



Kennesaw State University 2009-2010 Financial Aid Information

Financial Aid notifications are available on a rolling basis beginning in March. When you receive notification via Owl Express:

1. Review your 2009-2010 Financial Aid award and decide whether or not you will accept all or part of your financial aid package.
2. Indicate your acceptance or rejection of loans. If you are accepting any part of the loan, please indicate the amount of the loan you wish to borrow.
3. Your acceptance of the awards listed will allow the Financial Aid Office to process the receipt of funds.
4. Enrollment status directly affects eligibility for certain aid types.
5. If, after the term begins, you consider dropping a course or withdrawing from the University, please be aware aid may be reduced or cancelled.
6. Eligibility for financial aid is based on the definition of "An Academic Year" as prescribed by the U. S. Dept. of Education. KSU's academic year is Fall, Spring, and Summer terms.
7. Carefully read the remainder of this information as it contains very important information and policies concerning your financial aid package.

About your 2009-2010 Financial Aid Package

Your 2009-2010 financial aid notice may include one or more of the following (Disbursement of aid will not occur before classes begin and enrollment is verified.):

Federal Pell Grant: This federal grant is available to undergraduate students who have NOT received a baccalaureate degree. Eligibility is determined by the Expected Family Contribution (EFC) as calculated using information provided by the student/parent on the FAFSA. Funds from this award will be divided equally between the Fall and Spring semesters and will be credited to the student's account accordingly. If a student has remaining eligibility for Summer, a determination will be made regarding the amount available (based on the yearly awarded amount and enrollment status).

A Pell Grant award is based on the number of hours a student is enrolled. Typically the posted award amount is based on full-time enrollment. Should a student not enroll for 12 or more hours (full-time), the award will be prorated based on enrollment, i.e., $\frac{3}{4}$ time, $\frac{1}{2}$ time, $< \frac{1}{2}$ time.

Federal Supplemental Educational Opportunity Grant (FSEOG): This federal grant is awarded based on the student's EFC and the availability of funds. Eligibility is based on a first-come-first-served basis. Only students who are Pell Grant eligible may receive this grant (undergraduate students who have not received a baccalaureate degree). This fund is extremely limited and not all eligible students may receive funds.

Federal Subsidized Stafford Loan: This is a low interest loan that enters repayment six months after the student ceases to be enrolled at least on a half-time basis (6 hours). The term "Subsidized" means that the government pays the interest on the loan while the student is enrolled in schools and during the six month grace period following the student's ceasing to be enrolled at least half-time. Students must be enrolled in 6 hours or more to be eligible during a specific term. Eligibility is determined by filing the FAFSA. This is a need-based loan. You may locate a list of lenders at:

<https://loans.edfinancial.com/Loans/LenderLists/F001577/Stafford/Default.aspx?LenderListID=6fc535b1-c9e1-42ae-b529-990e00b5ee8>.

Freshmen may be eligible to borrow up to \$3,500, sophomores \$4,500, juniors and seniors \$5,500. If the student indicates on the FAFSA their wish to receive a student loan, during the awarding process a loan will be offered as part of the financial aid package. If the student did not indicate their wish to receive a student loan, a Loan Request Form is required. The "Loan Change Request" can be found at http://www.kennesaw.edu/financial_aid/forms/forms0910/Loan_Change_Request.pdf. After the loan is

awarded and accepted by the student via Owl Express, the student will be required to select a lender. After the selection is made, the prom note will be completed and must be signed electronically (utilizing the student PIN# - it can be retrieved at www.pin.ed.gov). This is required for the loan to disburse. Also the student must complete an Entrance Loan Counseling. This can be completed on the web site at <http://mappingyourfuture.org/oslc/counseling/index.cfm?act=Intro&OslcTypeID=1> . In addition, should the student withdraw from the University prior to the school receiving the loan disbursement, the student will be ineligible to receive the loan award, and the funds will be returned to the lender.

Federal Unsubsidized Stafford Loan: This loan program provides financial assistance to all eligible students regardless of income. The FAFSA is required for determining eligibility. This loan is very similar to the Subsidized Stafford Loan in that the repayment terms and loan limits by class standing are the same. The difference is that the student, rather than the federal government, is responsible for paying the interest on the loan while he or she is enrolled. Loan proceeds from the Unsubsidized Stafford Loan will be disbursed like the Subsidized Stafford above, and the total amount of both the Subsidized and Unsubsidized Stafford Loans may not be more than the annual loan limits set for the student's class standing. Students must be enrolled in 6 hours or more to be eligible during a specific term. All eligible undergraduate students are eligible for \$2,000 annually – in addition to the amount of Stafford eligibility, i.e., Freshman = \$3,500 + \$2,000.

Federal Perkins Loan: This federal loan is made to the student from KSU rather than an outside lender. It is available on a limited basis according to funding as prescribed by the U. S. Dept. of Education. Students may receive it on a first-come-first-served basis. This loan is low interest (5%). The student enters repayment nine months after ceasing to be enrolled at least half-time (6 hrs). If the student accepts this loan, a promissory note will be prepared for him or her to sign in the Bursar's Office. Proceeds from this loan will be equally divided between the Fall and Spring terms (very limited or no funding is available for Summer).

