remains the same; the loan would be divided into three terms (summer, fall, spring) instead of the standard academic year of two terms (fall, spring). The Federal Pell Grant is an annual award typically evenly divided between fall and spring terms. Students attending summer would instead use the Pell Grant for summer and fall terms. Because the Pell Grant is prorated for less than full-time attendance, students who enroll less than full-time in either or both terms will have remaining funds that can be used in the spring.

In accordance with federal regulations, if you never attend, stop attending, or withdraw from your courses, UT may be required to return a portion of the funds originally disbursed to your student account back to the Federal Title IV programs. The aid you have earned based on registration, attendance, and length of enrollment, will be calculated. Any unearned amount must be returned to the federal programs. Under these circumstances, you may be responsible for paying charges originally covered by financial aid.

How we define module and summer session periods of enrollment and how changing enrollment/attendance during the term will affect the calculation of earned financial aid has changed due to updates in federal law. If you are enrolled in multiple sessions and find that you must drop a course in a later session that has not begun, you must do so prior to your current session ending. If your current session ends prior to withdrawing from your next session, even if the next session has not begun and even if aid has already disbursed, the Office of Student Financial Aid will be required to recalculate your summer financial aid.

Example 1
Student is enrolled 6 hours Summer Session I (May 12, 2014 – June 20, 2014) and 6 hours Summer Session II (June 23, 2014 – August 1, 2014). Student decides to drop both classes in Summer Session II and does so on June 11, 2014. There would be no re-calculation of the aid that has already paid to the student’s account because the courses were dropped prior to June 20, 2014, the end of Summer Session I.

Example 2
Student enrolled in and successfully completed 6 hours Summer Session I (May 12, 2014 – June 20, 2014) and is also enrolled 6 hours Summer Session II (June 23, 2014 – August 1, 2014). Student decides to drop both classes in Summer Session II and does so on June 22, 2014. There would be a re-calculation of the aid package because the courses were dropped after the end of Summer Session I.

Summer aid is contingent upon making satisfactory academic progress during the prior academic term. Summer offers made prior to spring grades being available for review may be revoked for students who have not demonstrated satisfactory academic progress.

The University of Toledo communicates through your official UT email account. Please check your UT email account on a regular basis for important updates, such as financial aid and billing information.
INFORMATION FOR GRADUATE/LAW STUDENTS

PROVISIONAL OR SPECIAL STUDENT ADMISSION STATUS
To be eligible for federal aid, you must matriculate as a “full admit” into an eligible program of study. If your admission status is “provisional” or “special student,” you will not be eligible for federal financial aid funds.

GRADUATE AND PROFESSIONAL STUDENT ENROLLMENT STATUS
If you intend to enroll in undergraduate or mixed level courses, it could affect your eligibility for federal aid. As a graduate student, you must be enrolled and attending in the appropriate graduate level credit hours that total at least half-time each semester to be eligible for a federal loan.

Students in the licensure alternative master’s program (LAMP) or career and technical education program may be eligible for a federal loan at the undergraduate level if they are enrolled in less than six graduate level credit hours, but are enrolled a minimum of six credit hours total for the semester.

PREPARING YOUR BUDGET

2014-15 ESTIMATED UNDERGRADUATE COST OF ATTENDANCE
These estimates are more than your direct University undergraduate charges. They include average costs for books, supplies, room, board, transportation, and miscellaneous personal expenses. All numbers are subject to adjustment. Your specific cost of attendance assumes full-time enrollment for the academic year and is listed on the back of your Award Notification.

Please note that with the start of the 2014-15 academic year, there will be term by term based cost of attendance (COA) financial aid budgeting. What does that mean for a student? One example would be if you start at full-time and drop a class, your COA budget will drop to the appropriate budget (three-quarter, half, less than half, or no longer enrolled). This budget reduction could cause a reduction in aid eligibility for the term. The final review for registered hours will take place after the 15th calendar day of the term. To avoid incurring an unexpected bill and possible late fees, start the term with a class schedule that you plan to complete.

Undergraduate* (estimated)
Commuter (living with parents) $18,404
Off-Campus Resident $25,308
On-Campus Resident $25,534

*Non-Ohio residents must add a $9,338 surcharge (check to see if you can qualify for in-state residency to lower your cost).
We recommend that you use the budget worksheet at the following link to manage your expenses and resources: http://www.utoledo.edu/offices/treasurer/pdfs/college_budget.xlsx.

DELIVERY OF YOUR FINANCIAL AID

MANAGING YOUR DATA
Students should manage their business with the University through the myUT portal. We encourage you to log into the portal weekly to manage your business and to stay aware of important deadlines and your status regarding enrollment, financial aid, billing, and payments.

