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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. You and your family have the primary responsibility for paying college costs. The following formula will help explain the need concept of financial aid eligibility.

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

Cost of Attendance (or Budget)

This is an estimate of what it will cost to attend Shawnee State University for one academic year, including estimated living expenses. Budgets are prepared in the Financial Aid Office using federal guidelines and regulations. Each budget contains allowances for tuition, room and board, books and supplies, transportation, and miscellaneous personal expenses. All amounts are estimated and subject to change.

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 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 Financial Aid Office will try to meet this figure when awarding financial aid. All other aid that is received must be considered as a resource when determining your eligibility for need-based aid (i.e. veteran's benefits, scholarships, Workforce Investment Act (WIA), etc.)

Additional Eligibility Information

The amount and type of aid you were awarded in some programs were based on important student status factors including:

Residency

Your residency classification is determined when you are admitted to Shawnee State University. Questions regarding residency can be directed to the Office of the Registrar.

Class Level

Federal Direct Loan award amounts are determined in part by your academic class level at the time of awarding. If you will advance to a different academic class level, contact the Financial Aid Office about additional eligibility.

Enrollment Status

Unless otherwise stated, awards are based on full-time (at least 12 credit hours) enrollment each semester. Less than, or adjusting to less than full-time enrollment may affect your award eligibility or award amounts.

Grade Point Average

Some awards are based on grade point average. Institutional scholarships also have a minimum grade point average requirement. Make sure you know the requirements for all of the financial aid you receive.

Credit hour completion

Some awards are based on credit hours completed. For example, the President's Scholarship requires that a student complete 30 credit hours during the year in order to renew the scholarship. Make sure you know the requirements for all of the financial aid you receive.

Summer Semester Eligibility

To apply for federal aid for summer semester 2011, complete the 2011-2012 FAFSA. If you would like to use financial aid for summer semester, complete the Request for Change form and/or the Federal Direct Loan Change Request Form and submit it to the Financial Aid Office. Forms are available on the Financial Aid website.

Through the Higher Education Opportunity Act, the Pell Grant can now be awarded year round. Therefore, a student can receive Pell for the summer semester. For additional information visit the Financial Aid website.

The Federal Direct Loan annual limits remain the same. The loan is divided among the three terms.

Institutional scholarships that are used for summer will use one semester of the scholarship regardless of the number of credit hours taken during summer semester.

Summer and any term that offers courses with staggered start dates may cause disbursement of aid to be held until the start of the course that brings you to the number of credit hours required for aid disbursement.

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

Preparing Your Budget

We recommend that you use the worksheet at the end of this document to plan a budget that meets your needs. Remember to allow for personal expenses and transportation. ***Please remember that this is only an estimate.***

If you cannot cover the net cost out-of-pocket, additional loan funding is available by applying for a Parent PLUS loan or an alternative loan. You may also consider the Short Term Loan Plan offered through the Bursar's Office.

Delivery of Your Financial Aid

Managing Your Data

We encourage you to visit MySSU weekly to manage your business and be aware of your status and important deadlines regarding enrollment, financial aid, billing, and payments. Also review your Official Notification portal via MySSU at least once a week. Financial aid updates and information will be sent to this official account only.

The following are just a few of the activities you can do on-line:

- Review term course schedules
- Add and drop courses
- View grades
- Track documents requested for verification
- View your financial aid package
- Accept and decline aid awards
- View your course and fee statement
- Pay your bill

Your Course and Fee Statement

Your course and fee statement identifies the charges you have been assessed for the semester including tuition, fees, on-campus housing, and meal plans. Please contact the Bursar's Office if you have questions regarding your billing statement.

How to Receive Your Aid

Grants, scholarships, and loans administered by the Financial Aid Office are applied directly to your student account to pay for university billed charges. Aid in excess of charges will be available for use at the bookstore approximately two weeks before the beginning of the term. Any remaining funds will be mailed during the second week of the semester provided that you have:

- Accepted your financial aid awards. You must do this online through your MySSU account.
- Signed the Master Promissory Note for your student loan and completed entrance counseling (if applicable).
- Enrolled and attend at least six credit hours for loan disbursement and 12 hours for full grant disbursement.

