

2016-2017

Financial Aid Award Notification Guide

Notification Guide

- This "Notification Guide" explains the requirements of your aid programs and your financial aid responsibilities.
- Students are required to read this guide every year because procedures and regulations often change.

Salisbury University E-mail

- Aid notices for incoming students are sent by mail until classes start. Once classes start notices are sent only by email to your SU email account.
- Aid notices for returning students are sent only by email to your SU email account.
- All students receive reminders via email. Incoming students will receive reminders via email reported on the admissions application.
- All students must read and comply with the To Do List items, and also notify parents of all requests for parent data.

How Need is Determined

Financial aid programs were created with the idea that the primary responsibility for paying for college rests with the student and his or her family. Need-based financial aid is available to families that demonstrate a need for additional resources. The financial aid process strives to provide students with enough aid to meet their calculated financial need, but this is often not possible because of limited federal, state, and institutional funds. When need-based aid is awarded, all other scholarships, grants and educational benefits that you will receive are also considered. The formula used to determine whether you are eligible for need-based aid is:

$$\begin{array}{l} \text{Cost of Attendance (Budget)} \\ - \text{Expected Family Contribution (EFC)} \\ = \text{Eligibility for Need-Based Financial Aid} \end{array}$$

Cost of Attendance-Budget (fall/spring)

There are two types of costs considered in the financial aid process: direct costs and indirect expenses. Together these costs represent the Cost of Attendance (COA). The COA is a standardized budget including tuition, fees, room, board (meal plan), and allowances for indirect expenses such as books, transportation and personal expenses.

Note: Your total aid cannot exceed your COA budget

- **Direct costs** are charged directly to your student account and payable to the university. They always include tuition and fees. They will also include room and board if you are living on campus and purchasing a meal plan. For a 2016-2017 direct cost schedules go to: http://www.salisbury.edu/cashiers/docs/Tuition_Fee_schedule_2016-2017.pdf

- **Indirect expenses** vary per student and are not included in your bill. These include books/supplies, transportation and personal expenses.

The figures below are **ESTIMATED Undergraduate 2016-2017** costs per year for a full-time (12+ credits per semester), on-campus, undergraduate students.

	Maryland Residents	Out-of-State
Tuition and Fees	9,364	17,776
Room*	6,552	6,552
Board**	4,800	4,800
Direct Costs	\$20,716	\$29,128

Personal/Trans.	2,700	2,700
Books and Supplies	1,300	1,300
Indirect Expenses	\$4,000	\$4,000

Cost of Attendance	\$24,716	\$33,128
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* Based on Double Occupancy

**Based on the "A" Meal Plan

Expected Family Contribution (EFC)

The U.S. Department of Education calculates your Expected Family Contribution by applying a federal formula to the data you provided on your Free Application for Federal Student Aid (FAFSA). If you have questions about the EFC formula, call the Federal Student Aid Hotline at 1-800-433-3243.

Aid Programs

Terms and Conditions of Aid Programs:

- You must reapply for these aid programs every year, and should always submit your Free Application for Federal Student Aid (FAFSA) as soon as it becomes available.
- Need based awards do not automatically renew because they are based on an annual evaluation of your financial need. Students with the highest levels of financial need are awarded funds.
- Federal and state legislation can change funding and eligibility requirements for all federal and state aid programs.

GRANT PROGRAMS

Federal Pell Grants

The Federal Pell Grant is an "entitlement" program for first-time bachelor's degree seeking students who demonstrate exceptional financial need. Pell Grant award amounts for 2016-2017 range from \$598 to \$5,815 depending on the EFC calculated from filing the FAFSA. The funding for this grant comes from the federal government, not Salisbury University. The FAFSA serves as the official application for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grants (SEOG)

The SEOG is a grant awarded to undergraduate students with the lowest EFC and gives priority to students who receive the Pell Grant. The maximum award is \$1,000 for the academic year. Students who file the FAFSA prior to the March 1st priority application deadline are considered for the grant. However, because funding is limited, students are awarded on a first come-first served basis by FAFSA filing date. **Funds are limited.**

Federal TEACH Grants

For more information, go to:
<http://www.salisbury.edu/educationspecialties/teachgrant/eligible.html>

Salisbury University Institutional Grants

The SU Fund is an institutional grant for full-time undergraduate, first bachelor's degree seeking students who demonstrate financial need. The minimum award amount is \$300. The amount of funding available to award varies each year and is based on the allocation of funds from the institution and the number of eligible applicants. Funding is limited and is awarded on a first come, first serve basis. **Funds are limited.**

EMPLOYMENT PROGRAMS

Federal Work-Study (FWS)

Federal Work Study is a federally funded program that allows students to work 10 hours per week. Work study students are required to have their bi-weekly earnings delivered to them by means of direct deposit into their preferred bank account and is designed to help the student pay for other educational expenses.