We also encourage you to review your official University email account (firstname.lastname@rockets.utoledo.edu) at least once a week. Instructors and administrative offices will send updates and information to your official email address.

The following are just a few of the activities you can do online:

- Review term course schedules
- Register and add/drop classes
- View grades
- Track your financial aid processing and documents requested for verification
- View your financial aid budget and financial aid package
- Accept, decline, and reduce aid awards
- View your billing statement
- Pay your bill
- Print forms

HOW YOUR FINANCIAL AID PACKAGE IS AWARDED
The financial aid awards listed on your Award Notification are determined by your demonstrated financial need, program guidelines, and available funding at the time the awards were made. The OSFA makes every effort to distribute grant, loan, and Work-Study funds equitably among the population of eligible applicants. After your need is determined, it is met with resources in the following order:

1. Additional resources you will receive as a student such as, but not limited to, support from the Bureau of Vocational Rehabilitation, a faculty/staff fee waiver, or other fee waivers.
2. Any scholarship awarded. If you have been awarded a scholarship and it doesn’t appear on your Award Notification, please contact Rocket Solution Central.
3. Ohio College Opportunity Grant (OCOG) (undergraduate students only)
4. Federal Pell Grant (undergraduate students only)
5. Subsidized Federal Stafford Loan (undergraduate students only)
6. Federal Supplemental Educational Opportunity Grant (FSEOG) (undergraduate students only)
7. Federal Work-Study (FWS)
8. Federal Perkins Loan
9. Unsubsidized Federal Stafford Loan
10. **Parent PLUS Loan (Parent Loan for Undergraduate Students)**
11. **Graduate PLUS Loan** (available to graduate, law, and medical students)

Awards are contingent upon continued funding from federal, state, and institutional sources, and state legislative decisions regarding tuition. Awards are subject to change and may be rescinded or reduced if funding is insufficient or discontinued, or if tuition amounts change. Awards are also subject to change based on error, omissions, receipt of additional aid resources, or changes in your eligibility.

**YOUR ACCOUNT STATEMENT (E-STATEMENT)**

Your student e-Statement identifies the charges you have been assessed for the semester (including tuition, fees, and if applicable, on-campus housing, a meal plan, health insurance, and parking), as well as the payments that have been received to date. Students can view/pay their charges at any time by accessing the [myUT portal](http://www.utoledo.edu/offices/treasurer/finance_brochures.html). The e-Statement has hover features to detail any fee assessed, as well as many links to assist with waiving charges when applicable. Please contact Rocket Solution Central if you have questions regarding your account statement.

After each semester begins, financial aid will be delivered to your student account and will no longer be in “memo” or “authorized” aid status. **Memo aid is aid that is in the process of being finalized and is available to be used against your account balance in its tentative status.** **Authorized aid is aid that is ready to disburse, but the date for disbursement has not yet arrived.** Be sure to accept your aid through the [myUT portal](http://www.utoledo.edu/offices/treasurer/finance_brochures.html), complete and return all requested documents, complete all promissory notes and entrance interview requirements, and enroll in the required number of hours for each aid program. If processes are not completed, you may be assessed a late payment fee on subsequent statements for the unpaid charges. For further information regarding your student account, refer to the Finance Brochure at: [http://www.utoledo.edu/offices/treasurer/finance_brochures.html](http://www.utoledo.edu/offices/treasurer/finance_brochures.html). Also refer to the “Important Dates” list (concerning due dates, late fees, and registration cancellation) at: [http://www.utoledo.edu/offices/treasurer](http://www.utoledo.edu/offices/treasurer).

**WHEN YOU’LL RECEIVE YOUR AID**

Financial aid funds are disbursed to your student account at the beginning of each semester provided that you:

1. Have responded to all requests for information from the OSFA.
2. Have accepted your aid awards. You can do this online through the [myUT portal](http://www.utoledo.edu/offices/treasurer/finance_brochures.html).
3. Have signed the [promissory note](http://www.utoledo.edu/offices/treasurer/finance_brochures.html) and completed the [entrance interview](http://www.utoledo.edu/offices/treasurer/finance_brochures.html) for accepted loans, if required.
4. Enroll and attend at least half-time for loan disbursement and full-time for full grant disbursement.

Important: If the items listed above are not completed prior to the end of add/drop, you may be subject to late fees and collection activity.
Any term that offers courses with staggered start dates (e.g., summer) may cause disbursement to be held until the start of the course that brings you to an eligible number of credit hours to receive your loan or grant.