You must keep your address current in order to receive mailed checks without delay. Contact the Student Business Center to make any changes to your address.

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 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 personal and miscellaneous expenses. Before you begin working, make sure the appropriate paperwork is completed in order to receive payment for the work you have done.

If you receive a scholarship from an outside source, send the check directly to the Student Business Center where it will be applied to your student account. Unless we receive specific instructions from the donor, scholarships of \$500 or less will be applied in full to your current 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 payment deadline date and you have a balance remaining on your account, you will need to make payment arrangements with the Bursar's Office to avoid a late payment fee. If the scholarship creates a credit balance on your account, the credit will be released to you unless the scholarship is nonrefundable. If the check is made payable to both you and Shawnee State University, you will be asked to endorse the check prior to it being applied to your account. If the check is made payable to you only, it is your responsibility to notify the Financial Aid Office that you received the scholarship money.

Terms and Conditions

When you accept aid you agree to fulfill all of the following responsibilities, in addition to the terms and conditions set by federal regulations.

1. Meet enrollment requirements to receive financial aid.
 - When your eligibility for financial aid is determined, the award is based on full-time enrollment (12 hours or more per semester). Restrictions regarding the eligibility of funds for less than 12 hours of enrollment are: If you drop below full-time status after the start of the semester or if you do not attend 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.

- If you enroll for less than six credit hours a semester, you will not be eligible to receive some types of financial aid.
- The Pell Grant and Ohio College Opportunity Grant (OCOG) award will be reduced proportionately if you are enrolled in fewer than 12 hours per semester.
- If you borrow a Federal Direct (Stafford or PLUS), you must enroll and attend a minimum of six hours per semester to maintain eligibility.
- 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 only for educational expenses incurred at Shawnee State University for the 2011-2012 academic year. When you accept this aid you are authorizing Shawnee State University to apply your awards directly to charges on your student account, provided you complete all eligibility requirements. Excess refundable awards will be released to you.

3. Notify the Financial Aid of additional assistance.

If you receive additional funds not noted on your financial aid awards, report them immediately to the Financial Aid Office, even if you believe the agency making the award will also notify us.

4. Default Status.

If you are in a default status on any federal education loan or owe a refund on any federal grant received at a post-secondary institution, you will not have eligibility for further federal grant and loan funds.

5. Maintain satisfactory academic progress.

You must demonstrate satisfactory academic progress toward completion of your degree.

Satisfactory Academic Progress

The following is the Satisfactory Academic Progress policy at Shawnee State University.

Maintain Grade Point Average

Students must meet the grade point average requirements as defined in the "Academic Policies" section of the current Shawnee State University catalog.

The student's cumulative grade point average will be reviewed each semester to ensure the following:

Credit Hours Attempted	Cumulative Grade Average
Up to 27	1.00
28-36	1.30
37-43	1.55

44-50	1.80
51-57	1.96
58 and above	2.00

Complete 66 percent of Attempted Credit Hours

Satisfactory progress shall be evaluated each semester. Following the first semester which the student fails to meet minimum credit hour requirements, the student shall receive a financial aid warning letter. Following the second consecutive semester, financial aid will be terminated. Students who receive the following grades are considered to have attempted those credit hours: withdrawals (WD), incomplete (I), no credit (NC), failure (F), and all passing grades (A, B, C, D, and P). Course repetitions (R) count as hours attempted.

Complete your Degree within a Specified Time – 150% of Graduation Requirements

The financial aid regulations permit a student to use financial aid until the student has attempted 150 percent of graduation requirements. Bachelor degree students are eligible to receive federal aid through the semester in which they attempt to earn their 186th credit hour. Associate degree students are eligible to receive federal aid through the semester in which they attempt to earn their 90th credit hour.

