

Make The Most Of Your Financial Aid



A Guide To Financial Aid Information

UNIVERSITY of SAINT FRANCIS

Read Your Award Statement

1

Your Financial Aid Award Notification from the University of Saint Francis indicates the types and amounts of estimated financial aid that you are anticipated to receive for both fall and spring semesters.

The University of Saint Francis is considered a NOTIFICATION school. It is your responsibility to notify the Office of Financial Aid, in writing, if you do not accept all or part of the award (s) offered.

Please review your enrollment status and housing status.

Enrollment Status

- Full Time is 12 or more hours Undergraduate, 9 or more hours Graduate.
- 3/4 Time is 9-11 hours Undergraduate.
- 1/2 Time is 6-8 hours Undergraduate and Graduate.
- Less than 1/2 Time is 1-5 hours Undergraduate and Graduate.

Housing status

- On Campus
- Off Campus
- Living with Parent

If no changes need to be made, then proceed to step three. If updates or changes need to be made, then you must.....

Revise and Update Your Financial Aid Package

2

If you need to revise your award notification or decline any of your aid, email the Office of Financial Aid at finaid@sf.edu from your studentmail account:

If you would like to decline any of your aid, please state in your email which awards you are declining for the year, or if you only want to decline for one semester, specify which semester.

If you need to make changes to your housing or enrollment status, indicate in your email finaid@sf.edu your corrected information and to which semester the change applies.

Make sure to include your full name and ID number in your email and send the message from your studentmail account.

It is **your responsibility** to notify the Office of Financial Aid immediately of any of the following changes:

- If you are not accepting any or part of the awards.
- If you have any change in the number of credit hours for which you are enrolled.
- If your housing status changes.
- If you are receiving any outside funding.

The University of Saint Francis may adjust your financial aid package to reflect changes to your personal or financial circumstances or as new resources become available. If a change in your aid package is required, we will send you a revised award notification.

Awards from federal, state and private sources are dependent on receipt of those funds from the appropriate agencies. You are responsible for any re-application processes required to continue to receive these funds.

You must maintain satisfactory academic progress and maintain the appropriate GPA as stated on the University of Saint Francis Financial Aid web page, the catalog and page 12 of this brochure.

Funds will not be disbursed if your financial aid file is incomplete.

Review Your Plan to Pay

3

After you have updated your award and returned it to the Office of Financial Aid, or if you did not need to make any changes, you will receive a letter from the Business Office containing a billing statement and a Student Account Payment Worksheet.

Billing statements are issued every semester and indicate the tuition, fees and other costs charged to your account, as well as payments received and scholarships applied. If you have any questions concerning your statement, please call the Business Office at 260-399-8004.

Take note of the "Payment Due" Date on your billing statement!

STUDENT ACCOUNT PAYMENT WORKSHEET	
SEMESTER I, FALL 2010	
Return to: Business Office University of Saint Francis 2701 Spring Street Fort Wayne, IN 46808	Student Name (Please Print) _____ Student Identification Number _____
<i>(Please refer to the enclosed instructions when completing this worksheet)</i>	
(1) Student Account Billing for Semester I, Fall 2010	\$ _____
(2) Deductions from Financial Aid Award Notification	
Federal Grants	(\$ _____)
State Aid	(\$ _____)
USF Awards	(\$ _____)
Other Scholarships (explain) _____	(\$ _____)
(3) Deductions for Loans	
Stafford Subsidized Loan \$ _____ x 99.5 %	(\$ _____)
Stafford Unsubsidized Loan \$ _____ x 99.5 %	(\$ _____)
Parent Plus Loan \$ _____ x 97.5 %	(\$ _____)
Other Loans (explain) _____	(\$ _____)
(4) Other Deductions (explain) _____	(\$ _____)
(5) Balance Due to University of Saint Francis	\$ _____
<i>(A negative amount indicates an Anticipated Financial Aid Disbursement)</i>	
<hr/>	
(6) Payment of Balance Due	
\$ _____ Employer Reimbursement Plan	
\$ _____ Monthly Payment Plan (Dec. 1- April 1 for Spring); \$ _____ per month.	
<i>(Must enroll through Tuition Management System; 1-888-713-7234 or www.usf.edu/options)</i>	
\$ _____ Other (explain) _____	
\$ _____ Payment Enclosed	
I hereby agree that my Title IV funds may be used to pay any charges from the University of Saint Francis.	
Signed _____	Date _____
<hr/>	

Record Your Plan on the Student Payment Worksheet

4

On the back of your statement you will find a Student Account Payment Worksheet. A sample is provided on page 3. This worksheet helps you determine what portion of your tuition and fees you will need to pay from your own resources and is essential in managing the financial aspects of attending college.