To be considered eligible for the Federal Work-Study Program, students must first complete the FAFSA. Only students who demonstrate financial need will be considered for the work study program. Most students are placed in the program as incoming freshmen and remain in their assigned departments until graduation. Therefore, there are limited positions to fill each year. **Funds are limited.**

For more information go to:
<http://www.salisbury.edu/admissions/finaid/typesofaid/federal-work-study.html>

Work Experience

If you are not offered Federal Work-Study, and are interested in student employment, the Work Experience program is not based on financial need. Job openings are posted on the Career Services website at:

<http://www.salisbury.edu/careerservices-new/students/Alerts/jobs.html>

FEDERAL LOAN PROGRAMS

Federal Direct Stafford Student Loans

There are two types of Direct Stafford Loans. The loans are called William D. Ford Federal Direct Loans because they are made directly from the U.S. Department of Education, without going through a bank or other lender. The FAFSA serves as the initial application for the Federal Loans.

Payments on both loan types are deferred until the end of your six-month grace period. This grace period begins when you graduate or drop below half-time enrollment.

- **Subsidized Federal Direct Stafford Loans** are need based loans available to undergraduate students. The federal government pays the interest on this loan while you are meeting the half-time enrollment requirement listed above.
- **Unsubsidized Federal Direct Stafford Loans** are not need based loans, and begin accruing annual interest at the time of disbursement. A student may pay interest while enrolled, which will result in lower loan payments over the life of the loan.

Stafford Interest Rates:

- Subsidized and Unsubsidized Loan rate: The 2016-2017 rate is 3.76%.

Direct Loan awards have origination fees. The Direct Stafford Loan amounts applied to your bill will be lower than those listed on your GullNet aid offer.

The following loan originations fees will be deducted from your disbursements:

- Federal Direct Subsidized/Unsubsidized loans: 1.069% (Ex: a Direct Subsidized/Unsubsidized loan of \$5,500 will result in a credit to the student bill of \$5,442 after the origination fee is deducted)

For more information regarding this loan program, interest rates, origination fees, deadlines, annual loan limits, etc. go to:
<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

Federal Direct Parent PLUS Loans

Direct PLUS Loans (Parent Loans for Undergraduate Students) are part of the federal Direct Loan Program, offering low-interest loans to parents to help pay for a student's college education. The loans are called Direct Loans because they are made directly from the U.S. Department of Education, without going through a bank or other lender. The FAFSA must be filed to be offered the federal PLUS Loan.

Unlike other federal student loans, Parent PLUS Loans are **not awarded to students**. Instead, parents of dependent undergraduates apply for these loans separately if additional funds are needed to cover the student's educational costs.

- The maximum amount that can be borrowed each year is the Cost of Attendance minus all other financial aid.
- PLUS Loans require a credit check, but do not require financial need.

Parent PLUS Interest Rate: The 2016-2017 rate is 6.31%.

Direct Loan awards have origination fees. The Direct PLUS Loan amount applied to your bill will be lower than the amount listed on your GullNet aid offer.

The following loan origination fee will be deducted from your loan disbursements:

- Federal Parent PLUS loans: 4.276% (Ex: Parent PLUS Loan of \$10,000 will result in a credit to the student bill of \$9,572 after the origination fee is deducted)

Step by step instructions on how a parent applies are enclosed.

For more information regarding this loan program, application process, interest rates, origination fees, deferment, repayment, deadlines, etc. go to: <https://studentaid.ed.gov/sa/types/loans/plus>

Private Loans

If you have considered all of these options and you feel that you need additional financing to meet your educational costs you can consider applying for a private/alternative student loan. Private loans are available from a variety of lending institutions. Additional information can be found at:

http://www.salisbury.edu/admissions/finaid/typesofaid/alt_loans.html

MARYLAND HIGHER EDUCATION COMMISSION (Office of Student Financial Assistance)

The Maryland Higher Education Commission (MHEC) awards a variety of grants and scholarships to students who are Maryland residents planning to attend college in Maryland. These awards are based on merit and/or financial need and are in addition to aid awarded by the institution. Students who wish to be considered for state aid must submit the FAFSA by March 1st each year. For a full list of programs, deadlines, separate application and eligibility requirements please visit their website: www.mhec.state.md.us.

