



## TERMS AND CONDITIONS OF YOUR FINANCIAL AID AWARD LETTER 2008-2009

*This document contains vital information regarding your financial aid award letter. You agree to these conditions when you accept the award. Please read carefully and be aware of the conditions.*

### GENERAL REQUIREMENTS

1. By accepting the funds on your award letter, you affirm that any funds received under any federal or Colorado student aid programs will be used solely for expenses related to attendance or continued attendance at the University of Northern Colorado.
2. Additional assistance including scholarships, graduate or teaching assistantships and veterans' benefits can result in adjustment, cancellation, or repayment of aid offered by the University. Any funds received in excess of need or UNC budget will require an adjustment to your awards.
3. Declined funds may not be replaced with institutionally controlled grant funds.
4. You may have your financial need recalculated if there has been a significant change in your family financial situation, however, this may not result in an increase in aid.
5. The Office of Financial Aid reserves the right to review, adjust or cancel awards at any time due to changes in student finances, residency or academic status or because of adjustments in federal or state regulations, funding, computation error or receipt of additional aid or scholarships.
6. You **may not** receive assistance from any other institution of higher education while you are receiving assistance at UNC.
7. Second Bachelor degree and Teacher Licensure candidates are eligible for loans and work study at the undergraduate levels. If you are in a Teacher Licensure program only, you may be eligible for Pell Grant.
8. Financial aid is not automatically renewable; you must apply every year to be considered. To receive preferential consideration for the next academic year, the Free Application for Federal Student Aid (FAFSA) or Renewal Application must be processed by March 1.
9. If you receive a Graduate/Teaching Assistantship your Graduate Grant may be cancelled. If you receive a Trustee Grant (Dependent Tuition Grant) you are not eligible for Graduate/Teaching Assistantship tuition grants.

### ENROLLMENT REQUIREMENTS

1. To receive aid you must be enrolled at UNC in a degree-granting program. Students admitted on a conditional basis to a graduate program will be eligible for Federal Stafford and/or Unsubsidized Stafford Loans for one semester only provided all other eligibility requirements are met.
2. Undergraduates must enroll in and maintain at least 12 credit hours per semester to be considered full-time.
3. Graduate students must enroll in and maintain at least 9 credit hours per semester to be considered full-time.
4. You cannot use the following to meet the hours requirement:
  - Independent study courses (need prior approval)
  - Any remedial courses (course number less than 100) offered through Aims Community College or UNC,
  - Non-credit courses, workshops or audited courses, or any courses taken at Aims Community College through the

UNC/Aims Cooperative Registration Agreement

- Any courses taken at another institution during the term(s) funded through UNC.
5. You may have special requirements that need to be fulfilled before receiving financial aid if you are enrolled in any of the following:
    - National Student Exchange Program (NSE)
    - International Student Exchange Program (ISEP)Please contact the Office of Financial Aid for details regarding the requirements of your program. You are responsible for completing any additional paperwork for these programs before you can receive your financial aid for the semester.

### HOW TO RECEIVE YOUR MONEY

Disbursement: The *University Bulletin* and *Schedule of Classes* (available online) outline the requirements for payment of student accounts. Payment dates contained in these documents apply to *all* students, including financial aid recipients. You may receive your financial aid on the first day of the appropriate term. **You must pay your total bill at Accounting Services by the tenth class day of the semester. If the total bill is not paid by that date, you will receive a monthly bill from Accounts Receivable for all unpaid charges. A 1.75% service charge is added monthly based on the balance.**

All requirements posted by the Office of Financial Aid must be on file and considered complete by August 8, 2008 for the start of fall semester 2008. If you turn in documents for review after August 8, or your documents are incomplete and your financial aid is not applied to the bill by the due date, you will be responsible for all service charges incurred.

Most financial aid is applied directly to your university bill and amounts are reflected on the bill. All grants are automatically credited to the account. Federal Perkins, Federal Stafford (subsidized and unsubsidized) and PLUS Loans are credited after all loan paperwork is done, entrance counseling has been completed, and your lender has sent the funds.

If the amount of your financial aid exceeds the amount due to the University, Accounting Services will then refund the balance of your aid for the term, either by direct deposit or paper check. Adjustments to your aid and subsequently your bill may be made any time additional aid and scholarships are received. *Reminder:* You must earn your work study award. It is not credited to your bill.

Financial aid cannot be disbursed after the term has ended or between semesters. If Fall Stafford funds are approved after the end of the semester, the funds cannot be disbursed until Spring semester begins. If you are not enrolled Spring, then a late disbursement may be pursued.