Complete the worksheet by adding the charges listed on your billing statement and writing them in Section 1. Then in Section 2, 3 and 4 insert the amount of grants, awards, scholarships, and loans that you have received from the Office of Financial Aid, which you can find on your Financial Aid Award Notification. Please note that your billing statement may not reflect your entire financial aid package—it is necessary to use the information from your Financial Aid Award Notification.

Next, Subtract the items in Section 2 , 3 and 4 from the total in Section 1. If you have a remaining balance, indicate how you will pay the remaining balance in Section 6.

Sign and date the worksheet and return it to the Business Office before the due date indicated on your billing statement. This worksheet acknowledges your responsibility to your student account and must be returned every semester, even if it results in a negative or “zero” balance.

Still have questions? You can call the Business Office at 260-399-8004, or e-mail at busofc@sf.edu. Our website at www.sf.edu contains many helpful links to other resources as well.

Important Information About Your Financial Aid

Federal Grants

Federal Pell Grants— The Federal Pell Grant is awarded to undergraduate students who demonstrate need as determined by the completion of the FAFSA. This grant is prorated based on enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)— FSEOG funds are awarded to undergraduate students who demonstrate exceptional financial need as determined by the FAFSA.

Academic Competitiveness Grant (ACG)—The ACG is awarded to first and second year undergraduate students who are eligible for the Federal Pell Grant. Students must have completed a rigorous secondary school program of study (after 1/1/06 if a first-year student and after 1/1/05 if a second-year student). Students must have a cumulative 3.0 GPA during the first academic year to receive funding for the second year.

National Science and Mathematics Access to Retain Talent (SMART) Grant— The National SMART Grant is awarded to third and fourth year undergraduate students who are eligible for the Federal Pell Grant. At USF, recipients must major in Biology, Chemistry, General Science, Environmental Science, or Mathematics and maintain a 3.0 GPA.

Grants from the State of Indiana

Frank O’Bannon Grant Program (Indiana Higher Education Award and Indiana Freedom of Choice Grant) and 21st Century Scholars—These grants from the State of Indiana require full-time, undergraduate enrollment. A FAFSA must be received by the processing center on or before March 10 prior to the academic year.

- The State Student Assistance Commission of Indiana (SSACI) will officially notify you of your eligibility for these awards.
- University of Saint Francis (School Code: 001832) must be listed as the “college choice” on your SSACI grant notification. If you need to change your college choice, you should mail the appropriate copy of the grant notification informing SSACI of the change or update your information at www.in.gov/ssaci. On the website you will select eStudent, confirm your identity and then select “change college ” on the toolbar. Once you have submitted this change, please print a copy for your records.
- All requests for information and/or corrections from SSACI must be completed by May 15 prior to the academic year.
- It is your responsibility to maintain eligibility for state awards as determined by SSACI. Visit the SSACI website at www.in.gov/ssaci or contact the Office of Financial Aid for eligibility requirements.

Important Information About Your Financial Aid

Part-Time State Grant— This grant is awarded to part-time undergraduate students who demonstrate financial need. Funds are limited and prorated based on enrollment. Students must have University of Saint Francis listed as the “college choice” with SSACI.

Requests not completed by the May 15 deadline will result in the loss of award monies. State awards are limited by annual maximums, as determined by SSACI.

Individual Scholarship/Grant programs have requirements in addition to the conditions previously outlined. For complete current list of institutional grants and scholarships, visit our website:

www.sf.edu/financialaid/sources.shtml

Financial Aid Awards from Outside Sources

- You must report scholarships, grants, veteran’s education benefits, employer reimbursement, or other types of funding from outside organizations to the Office of Financial Aid.
- A revision in your financial aid award may be necessary to comply with federal regulations and funding criteria.
- Funds listed as “outside” on the Award Notification are estimated until dollars are received from awarding agencies. It is the student’s responsibility to work with the outside agency to ensure receipt of funds.

Federal Work-Study Program

This program requires that a student demonstrate financial need. A student’s eligibility is determined during the financial aid award process. Students will receive a paycheck every two weeks rather than having it deducted from their bill. A job fair is held each semester for students to find a job on campus in order to earn their Federal Work-Study dollars. Attendance at the job fair is required to complete the paperwork necessary to begin working on campus.