HOW YOU RECEIVE YOUR AID

DIRECT DISBURSEMENT TO YOUR STUDENT ACCOUNT
Grants, scholarships, and loans administered by the OSFA are disbursed directly to your student account to pay for instructional, general, lab, surcharge, and University contracted room and board fees. **In order for your financial aid to pay other charges on your account (e.g., parking, health insurance), you will need to provide your authorization by e-signing the Title IV Consent. It is strongly recommended that you do this in order to help avoid late fees and/or collection activity.** You can find the Title IV Consent on the [myUT portal](https://myut.utk.edu) Student Tab.

EXCESS AID
Refunds of excess aid will begin as of the first day of the semester. To expedite the refund of excess aid, please sign up for direct deposit to your personal bank account. You can complete the Direct Deposit Authorization online through the [myUT portal](https://myut.utk.edu) Student Tab. Early completion of this document is encouraged. If you choose not to use direct deposit, a paper check will be mailed to you. You must keep your local and permanent addresses current in order to receive mailed checks without delay. Please note that it may take 7-14 days longer to receive your refund by check.

Excess financial aid can also be transferred to your Rocket Card to purchase books. Funds are transferred to the Rocket Card as of the Monday of the week before the semester begins. You can request this transfer online by completing the Transfer of Excess Financial Aid to the Rocket Card, found on the [myUT portal](https://myut.utk.edu) Student Tab.

Parents borrowing through the Parent PLUS Loan program will have excess PLUS Loan funds mailed to them.

**If you are enrolled in courses that begin after the start of the semester, you may not be eligible for all excess aid until all courses for which you have registered have begun.**

WORK-STUDY
Work-Study awards are earned as wages in positions with eligible employers. Wages are paid bi-weekly through the University Payroll Department. These earnings may be used for tuition, fees, room, board, books, and other educational expenses. Before you begin working, make sure the appropriate paperwork is completed in order to receive payment for the work you do. It is also highly recommended that you complete the employee Direct Deposit Allocation to have your wages deposited directly into your personal bank account. This is the quickest and safest way to receive your pay. You can complete the Direct Deposit Allocation through the [myUT portal](https://myut.utk.edu) Employee Tab.
PRIVATE SCHOLARSHIP CHECKS
If your scholarship check is sent to the University, please have it sent directly to the OSFA where it will be applied to your student account. Unless specific instructions are received, scholarships of $500 or less will be applied in full to your fall semester bill; scholarships over $500 will be divided evenly between fall and spring semesters. If you have received a scholarship and the check will not be available prior to the beginning of the semester, please send a copy of your scholarship award notification to the OSFA prior to July 1, 2014. Pending scholarship funds will not be reflected as memo or authorized aid until the funds arrive. If the check is co-payable to you and the University, you will be asked to endorse the check prior to it being applied to your account. If the check is made payable to only you, it is your responsibility to notify the OSFA that you received the scholarship money and then to use it to pay any outstanding balance on your student account, before using it toward additional costs that you incur.

TERMS AND CONDITIONS OF YOUR OFFER
In addition to the terms and conditions set by federal regulations, when you accept aid, you agree to fulfill all of the following responsibilities.

1. Meet enrollment requirements to receive federal and state aid.
   • When your eligibility for financial aid is determined, the award is based on full-time enrollment. If you drop below full-time status after the start of the semester or if you do not actively participate in all of the classes for which you have registered, you may be required to repay all or a portion of the aid you received. Balances owed are subject to the collection process.
   • Financial aid does not pay for audited classes.
   • If you enroll less than half-time, you may not be eligible to receive most types of financial aid.
   • If you are awarded the Ohio College Opportunity Grant (OCOG), it will be reduced proportionately if you are enrolled less than full-time.
   • If you are awarded the Federal Pell Grant, it will be reduced proportionately if you are enrolled less than full-time.
   • If you borrow a federal loan (Stafford, PLUS, or Perkins), you must enroll and attend at least half-time to maintain eligibility.
   • Federal Pell, FSEOG, and OCOG grant eligibility is restricted to students who have not yet earned a bachelor’s degree.

2. Properly use funds awarded.
   You may use awards listed on the Award Notification only for educational expenses, both direct and indirect, that are a result of enrollment at UT for the 2014-15 academic year. When you accept this aid, you are authorizing UT to apply your awards directly to charges on your student account, provided that you complete all eligibility requirements (including the electronic forms required by the Treasurer’s Office). Excess refundable awards will be released to you.
3. **Notify the OSFA of additional assistance.**  
If you receive additional funds not noted on your Award Notification, report them immediately to the OSFA, even if you believe the agency making the award will also notify us.