MHEC reviews the information from FAFSA applications received by the March 1 deadline date and begins their awarding process. Awarded students are notified via email to create an online MD CAPS account to view their award offer(s). Students must accept their award(s), confirm/update their housing status and the school that they are attending through their MD CAPS account.

Once MHEC has completed its review process, our Financial Aid office receives rosters listing students who have accepted their state awards. These awards will be reflected in the student's award package on the GullNet. **Funds are limited.**

Responding to Your Aid Offer

Notification Process

Each Award Notification only lists your aid offers for one academic year. Aid offers can change each year.

- We mail "Award Notifications" to new incoming undergraduates.
- We email notifications to all returning students to the University assigned email (begins in June)

How to Find Your Online Financial Aid Offer

- Log in to your GullNet Account using the GullNet username and password as listed on the Award Notice. This was the original login information given to you by the Admissions Office. If you changed your original password use your current password. If you forgot your password, you can reset a new one at the GullNet sign-in page by clicking on the "Forgot My Password" link. If you are alerted your password has expired follow the link provided to have it reset. If you have any problems accessing the GullNet contact the IT Help Desk at 410-677-5454.
- Click on Main Menu > Self Service > Campus Finances > Accept/Decline Awards
- Click on Aid Year 2017.

Accept/Decline Your Aid Offer

- Click on the award name (in blue) to see a description of the award. Some awards have minimum enrollment requirements, require additional forms to complete and/or additional steps.
- You will notice that the non-federal money you do not repay, such as tuition waivers, SU academic scholarships, state scholarships and private scholarships are already "Accepted" for you.
- Please Note: **If offered a Federal Direct Parent PLUS loan please READ THE INSTRUCTIONS included in this mailing on how your PARENT applies.** The Parent PLUS **cannot** be accepted on the GullNet.
- Accept or Decline each offer. Once you have accepted or declined each offer, click on the Submit button and follow the directions on the GullNet.

To Apply for Federal Direct Stafford Loans

- Accepting the loan on the GullNet only indicates, to our office, that you are interested in borrowing.
- **All first time borrowers** must complete an on-line promissory note and complete an entrance counseling session with the federal government. Step by step instructions are located here: <http://www.salisbury.edu/finaid/typesofaid/stafford-steps.html>

Suggested Deadline to Respond to the Aid Offer

- Within two weeks of notification

Terms & Conditions of Your Financial Aid Offer

- You must be enrolled as a **degree seeking** student
- You must be a **U.S. citizen or eligible non-citizen**
- Awards are contingent upon continued funding from federal, state, and institutional sources. Your awards are subject to change and may be rescinded or reduced if funding is insufficient or discontinued by legislative actions.

- **Additional Assistance**

The Financial Aid Office will not award or disburse a combined total of federal, state, institutional and/or private scholarships that exceeds a student's cost of attendance unless all of the funding comes from a private external source. Whenever a student's total aid package exceeds the cost of attendance, the Financial Aid Office will adjust or reduce aid offered by the university even if your aid has already been disbursed. If you receive or will be receiving additional funds not listed on your Award Notice (Non-SU/Non-Maryland State Scholarships, tuition waivers, etc.) complete and submit the Additional Resources form found at:
<http://www.salisbury.edu/admissions/finaid/resources/forms.html>

If there is any change to your financial aid eligibility because of the additional assistance, you will be notified that you have a revised Award Notice available. Whenever you receive additional assistance, your awards may be adjusted or reduced.

- **Enrollment Requirements**

Enrollment is verified each semester at the end of add/drop. A change of enrollment status could result in a revision of the financial aid package.

- **Full-time enrollment.**

We assume that you will enroll full-time in a degree program at Salisbury University (12+ credits per semester). If you enroll less than full-time your aid may be reduced based on your enrollment level.