Students are encouraged to talk with financial aid whenever their course load is reduced, they totally withdraw from classes, or they are dismissed. The effects of the change in credit hours will be discussed and eligibility for future financial aid will be determined.

Federal regulations require adjustment of financial aid awards for students who do not begin attendance in all classes upon which the awards were based. Adjustments are based on records from the Office of the Registrar, including add/drop and withdrawal forms. Students are required to repay adjustment amounts.

Reinstatement of Financial Aid Eligibility

If you lose your federal financial aid eligibility by not making satisfactory academic progress, you may re-establish it by:

- Completing the number of credit hours you are lacking at your own expense and/or complete enough credit hours at your own expense to achieve the minimum cumulative grade point average required. When these credit hours are completed, notify the Financial Aid Office so your financial aid can be reinstated. OR
- If special circumstances exist, complete the Petition for Reinstatement of Financial Aid and submit it to the Student Business Center. We will review your appeal. If the appeal is granted, you will be placed on financial aid probation and you will be eligible for federal financial aid.

Special Circumstances

We recognize special circumstances may affect your ability to pay college costs. Circumstances that will be considered include:

- Loss of earnings due to job loss, change in job, furloughs or loss of overtime hours.
- Loss of untaxed income such as child support, unemployment, or worker's compensation.
- Change in 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 or tuition paid for elementary or secondary private school

If such a circumstance arises, complete the 2011-2012 Special Condition Form and return it to the Student Business Center with all requested documentation. If documentation is not provided, the form will be returned. The form is available on the Financial Aid website.

Your application will be reviewed and it will be determined if a re-evaluation of your aid eligibility can be considered. If the supporting documentation is sufficient, the Financial Aid Office will adjust your application information to reflect your special circumstance. If not, additional documentation may be requested.

Next Steps to Take

Now that you have reviewed and understand your financial aid awards, you need to make some decisions. The following is provided to assist you in how to communicate your decisions to us.

1. Please respond to any requests for additional information as quickly as possible.
2. You must accept or decline your financial aid awards through MySSU before the financial aid is applied to your account.
3. If you accept a Federal Direct loan and are a first-time borrower, you are required to complete a Master Promissory Note and entrance counseling before the loan will be applied to your account.
4. All parents applying for a Federal Direct PLUS loan for the first time will need to complete a Master Promissory Note before the loan can be applied to the student's account.

What to Do Later – Re-applying for Financial Aid

Your eligibility and financial aid awards are determined for one academic year only. You must re-apply for financial aid each year. In order to apply for financial aid for the 2012-2013 academic year, you will need to complete a FAFSA form. Applications will be available beginning January 1, 2012. You may apply online using your PIN. You may receive a request for additional information from the Financial

Aid Office. You will also need to re-apply for aid from outside sources. It is your responsibility to know the application requirements and deadlines from other sources of aid that you have received. SSU Development Foundation scholarship applications will be available in September 2011 for the 2012-2013 academic year.

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 will result in a refund of instructional, general, and technology fees. Financial aid programs may 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 refund policy on the Bursar's Office website.

In addition, if you withdraw from your courses, the Financial Aid Office 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 Financial Aid Office is responsible for returning funds in the following order:

1. Federal Direct Unsubsidized Loan money
2. Federal Direct Subsidized Loan money
3. Federal Direct PLUS Loan money
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)
6. TEACH

Important Loan Information

It is important you understand your loan program and your rights and responsibilities as a borrower. Your promissory note will explain repayment options, grace period, time of repayment, deferment and cancellation opportunities, and the interest rate. Please read it carefully! The loan amount on your financial aid notification is the maximum amount you are eligible to receive. For optimum loan management, refer to the budget worksheet as you may not need to borrow as much as you have been awarded. Borrowing is a necessity for many; manage your student loan debt carefully and do not borrow unnecessarily.