## **ENTRANCE AND EXIT COUNSELING**

You will be required to complete entrance counseling if you received a loan while attending another school or you have not previously completed a counseling session at UNC. You may complete entrance counseling online at [www.unco.edu/ofa](http://www.unco.edu/ofa), click on Entrance Counseling.

In addition, student borrowers who are graduating must complete an exit interview during the last semester of attendance. You will receive information on completing an exit interview. Failure to complete exit counseling will result in a hold on all University services and materials including transcripts, diplomas and registration.

## **CANCELLATION OF AWARDS**

Funds offered may be cancelled if

- the award letter is not completed within the specified time frame
- the hours requirement is not met by the drop/add deadline
- you are on financial aid suspension

## **SUMMER**

Award letters are for fall and spring semesters. Be aware that if you borrow the maximum amount for the academic year, you will not have any loan eligibility for summer term. To receive financial aid for summer 2009 you must complete the FAFSA for the 2008-2009 year. You must also complete an institutional summer application available online at [www.unco.edu/ofa](http://www.unco.edu/ofa). The summer application is available March 1 and is due in the Office of Financial Aid by June 20, 2009.

## **REPAYMENT OF TITLE IV AID DUE TO WITHDRAWAL**

If you withdraw from school at any time during the semester, a portion of the aid you received for that term may have to be repaid to its source. The refund schedule established by UNC is published in the Bulletin. The entire financial aid Return of Title IV Funds Policy is available on our website. Funds offered for subsequent terms may be subject to cancellation, including any federal or state work study funds not used. You may be placed on Financial Aid Suspension as a result of withdrawing.

## **LAST DATE OF ATTENDANCE**

At the end of each semester, the Office of Financial Aid receives a report of students who were awarded and disbursed aid but whose records show all Fs or UWs for the semester. Often students who receive all Fs or UWs stopped attending class but did not withdraw from UNC.

Federal regulations require an official date of withdrawal so that we may calculate the refund due to the financial aid accounts. If there is no withdrawal date and you receive all Fs or UWs, then we will assume you only completed 50% of the semester. Financial aid will then apply the withdrawal policy based on the 50% completion date to determine how much money is owed to the financial aid accounts.

You will receive a bill from the UNC Accounts Receivable Office for the amount of aid we return to the Federal and State programs. You will also be placed on financial aid suspension. This will override any probation letter you may receive.

## **YOUR RIGHTS AND RESPONSIBILITIES**

You have the right to

- \* receive factual information about costs, aid opportunities, program policies, etc., through publications, correspondence, and online services.
- \* confidentiality. All financial aid information submitted to the Office of Financial Aid will remain confidential according to the University policy regarding the release of information from student records pursuant to the Family Educational Rights and Privacy Act of 1976.
- \* an answer. Any questions concerning the determination of your award can be answered by a staff member in the Office of Financial Aid.
- \* accept all or part of the assistance offered. Award of one type of aid is not contingent upon acceptance of another.
- \* have your financial need recalculated if there has been a significant change in your family financial situation. This may not result in an increase in your award.
- \* examine your financial aid records. You may request an appointment with a financial aid administrator. Dependent students cannot review their parents' income information. Parents/spouses cannot view an independent student's information without written consent.
- \* fair treatment. The University of Northern Colorado does not discriminate on the basis of race, color, sex, national or ethnic origin, physical or mental disability, veteran status or age.
- \* other consumer information. See the University website at [www.unco.edu](http://www.unco.edu).

You are responsible

- \* along with your parents, if you are a dependent student, for meeting your college costs. Financial aid may be available when your resources are not sufficient to meet those costs.
- \* for supplying accurate information on all forms submitted. Funds obtained on the basis of false or misleading information must be repaid, could result in criminal prosecution, prison sentence and/or \$10,000 fine pursuant to U.S. Criminal Code and Colorado Criminal Code.
- \* for reporting any assistance received from sources other than the UNC Office of Financial Aid.
- \* for submitting all requested documentation by the required date.
- \* for responding to all requests from the Office of Financial Aid in a timely manner.
- \* for reporting any change in circumstances that might affect your eligibility for financial aid. These changes include residency, enrollment status (withdrawing from a class or from school), class standing, increase or decrease of financial resources and marital status. Any funds received in excess of need or the UNC budget amount will require an adjustment to your awards.
- \* for using financial aid funds for expenses related to your attendance at the University of Northern Colorado.
- \* for repaying all types of loan assistance. You must inform lenders of any changes in your name, address or enrollment status while you are attending school or after you leave or graduate.
- \* for being aware of all conditions that relate to the receipt of your financial aid.
- \* for meeting the Standards of "Satisfactory Academic Progress" available at [www.unco.edu/ofa/downloads/downloads/asp](http://www.unco.edu/ofa/downloads/downloads/asp).