Please Note:

If you are not planning on enrolling full-time, complete the Course Load Change form found at:
<http://www.salisbury.edu/admissions/finaid/resources/forms.html>

- Salisbury University academic scholarships require full-time enrollment
- Most Maryland state scholarships require full-time enrollment. Check with MHEC for further information. <http://www.mhec.state.md.us/>

- **Part-time enrollment**

Our office monitors enrollment levels (number of credit hours taken) each term. If you drop courses and fall below the minimum credit hours requirement, you may be required to repay all or part of your aid. If you consider dropping a class, discuss your situation fully with our office before doing so.

- **Withdrawal from the University**

For a variety of reasons, a student may find it necessary to withdraw from all classes or may be dismissed from the University during a semester. Depending on when this action is taken, students may be refunded all or part of their charges. If the student is a financial aid recipient, the Financial Aid Office may be required to prorate financial aid previously received.

- For more information regarding how withdrawing affects your current and future aid eligibility go to: <http://www.salisbury.edu/admissions/finaid/process/withdrawal.html>

- **Simultaneous Enrollment**

Students enrolled at more than one institution are prohibited from receiving financial aid from both institutions.

- **Residency Change**

Your financial aid offer will be adjusted if you have a change of residency classification (In-State vs Out-of-State)

- **Satisfactory Academic Progress**

Federal regulations require that institutions of higher education establish minimum standards of "Satisfactory Academic Progress" (SAP) for potential and current financial aid recipients. The purpose of measuring and enforcing these standards is to ensure financial aid recipients progress toward graduation. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued eligibility. Students who fail to meet the SAP requirements become ineligible to receive financial aid until they are in compliance with these regulations. Our office will review SAP at the end of each payment period (**fall, spring and summer**). The SAP policy can be found at: <http://www.salisbury.edu/admissions/finaid/process/academic-progress.html>

Selected for Verification

The U.S. Department of Education requires institutions to verify a percentage of students to ensure the accuracy of the information provided on a student's FAFSA in an effort to assure federal aid is distributed to those who are eligible. The process is referred to as verification. During this review, the Financial Aid Office may request documentation from the student and/or parent. The documentation is then compared to the data submitted on the FAFSA. Any conflict in data is then electronically submitted to the federal processor as a correction. Please be aware that the University is unable to confirm eligibility/disburse aid until verification is complete.

Check Your Online "To Do List" for Required Verification Items

- Click on Main Menu > Self Service > Campus Personal Information > To Do List
- If your list includes items that require data from your parents, please forward those requests to your parents

Please comply with the required "Initiated" items by the published due date. We will send reminders to your e-mail until such time as all requests have been met. Please note, failure to complete verification will delay disbursement of aid. Allow 1-2 weeks processing time once we receive all required documents. However, during our peak processing period, May through August, this process could take considerably longer. Once our office verifies the information, your initial aid offer will be confirmed or recalculated. If your aid offer is recalculated you will be notified by our office.

We encourage all parents and students to email scanned documents to: finaid@salisbury.edu or fax documents to 410-543-6138 as it reduces the amount of time required to complete a review.

Documents may also be mailed to our office, however this lengthens the completion timeframe: Salisbury University, 1101 Camden Avenue, Salisbury, MD 21801 Attn: Financial Aid Office.

- Once our office receives the requested documents they will be removed from the To Do List on the GullNet
- SU cannot disburse financial aid/loans until you complete all the verification items on the list
- **You must check this list several times a week** because we may add requests as we process your file

For more information regarding verification, deadlines, etc. please go to:

<http://www.salisbury.edu/admissions/finaid/process/verification.html>

Aid Disbursement - Paying Your eBill

Salisbury University will bill you for one term at a time. Your online eBill will include tuition, fees and other miscellaneous charges for each term. If you live on campus, it will also include room and board charges.

Applying Aid to Your eBill

Generally, half of your grant, scholarship, or loan funds will be disbursed for each fall and spring term. If you finalize your aid early,

and register for classes at the earliest opportunity, your aid may be on your account when the Cashier's Office generates your eBill, (early July for fall and early December for spring) and will show as an offset to your charges.

We cannot credit your aid to your university account until you have completed your verification and/or loan application requirements indicated on your To Do List.

If you have aid that exceeds your term charges, you will receive a refund that you can use for books (we do not issue bookstore credit), living, and other out-of-pocket educational expenses.

eBilling Information

Please Note: The following information regarding the University billing system is found on the Cashier's Office website at: <http://www.salisbury.edu/cashiers>. Questions regarding this information should be directed to that office.