Federal Direct Loans – Subsidized and Unsubsidized

Based on your grade level and the information provided on your FAFSA, you may receive a Federal Direct Loan in the form of all subsidized, all unsubsidized, or a combination of both. Subsidized loans

are loans for which a borrower is not responsible for the interest while in an in-school, grace, or deferment status. Unsubsidized loans are loans for which borrowers are fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues through the life of the loan. For additional information on Federal Direct Loans, please visit the Financial Aid Office website.

If you accept a Federal Direct Loan and are a first time borrower, the master promissory note and entrance counseling may be completed electronically. Students must have their federal PIN to complete the promissory note online.

Federal Direct Loans and PLUS loan awards have an origination fee. Because of this, the actual loan amounts applied to your student account will be lower than those listed on your financial aid award notice.

Federal Direct PLUS Loans

Federal Direct PLUS Loans are intended to assist families who have remaining financial need after other forms of aid have been awarded. Students that have indicated on the FAFSA that they will be living on campus will automatically get a Federal Direct PLUS loan offer. If offered a Federal Direct PLUS Loan, the student must accept the loan through MySSU. The parent borrower then needs to complete the Federal Direct PLUS Loan Request Form. If this is the parent's first Federal Direct PLUS Loan, a Master Promissory Note must be completed. This is a credit based loan. If your parent is denied the Federal Direct PLUS Loan through the credit process, you can apply for additional unsubsidized Federal Direct Loan funds, however, the amount available will be limited based on your grade level. For more information and the necessary forms, please visit the Financial Aid Office website.

Alternative Loan Sources

You may decide that the loans offered through the Federal Direct Loan Program will not meet your needs and 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. Shawnee State University will process an alternative loan from any qualified lender that you select.

Estimated Cost Worksheet

This worksheet will assist you in determining costs at Shawnee State University for fall and spring semesters only. All amounts are estimates **(based on 2010-2011 tuition and housing rates)** of costs normally reflected on a tuition bill. Actual costs will be reflected on your tuition bill.

A. Estimated Direct Costs

Undergraduate Tuition	Semester		Year	
Full-time (12 to 18 credit hours)				
Ohio Resident	\$3,273.00*		\$6,546.00*	
Out-of-State	\$5,595.00*		\$11,190.00*	
Room Rates (based on double occupancy)				
Campus View	\$2,567.00		\$5,134.00	
Tanner Place	\$2,567.00		\$5,134.00	
Carriage House	\$2,560.00		\$5,120.00	
Cedar House	\$2,333.00		\$4,666.00	
University Townhouse	\$2,118.00		\$4,236.00	
Meal Plans (19 meal plan required for ALL freshmen students.)				
19 meals per week	\$1,539.00		\$3,078.00	
15 meals per week	\$1,439.00		\$2,878.00	
12 meals per week	\$1,272.00		\$2,544.00	
Communication Fee				
	\$102.00		\$204.00	
Matriculation Fee (One time Freshman Fee)				
	\$ 25.00		\$ 25.00	
Total Estimated Direct Costs		\$		\$

*Additional laboratory fees may apply for specific classes and are not included in tuition estimates.

B. Additional Cost Estimates

	Semester		Year	
Books	\$720.00		\$1,440.00	

Costs for transportation and personal care items are allowable educational expenses, but have not been included in the cost estimates.

C. Estimated Financial Aid

	Semester		Year	
Pell Grant				
Supplemental Educ. Opty. Grant (SEOG)				
ACG/SMART Grant				
Ohio College Opportunity Grant				
Direct Loan				
Additional Direct Loan				
Parent PLUS Loan				
Other Student Loans				
Scholarship				
Other Financial Aid				
Total Estimated Financial Aid				

D. Estimated Balance

	Semester		Year	
Direct Costs from Part A				
Additional Costs from Part B				
Minus Estimated Financial Aid from Part C				
Balance remaining	\$		\$	