Federal Stafford Loan Subsidized/Unsubsidized

- These federal loans offer a fixed interest rate for loans disbursed after July 1, 2006. For the most current interest rate, please visit our website at www.sf.edu/financialaid/loans. Students must be enrolled at least half-time to qualify. Payment is deferred while student is enrolled at least half-time and during the six month grace period.
- There are two types of loans, subsidized and unsubsidized. Students must demonstrate financial need to qualify for a subsidized loan. The federal government will pay (subsidize) the interest that accrues on the loan while the student is enrolled at least half time and during the grace period. Unsubsidized loans are not need-based, and the student is responsible for paying the interest that accrues until the loan is repaid in full. The student can opt to pay the interest while in school or allow it to be capitalized (added to the principal of the loan) when he or she goes into repayment.
- Students obtaining a Federal Stafford loan for the first time at the University of Saint Francis are required to sign a Master Promissory Note(MPN). The MPN is valid for 10 years and will be used for future certification of all Stafford loans while attending the University of Saint Francis. The MPN is available online at www.sf.ed/financialaid. Select the link “Sign Federal Stafford Master Promissory Note (MPN).”
- New students to the university must also complete an entrance counseling session prior to obtaining a Stafford loan. Entrance counseling is available online at www.sf.ed/financialaid. Simply click on the link marked “Entrance Counseling.”
- All students are notified each academic year of their loan eligibility. Loan eligibility will automatically be processed and disbursed for each semester of enrollment for students with a valid MPN. It is the student’s responsibility to notify the Office of Financial Aid if the student wishes to decline all or part of a loan.

(Cont. on next page)

Important Information About Your Financial Aid

(Cont. from last page)

- Loan eligibility is limited by both annual borrowing limits and cumulative borrowing limits. Annual borrowing limits are based on the student's academic grade level. For dependent students, the cumulative loan limit is \$31,000 (no more than \$23,000 of the loan may be Subsidized). Independent undergraduates have a cumulative limit of \$57,500 (no more than \$23,000 of the loan may be subsidized). Graduate students have a cumulative limit of \$138,500.

Federal Perkins Loan

- Eligibility is based on need and is determined by the Office of Financial Aid. Funding is limited.
- Eligible students must be enrolled at least half time (six credit hours per semester) and complete a promissory note before funds can be disbursed.

Federal Parent PLUS Loan

- Natural or adoptive parents or step parents (in some cases) of eligible dependent undergraduate students who are enrolled at least half time may apply for this loan.
- Eligibility is based on credit, and parents must be U.S. citizens or eligible non-citizens.
- Parents may borrow up to the total cost of education, minus all other aid received.
- Repayment begins within 60 days after the loan is fully disbursed. Although interest will accrue, payments may be deferred while student is in school. The loan has a fixed interest rate of 7.9 percent for loans disbursed after July 1, 2006.

Federal Graduate PLUS Loan

- Graduate Students may borrow on their own behalf up to the cost of attendance, minus any other aid received.
- The student must be a U.S. citizen or permanent resident and be enrolled at least half time.
- Eligibility is subject to a credit check.
- Student may qualify for in-school deferment, though interest will accrue after full disbursement of the loan.
- The loan has a fixed interest rate of 7.9 percent.
- Applicants must complete a FAFSA and must have applied for their maximum annual loan eligibility through the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for the PLUS loan.
- Repayment of the loan will begin upon graduation.

Students obtaining a Grad PLUS loan for the first time must complete entrance counseling prior to obtaining the loan. Entrance counseling is available online at www.sf.edu/financialaid. Simply click on the link marked “Complete GradPLUS Entrance Counseling here.”



UNIVERSITY of SAINT FRANCIS

Important Information About Your Financial Aid

Application Process for Parent PLUS and Graduate PLUS Loan

To apply for a PLUS Loan. Graduate Students or Parents of dependant undergraduate students must:

1. Complete a Federal Master Promissory Note online at dlenote.ed.gov
2. Complete a PLUS Loan credit authorization form. This form can be printed at www.sf.edu/financialaid/forms.shtml

The MPN for the PLUS loan is good for 10 years; therefore, future PLUS loans for the same student will not require additional paperwork—only a credit check is needed. The credit check for subsequent loans can be initiated by complete at new PLUS Loan credit authorization form.

Alternative Loans

- These private, credit-based loans can be used to cover the cost of education minus all other financial aid.
- The student must be a U.S. citizen with a positive credit history.
- Interest rate is variable and based on credit.
- Required enrollment status varies based on lender.

For additional information on Alternative Loans, please contact the Office of Financial Aid at 260-399-8003, or online at www.sf.edu/financialaid.

Satisfactory Academic Progress for Financial Aid

Qualitative and Quantitative Measure

Recipients of student financial assistance are required to make satisfactory academic progress toward a specific educational objective or degree. The federal government's Department of Education has mandated that University of Saint Francis monitor and enforce these standards that are consistent with the educational mission of the university. This policy applies to all students receiving assistance from any financial program administered by the Office of Financial Aid at the University of Saint Francis. This policy is administered separately from the university's academic probation and suspension policy.