- 410-543-6060
- Email: cashiers@salisbury.edu
- Fax Number: 410-548-2851

Higher One: SU has partnered with Higher One to provide the following products – online payments, payment plans and electronic bills. All of these products can be accessed via GullNet > Main Menu > Bills/Payments/PayPlans/Refunds.

Electronic Bills: To continue with our sustainability efforts, SU no longer generates and mails paper bills. Bills can be accessed via the GullNet link above.

Payments/Late Fees: Online payments via GullNet can be made with Visa, MasterCard and Discover or through an electronic check. Credit card payments are subject to a 2.5% convenience fee; electronic checks carry no fees. Personal/cashier's checks, money order and cash are accepted at the Cashiers Office. Personal/cashier's checks and money orders can be mailed. Payments not received by the scheduled due dates are subject to a \$75 late payment fee.

Payment Plans: SU offers a 3 or 4 month payment plan depending on when you register for classes. You can enroll in these payment plans via GullNet > Main Menu > Bills/Payments/PayPlans/Refunds. A \$50 fee must be paid to Higher One at enrollment.

Due Date: The Payment Due Date for pre-registered students is on your bill. A stop payment of a check, failure to pay your tuition or failure to attend class does not constitute withdrawal from your financial and academic obligations to the University.

Annual Reapplication is Required

You must reapply for financial aid each year. Federal and institutional need-based aid is not automatically renewed. You must file a Free Application for Federal Student Aid (FAFSA) for every academic year that you want to receive aid. **2017-2018 FAFSA filing will begin October 1, 2016. THIS IS A MAJOR CHANGE!**

How to Apply

To be considered for most forms of financial aid awarded by the Financial Aid Office you must complete and submit the Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.ed.gov. You must include the school code for the Salisbury University.

School Code: 002091

College Name: Salisbury University

Address: 1101 Camden Avenue, Salisbury, MD 21801

Additional Resources

Money and Time Management Tips

Salisbury University and USA Funds® have partnered to offer students a free online learning program that offers information to help you manage your time and money wisely. With many lessons to choose from, you will be sure to find the information that you need to get a handle on your personal finances. The Life Skills® program is a web based, self-directed financial literacy program that provides students with financial information, tips and skills necessary to be financially successful.

To access the Life Skills® program go to:

http://www.salisbury.edu/admissions/finaid/resources/life_skills.html

Private Scholarships

Private scholarships are awarded by many private organizations, businesses, and individuals. To search for private scholarships:

- Contact organizations (clubs, unions, churches) that you and your family are associated with and ask about scholarships for members and their children
- Contact your high school counselor
- Announcements for private scholarship opportunities please visit:
http://www.salisbury.edu/admissions/finaid/scholarships/other_scholarships.html

FSA ID

The FSA ID is a username and password combination that serves as a student's or parent's identifier to allow access to personal information in various U.S. Department of Education systems and acts as a digital signature on some online forms (FAFSA, electronic master promissory notes, exit and entrance counseling).

- <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>

U.S. Department of Education Federal Student Aid

- 1-800-433-3243
- <https://studentaid.ed.gov/sa>

National Student Loan Data System

- For information about your Direct Loan Servicer and loan details: <https://www.nslsds.ed.gov>

Student Loans.gov

- <https://studentloans.gov/myDirectLoan/index.action>
 - Online master promissory note and entrance counseling
 - Exit Counseling
 - Loan Consolidation
 - PLUS loan application

Maryland Higher Education Commission

- Maryland State Scholarships
 - <http://www.mhec.state.md.us/>
 - 410-767-3301
 - 800-974-0203
- MD CAPS
 - http://www.mhec.state.md.us/financialaid/osfamdc_apslive.asp
 - 410-767-3301
 - 800-974-0203

Financial Aid Office Contact Information

Contact Information

- Website: www.salisbury.edu/admissions/finaid/
- Email: finaid@salisbury.edu
- Fax: 410-543-6138
- Phone: 410-543-6165
- Office: Holloway Hall Room 213
- Summer Hours: 8:00 to 4:30 M-F
- Academic Year Hours: 8:00 to 5:00 M-F
- Mailing Address:
 - Salisbury University
 - 1101 Camden Avenue
 - Financial Aid Office
 - Salisbury, MD 21801