4. **Understand your responsibilities as a federal student loan borrower and as a federal grant recipient.**  
If you default on any federal student loan or owe a refund on any federal grant received at a post-secondary institution, you will not have eligibility for further federal loan and grant funds.

5. **Maintain satisfactory academic progress.**  
You must demonstrate satisfactory academic progress toward the completion of your degree, as defined by federal regulation.

**Satisfactory Academic Progress – 3 Test Criteria**

The Higher Education Act of 1976, as amended, requires The University of Toledo to develop and apply a consistent and reasonable standard of academic progress for all students who receive federal financial aid in order for those students to continue to receive such assistance. This standard must contain all elements specified in the regulations and must be at least as strict as the policy used for all students who do not receive federal financial aid. These regulations apply to all applicants, whether or not financial aid has been received previously. The satisfactory academic progress review will be conducted at the end of each term. **Federal regulations do not recognize academic forgiveness.**

**Test 1 – Quality:** Required grade point average (GPA)

Your accumulative grade point average must be equal to, or higher than, the standards established by the University. These requirements are:

- Undergraduate 2.0
- Graduate 3.0
- Law 2.0
- Medical Reviewed by the medical college administrators due to the grading system. If unsatisfactory, the name will be shared with the OSFA and appropriate status updates will be done.

**PR and IN Grades**

PR grades in graduate level research/dissertation courses are reviewed on an individual basis. All other graduate and undergraduate PR grades are treated as unearned hours and will affect academic progress testing. Students receiving all IN/PR grades for a term may have aid suspended. An excessive cumulative number of IN/PR grades also may result in aid suspension.

**Missing Grades**
Students with missing grades (NR) in a term will have financial aid for subsequent terms withheld until the grades are posted and continued aid eligibility can be determined. Students must contact the Office of Student Financial Aid when missing grades are posted.

**TEST 2 – PACE:** Total earned hours divided by total attempted hours.

Level appropriate transfer hours are added to both attempted and earned hours for testing.

Every student (undergraduate, graduate, law, and medical) must successfully complete a minimum of 67% of the hours attempted.

A credit course is completed when a student earns a grade of A, B, C, D, PS, F, S, or NC. Grades of F, I, NC, W, IW, IP, and PR do not indicate a successfully completed course.

Federal financial aid will pay no more than 30 credit hours of developmental courses.

**Federal aid is automatically suspended for students who earn no hours or GPA for an enrolled term.**

**Repeat Coursework**

If a student repeats a course that they have attempted but failed in the past, the credit hours for that course will be included in enrolled hours for federal financial aid eligibility purposes.

If a student successfully completes a course, but a higher grade is desired or required, the student may repeat the course one additional time with the credit hours for that course being included in enrolled hours for federal financial aid eligibility purposes. Any further attempts will not be included in enrolled hours for federal financial aid eligibility purposes.

The academic progress test required for the awarding of federal financial aid may differ from the University’s academic definition of good standing. See the Academic Standing policy (#3364-71-01) for additional information.

**TEST 3 – QUANTITY TESTING**

Degree completion should take place in a period no longer than 150% of the published length of the program.

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<thead>
<tr>
<th>Undergraduate</th>
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<tr>
<td>Bachelor’s</td>
<td>186 maximum attempted credit hours</td>
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<tr>
<td>Associate’s/Undecided</td>
<td>99 maximum attempted credit hours</td>
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<tr>
<td>Certificate</td>
<td>45 maximum attempted credit hours</td>
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<th>Graduate</th>
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<tr>
<td>Master’s</td>
<td>70 maximum attempted credit hours</td>
</tr>
<tr>
<td>Doctoral</td>
<td>125 maximum attempted credit hours</td>
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</tbody>
</table>
Educational Specialist  45 maximum attempted credit hours
Certificate  30 maximum attempted credit hours

Law  134 maximum attempted credit hours

Medical  353 maximum attempted credit hours

CITATION PROCESS

• 1st citation: The student is placed on WARNING for one term. The student is required to complete the Satisfactory Academic Progress Certification Statement prior to federal aid disbursement.

• 2nd citation: The student is placed on SUSPENSION. An appeal may be allowed.

Upon approval of an appeal, the student is placed on PROBATION. Aid is awarded on a term by term basis. The student is required to complete the Satisfactory Academic Progress Certification Statement prior to federal aid disbursement. Financial aid award amounts for students who are on PROBATION may be reduced.