The Standards of Academic Progress for Financial Aid Funding are measured both qualitatively and quantitatively. The quantitative measure requires a minimum progressive accumulation of academic credits. Students must successfully earn 67 percent of the credits attempted at the University of Saint Francis. The qualitative measure requires maintenance of a specific minimum Grade Point Average as shown below:

Earned Credit Hours	Cumulative GPA
0-32	1.66
33-64	1.80
65+	2.00

Note that repeat courses and coursework assigned with grades of "W," "F" and "I" will not be counted as hours earned toward graduation, but will count toward attempted credit hours. Therefore when repeating a course that has been previously passed (grade "D" or above), the course will be counted as attempted hours each time the student enrolls in that same course (with the exception of sports participation credits). These factors should be kept in mind when planning a class schedule. For example, if a student takes REL 100 during fall semester and receives a grade of "D" or above and the student chooses to retake REL 100 during the spring semester, the student will have attempted six credit hours but will earn only three credit hours for the course.

Satisfactory Academic Progress for Financial Aid

The following table indicates the effect each letter grade has on the credit hours students attempt and the credit hours students earn.

Grade Received	Grade Counts Toward Attempted Hours	Grade Counts Toward Earned Hours
Passing Grades “A,” “B,” “C,” “D”	Yes	Yes
Repeated Course Previously Passed	Yes	No
Repeated Course Previously Failed	Yes	No
Fail– “F”	Yes	No
Withdrawal- “W”	Yes	No
Withdrawal- “WP”	Yes	No
Withdrawal- “WF”	Yes	No
Incomplete- “I”	Yes	No
Pass- “P”	Yes	Yes

Maximum Allowable Credit Hours for Undergraduate Degree Completion

Undergraduate students may not exceed 150 percent of the maximum published credit hours required for the degree program. The following information indicates the maximum amount of attempted credit hours for which a student may receive financial aid. Transfer credit hours from other institutions are counted toward the maximum credit hours for undergraduate program completion.

Limit of Attempted Credit Hours	Degree Type
192 credit hours	Bachelor's Degree
96 credit hours	Associate Degree
45 credit hours	Certification

All courses for which students receive a grade will be counted toward the duration of eligibility. Grades include but are not limited to F, I, W, WF, WP, A, B, C, D, P. Students exceeding the above stated limit of credit hours will not be eligible to receive financial aid.

Enforcement of the Standards

At the end of each academic year (end of spring semester), the Office of Financial Aid will review students' enrollment records. Students who fail to meet the standards at the end of the academic year will be placed on financial aid probation and notified in writing. Students who are placed on probation will be eligible to receive financial aid during the probationary period. The probationary period consists of the following two semesters after students have been informed of their probationary status. The probationary period is intended for students to improve their academic progress. Summer sessions are not considered semesters for financial aid probation purposes.

If a student has not met the standards of academic progress at the end of the probationary period, he/she will be placed on financial aid suspension and will not be eligible for financial aid. Students who have been suspended and have since improved their performance must submit a written request for reinstatement of their financial aid eligibility. This request must be submitted prior to the period of enrollment for which a student is requesting financial aid assistance.

Students who have lost their eligibility for financial aid due to lack of satisfactory academic progress may appeal for reinstatement of their eligibility if circumstances beyond their control prevented them from meeting the established standards. To appeal, students must submit a completed Satisfactory Academic Progress Appeal form along with required supporting documentation. Satisfactory Academic Progress Appeal forms are available in the Office of Financial Aid or via the Internet at www.sf.edu/financialaid under Financial Aid Forms. Appeals must be filed in writing within 30 days of the date of notification of suspension.

Contact Information	
University of Saint Francis	260-399-7999 260-434-3100 800-729-4732
Website	www.sf.edu
Office of Financial Aid	260-399-8003
E-mail	finaid@sf.edu
Website	www.sf.edu/financial aid
Admissions	260-399-8000
Business Office	260-399-8004
Registrar	260-399-8061
FAFSA on the Web	www.fafsa.ed.gov
Department of Education Pin Registration	www.pin.ed.gov
National Student Loan System Student Access	www.nslds.ed.gov
State Student Loan Assistance Commission of Indiana (SSACI)	www.in.gov/ssaci

Please be aware that the Standard of Conduct described in the *Student Handbook* applies to all interactions with the Office of Financial Aid. These policies and procedures are a reflection of the Values and Mission Statement of the University of Saint Francis. Refer to the *Student Handbook* for the complete policy.