Upon denial of an appeal, the student has a status of DENIED, resulting in a minimum of 2 terms of termination of federal aid. The student must use other resources to pay for attendance during these two terms, after which they may submit an appeal if they have completed all attempted hours and earned the minimum cumulative GPA required to reinstate federal aid (2.0 for undergraduate and law; 3.0 for graduate).

Students who bring their records back into compliance after being cited are set to “good” standing and the academic progress citation cycle restarts. No aid will be awarded for the terms the students failed to meet compliance.

• Students found to have provided fraudulent admission data can automatically be denied federal aid.

• Federal aid is automatically suspended for students who earn no hours in an enrolled term. Students who withdraw from, drop, or fail all classes in a term may be required to repay financial aid received for the term to the U.S. Department of Education. This includes IN grades that become F grades after the term is over.

• Failure to disclose attendance at an institution prior to admission or during a leave from The University of Toledo is subject to immediate suspension of further federal aid.

• Unusual enrollment history – The Department of Education can require The University of Toledo to further review your enrollment history. Therefore, a request for supporting documentation from a third party professional, such as a doctor or lawyer, regarding the circumstances that led to one or both of the following situation(s) may be required:
1. You attended an institution and received federal Title IV financial aid, but left without completing the enrollment period. Then you subsequently enrolled at another institution, and displayed the pattern of remaining long enough to receive federal Title IV financial aid without earning any academic credit.

2. You failed to disclose registration at another institution(s) on your admission application. The Department of Education has indicated that you received federal Title IV financial aid at an institution(s) you didn’t list on your admission application. This failure to disclose requires that an official academic transcript(s) needs to be submitted for review, in addition to the third party documentation referenced above.

HOW TO REINSTATE FINANCIAL AID ELIGIBILITY

To appeal for reinstatement of your federal financial aid eligibility, complete the Satisfactory Academic Progress Appeal form available at http://www.utoledo.edu/financialaid/forms.html and email it to financialaidSAP@utoledo.edu. During peak processing periods, it may take up to two weeks to review your appeal; therefore, it may be necessary to make other payment arrangements while your appeal is under review. All decisions are final. If your appeal is approved, you will receive an email from the OSFA with additional information regarding the criteria necessary to maintain continued eligibility.

If your appeal is denied, your federal financial aid eligibility will be terminated for a minimum of two terms. You must use other resources to pay for attendance during these two terms, after which you may submit an appeal if you have completed all attempted hours and earned the minimum cumulative GPA required to reinstate federal aid (2.0 for undergraduate and law; 3.0 for graduate).

SPECIAL CIRCUMSTANCES

We recognize that special circumstances may affect your ability to pay college costs. A reevaluation of your aid eligibility can be considered due to the following circumstances:

- Loss of earnings due to job loss, change in job, or extended medical leave.
- Loss of one-time income, such as an allowance for moving expenses.
- Loss of untaxed income, such as Social Security benefits, child support, unemployment, or worker’s compensation.
- A change in your family situation due to the death of a parent or spouse, or separation or divorce.
- Additional expenses, including medical or dental costs not covered by insurance, tuition paid for elementary or secondary private school, tuition paid on behalf of a parent, or expenses resulting from a natural disaster.
If such a circumstance arises, complete the 2014-15 Application for Review of Special Circumstances and return it to the OSFA with all requested documentation. This application will be available July 1, 2014, and will be accepted no later than the 15th day of the term for which the possible aid adjustment is requested.

Your application will be reviewed to determine if a reevaluation of your aid eligibility can be considered. If the supporting documentation is sufficient, the OSFA will adjust your original aid application information to reflect your special circumstance. If not, additional documentation may be requested. You will receive written notification of the result of this process. It is important for you to know that not all changes in circumstance will result in an adjustment to your aid eligibility.

**WHAT STEPS TO TAKE FROM HERE**

Now that you have reviewed and understand your Award Notification, you need to make some decisions. The following is provided to assist you with how to communicate your decisions to us.

**WHAT TO DO NOW**

1. Please respond to any requests for additional information as quickly as possible.

2. Review all enclosures that come with the Award Notification and respond as requested. You may monitor your document requests, tracking status, and aid package through the myUT portal.

3. Accept, decline, or decrease Federal Direct Stafford Loan, Perkins Loan, and Work-Study offers through the myUT portal.

4. All first-time and new Federal Direct Stafford Loan borrowers will need to eSign the Federal Direct Stafford Loan Master Promissory Note (MPN) and complete entrance counseling prior to the loan being disbursed to the student’s account. Complete the MPN and the promissory note at: [http://www.studentloans.gov](http://www.studentloans.gov).

5. Instructions regarding completing the Federal Perkins Loan promissory note and entrance counseling will be emailed to you once you accept the loan.

6. Parent PLUS Loan - The Federal Direct Parent PLUS Loan is a loan for the biological mother or father, custodial stepparent (if his or her information was reported on the FAFSA), or adoptive parent of a dependent undergraduate student. The Department of Education’s PLUS Request website combines the application and the Direct Parent PLUS Master Promissory Note (MPN) under one process. To electronically apply and sign the Direct Parent PLUS MPN, the parent must have a federal PIN number. Complete the application and the promissory note at: [http://www.studentloans.gov](http://www.studentloans.gov).
7. Graduate PLUS Loan - The Department of Education’s PLUS Request website combines the application and the Direct Graduate PLUS Master Promissory Note (MPN) under one process. To electronically apply and sign the Direct PLUS MPN, you must have a federal PIN number. Complete the application, promissory note, and entrance counseling at: http://www.studentloans.gov.

8. Check all personal address information carefully. If anything is incorrect, update it online through the myUT portal.

9. Notify the OSFA of any additional financial aid you have received that is not listed on the Award Notification (e.g., department or non-University scholarships, veteran’s benefits, graduate assistantships, residence hall advisor stipends, etc.). You will receive an email notification to review any resulting changes to your awards.

WHAT TO DO LATER – RE-APPLYING FOR AID
Your eligibility and awards are determined for one academic year only. You must reapply for financial aid each year. The following are the necessary steps to apply for 2015-16 financial aid.

1. Complete the Free Application for Federal Student Aid (FAFSA). You can file online with your PIN number. The application will be available beginning January 1, 2015, at www.fafsa.ed.gov. You may receive requests from the OSFA for additional documentation. Please respond to all requests as promptly as possible.

2. Submit your FAFSA prior to the suggested March 1 priority deadline.

3. Reapply for aid from other sources. It is your responsibility to know the application requirements and deadlines for other sources of aid you have received. For this information, contact the source or organization that awarded the funds to you.

TUITION REFUND AND FINANCIAL AID REPAYMENT POLICIES

It may be necessary to adjust your schedule during any given semester. Dropping classes during the University refund period for any reason may result in a refund of instructional, general, tuition surcharge, or other fees. Financial aid awards may change (be reduced) due to dropping after the start of any term. Be careful and know the criteria for use of all programs you receive funding from. You may view the schedule used to determine refund percentages on the Registrar’s Office website.

In addition, if you never attend, stop attending, or withdraw from your courses, UT may be required to return to the federal government a portion of the funds originally credited to your account. The aid you have earned based on registration, attendance, and length of enrollment, will be calculated. Any unearned amount must be returned to the federal government. Under these circumstances, you may be responsible for charges originally covered by financial aid. The OSFA is responsible for returning funds in the following order:
1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant

IMPORTANT LOAN INFORMATION

Sixty percent of the financial aid available to college students is in the form of loans. It is important that you understand your loan program(s) and your rights and responsibilities as a borrower. Your promissory note will explain your repayment options, grace period, deferment and cancellation opportunities, and interest rate. Please read it carefully. The loan amount on your Award Notification is the maximum for which you are currently eligible. For optimum loan management, refer to the undergraduate budget worksheet, as you may not need to borrow as much as you’ve been awarded. Borrowing is a necessity for many; manage your student loan debt carefully and do not borrow unnecessarily. Please refer to the Loan Repayment Schedule for estimates on payment ranges for loans borrowed.

Federal Perkins Loan
If you accept a Federal Perkins Loan, you must complete a promissory note, a truth-in-lending statement, a borrower information sheet, and if you are a first-time borrower, an entrance interview. These forms must be completed prior to receiving funds and will be made available to you after you accept your Perkins Loan offer through the myUT portal. For additional information, see Federal Perkins Loan.

Federal Stafford Loans – Subsidized and Unsubsidized
Based on your grade level and the information provided on your FAFSA, you may receive a Federal Stafford Loan in the form of all subsidized, all unsubsidized, or a combination of both. In addition to this award, dependent students will automatically be offered a Parent PLUS Loan. If your parent does not pass the required credit check for the PLUS Loan, you can apply for additional unsubsidized Federal Stafford Loan funds, however, the amount available will be limited based on your grade level (even if all or part of your initial award was unsubsidized). For additional information, see Federal Stafford Loans.

If you accept a Federal Stafford Loan, the promissory note and entrance interview will be completed electronically. You must have your federal PIN to complete the promissory note and entrance interview online.

Federal Stafford Loans have origination fees. Because of this, the actual loan amounts applied to your student account will be lower than those listed on your Award Notification.
Federal Stafford and Perkins Aggregate (Life Time) Loan Limits

<table>
<thead>
<tr>
<th>Aggregate Loan Limits – Federal Stafford Loan</th>
<th>Subsidized</th>
<th>Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Undergraduate</td>
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<td>$31,000</td>
</tr>
<tr>
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</tr>
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<td>Graduate and Professional</td>
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<td>$138,500</td>
</tr>
<tr>
<td>Graduate and Professional - Health Professions</td>
<td>$65,500</td>
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Aggregate Loan Limits – Federal Perkins Loan
Not yet completed 2 academic years

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<tr>
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<tbody>
<tr>
<td>years</td>
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<tr>
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<tr>
<td>Graduate</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

**Parent PLUS Loan (based on credit)**

The Direct Parent PLUS Loan is a loan for the student’s biological or adoptive parent or the student’s stepparent, if the biological or adoptive parent has remarried at the time of application. Parent PLUS Loans are intended to assist families who have remaining financial need after other forms of aid have been awarded, or who wish to borrow all or part of their expected family contribution.

Federal PLUS Loans have origination fees. Because of this, the actual loan amounts applied to your student account will be lower than those listed on your Award Notification.

The Department of Education’s PLUS Application website combines the application and the Direct Parent PLUS Master Promissory Note (MPN) under one process. To electronically apply and sign the Direct PLUS MPN the parent must have a Federal PIN number. Complete the application and the promissory note at: [https://www.studentloans.gov](https://www.studentloans.gov).

Students whose parents are denied the PLUS Loan may be reviewed for additional unsubsidized Federal Stafford Loan funds. For more information, please see Parent PLUS Loan Program.

**Alternative Loan Sources**

You may decide that the loans offered through the Federal Stafford Loan Program will not meet your needs and you may opt to borrow through an alternative loan program. Because not all programs are the same and are competitive, we encourage you to compare the terms and conditions offered by each lending institution carefully. Alternative loans are based on the credit-worthiness of the student or co-signer. The University will process an alternative loan from any qualified lender that you select.
Loan Repayment Estimator

The Repayment Estimator tool allows you to estimate your federal student loan payments using actual or estimated loan information under each available repayment plan. Link: https://studentloans.gov/myDirectLoan/mobile/repayment.

All students must be U.S. citizens or eligible non-citizens of the U.S. as defined by the U.S. Department of Education and must be enrolled in a program leading to a degree or an approved certificate in order to qualify for all of these programs.

AID PROGRAM DESCRIPTIONS

- Perkins Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan for Graduate and Professional Students
- Federal PLUS Loan – for a Dependent Student Parent
- Alternative Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal TEACH Grant
- Ohio College Opportunity Grant (OCOG)
- Federal Work-Study (FWS)
DESCRIPTION

Federal Perkins Loan
- A federally funded loan administered directly by universities.
- The maximum yearly borrowing limit at The University of Toledo is $4,000.
- This is need-based aid available to students enrolled and attending at least half-time.
- This loan is interest free until nine months after graduation or dropping below half-time.
- Interest accrues at a 5% fixed rate.
- A Master Promissory Note (MPN) and Loan entrance counseling are required for first-time borrowers. Instructions regarding completing the promissory note and entrance counseling will be emailed to you once you accept a Perkins Loan.

Subsidized Federal Stafford Loan
- This is need-based aid available to students enrolled and attending at least half-time.
- Maximum borrowing limits for undergraduate student with need: freshmen - $3,500, sophomores - $4,500, juniors and seniors - $5,500.
- The government pays the interest on the loan while the student is enrolled at least half-time, during the six-month grace period, and during any deferment periods.
- The interest rate for new subsidized Stafford Loans is 3.86% for undergraduates, but may change after July 1, 2014.
- Repayment begins six months after graduation or dropping below half-time.
- Loan entrance counseling and a signed master promissory note are required for first-time borrowers. Both may be completed at www.studentloans.gov

Unsubsidized Federal Stafford Loan
- Available to students enrolled and attending at least half-time.
- Dependent students are eligible for $2,000 annually, in addition to their subsidized loan.
- Borrowing limits for independent students or for dependent students whose parents were denied the Parent PLUS loan are: freshmen - $6,000, sophomores - $6,000, juniors and seniors - $7,000, graduate and professional students - $12,000. If the student has no need, the subsidized loan limit amount may be taken in unsubsidized as well.
- Interest is charged from the time the loan is disbursed. The interest rate is 3.86% for undergraduate students and 5.41% for graduate/professional students.
- Loan entrance counseling and a signed master promissory note are required for first-time borrowers. Both may be completed at www.studentloans.gov.

PLUS Loan for Graduate and Professional Students
- Available to students enrolled at least half-time in graduate level coursework with a successful credit check.
- Graduate and professional students may borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial aid.
- Repayment begins 60 days after the final disbursement of the academic year.
• The Department of Education’s PLUS Request website combines the application and the Direct Graduate PLUS Master Promissory Note (MPN) under one process. To electronically apply and sign the Direct PLUS MPN, you must have a federal PIN number. Complete the application, promissory note, and entrance counseling at [www.studentloans.gov](http://www.studentloans.gov).

**PLUS Loan for Parents of Dependent Students**

• This loan is not based on need.
• The Parent PLUS Loan is a loan for the student’s biological or adoptive parent or the student’s stepparent, if the biological or adoptive parent has remarried at the time of application.
• The parent borrower cannot have an adverse credit history and a credit check is performed at the time of application.
• The parent borrower must be a U.S. citizen or eligible non-citizen and not be in default on any federal education loan or owe an overpayment on a federal education grant.
• PLUS loans may be used for educational expenses up to the cost of attendance minus all other financial aid.
• Interest is charged during all periods and accrues at a fixed rate of 6.41%.
• Repayment begins 60 days after the last disbursement of the loan, but may be deferred.

**Alternative Loans**

• Alternative loans are processed by various private lenders.
• Refer to [http://www.utoledo.edu/financialaid/loans/Alternative%20Loans.html](http://www.utoledo.edu/financialaid/loans/Alternative%20Loans.html) for more detailed information.
• Check with the lender for the interest rate, accrual time, and repayment information.

**Federal Pell Grant**

• Grants are federally funded and eligibility is need-based.
• Grants are available to undergraduate students working on their first bachelor’s degree. The award prorates based on the number of hours enrolled each term.
• The projected 2014-15 maximum academic year award is $5,645.
• This program is limited to 12 semesters.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

• Grants are federally funded and recipients must demonstrate high need to be eligible.
• Recipients must also have Federal Pell Grant eligibility.
• Grants are available to undergraduate students working on their first bachelor’s degree.
• At least half-time enrollment is required.
• There is a limited pool of money for awards; the maximum yearly award is $600.

**Federal TEACH Grant Program**

• The new [Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program](http://www.utoledo.edu/financialaid/loans/Federal%20TEACH%20Grant%20Program) provides up to $3,964 per year (amount may change effective October 1, 2014) in grants for graduate and undergraduate students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low-income families.
• The purpose of the Teach Grant is to meet the critical need of children attending low-income schools to have highly qualified teachers in high-need fields. Studies show quality teachers are the single most important factor in student achievement.

• The annual award for an eligible undergraduate (including post-baccalaureate) or graduate student is:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Award Amount</th>
</tr>
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<tbody>
<tr>
<td>12 or more hours</td>
<td>$3,964</td>
</tr>
<tr>
<td>9 – 11 hours</td>
<td>$2,972</td>
</tr>
<tr>
<td>6 – 8 hours</td>
<td>$1,982</td>
</tr>
<tr>
<td>5 or less hours</td>
<td>$990</td>
</tr>
</tbody>
</table>

• The Office of Student Financial Aid will notify you if you meet the institutional criteria to be eligible for TEACH. To be considered for notification, a student must:

1. File the 2014-2015 Free Application for Federal Student Aid (FAFSA)
2. Meet general Title IV student eligibility criteria
3. Maintain a cumulative GPA of 3.25
4. Have successfully achieved professional standing (undergraduate students) or be enrolled as a graduate student at the UT College of Education in an eligible program.

Ohio College Opportunity Grant (OCOG)
• Grants are funded by the State of Ohio and eligibility is need-based.
• Grants are available to undergraduate students working on their bachelor’s degree.
• Recipients must be Ohio residents.
• The award amount prorates for part-time enrollment down to half-time.
• The projected 2014-15 maximum academic year award is $920.

Federal Work-Study (FWS)
• The program is federally funded and eligibility is need-based.
• Awards are earned by working for eligible employers on campus or in community service jobs.
• Awards are based on working 10-20 hours per week; earnings are paid via bi-weekly paychecks.
• Recipients must be enrolled at least half-time in a degree or certificate program. An exception to the half-time enrollment requirement may be made for certain summer unpaid internships and co-ops through specific professional programs of study.
• Students locate jobs by reviewing job listings online at [http://www.utoledo.edu/utlc/career/studentemployment/student_employment.html](http://www.utoledo.edu/utlc/career/studentemployment/student_employment.html).
• There is a limited pool of money for awards.