Federal College Work-Study: The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students who demonstrate financial need. FWS gives the student an opportunity of working on campus or in a community service position on a part-time basis. FWS students may work up to 15 hours per week. Pay rate is based on grade level: Freshmen are paid based on the minimum wage (as determined by the U. S. Dept of Labor). Sophomore, Junior, and/or Senior students are paid \$6.50/hour. The FAFSA is required. For additional information please visit our Federal Work Study Program page at http://www.kennesaw.edu/financial_aid/FWS/apply_fws.html. Funding is limited as prescribed by the U. S. Dept. of Education.

Federal Parent Loan for Undergraduate Students (PLUS): This federal loan is a long term, low interest loan available to parents of dependent students regardless of income level. KSU requires the completion of the FAFSA to receive this loan. The annual loan limit is equal to the cost of attending KSU less any financial assistance the student is receiving. This loan enters repayment 60 days after the last disbursement of each year. Parents must demonstrate credit worthiness to receive this loan. The loan proceeds are divided equally between the Fall and Spring terms. The student must be enrolled when the disbursements are received by the school. A separate loan application must be filed in order to receive these funds. KSU provides you a list of participating lenders. You may select one of these lenders or contact the FAO if you wish to select another. Information is available from our Federal Plus Loan Lender List at <https://loans.edfinancial.com/Loans/LenderLists/F001577/Plus/Default.aspx?LenderListID=dac9cbe4-098c-4f45-a08f-97e100fe48e2> .

Georgia HOPE Scholarship and Grant: The HOPE program is a state scholarship funded by the Georgia State Lottery for Education. The HOPE scholarship will pay for as many hours as a student chooses to enroll (within the 127 attempted hours rule). For eligibility criteria and specifics regarding the HOPE Program, please view the link: <http://www.gacollege411.org>. Students must complete either the [FAFSA](http://www.fafsa.ed.gov) at www.fafsa.ed.gov or the [GSFAPP](https://www.gsfc.org/gsfapps_index.cfm?GUID=) at https://www.gsfc.org/gsfapps_index.cfm?GUID=. KSU

KSU Foundation Scholarships: There are need-based and merit scholarships available for both undergraduate and graduate students. Available scholarships are listed under the appropriate college. For information, please visit the [Kennesaw State University Scholarship Web Site](http://www.kennesaw.edu/scholarships/homepage.shtml) at www.kennesaw.edu/scholarships/homepage.shtml.

Terms of Your Financial Aid

- Students are awarded financial aid based on FULL-TIME enrollment status (12 hours) unless the student informs the FAO otherwise. Financial aid packages for students enrolled less than full-time may require adjustments. It is the student's responsibility to notify the Office of Financial Aid of his or her less than full-time enrollment status. Eligibility for awards varies with enrollment status.
- If you receive any financial assistance from any source other than what is shown on your award notification, your financial aid package must be adjusted. Kennesaw State University reserves the right to change the content and amount of any student's financial aid package based on additional financial assistance received by the student at any point in the academic year.
- Your financial aid award is subject to change or may be adjusted at any point in the academic year due to Kennesaw State University's correction(s) and/or change(s) in federal/state appropriations. We routinely audit our financial aid files throughout the academic year to check for accuracy. KSU reserves the right to make corrections to a student's financial aid information as needed and these changes may alter a student's Expected Family Contribution (EFC) or award eligibility and subsequently the financial aid package. In addition, please remember that changes in your EFC due to student's/parent's failure to report accurate information on the FAFSA will result in award revision(s) as well. KSU reserves the right to adjust the content and/or the amount of the student's financial aid package based on the above conditions at any point in the academic year.
- If you correct your Student Aid Report (SAR) after you have been awarded, your financial aid package may be adjusted in accordance with federal regulations at any point in the academic year. KSU reserves the right to adjust the content and/or the amount of the student's financial aid package based on the above conditions at any point in the academic year.
- If you withdraw after the term begins, your financial aid package is subject to proration as set forth in the federal regulations. If, after the federally prescribed proration is calculated, we have to reduce your financial aid package, you may owe a balance on your account. This balance is your responsibility to pay, not KSU's responsibility. Institutional aid (including scholarships) may be prorated if tuition charges are adjusted.
- Contents of the student's financial aid file are the property of the Kennesaw State University Office of Financial Aid. These files are considered confidential information. Requests by the student to review his or her file must be made in writing. Requests by the dependent student's parent(s) to review the student's file must be made in writing, and the student must give his or her written consent to release the information. Once a request is received, KSU has 45 days to make the requested information available for review. This review will take place in the Office of Financial Aid at a time convenient for the student, dependent student's parent(s) and the Office of Financial Aid. This review will NOT take place the same day the written request for review is received by the Office of Financial Aid. Requests by anyone other than the student and/or the parent(s) must be approved by the student. A "Student Consent Form to Release Information" must be completed by the student and submitted to the Office of Financial Aid. The form is available at http://www.kennesaw.edu/financial_aid/forms/forms0910/Student_consent_to_release_info.pdf. This policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 USC § 1232g and 34 CFR § 99.
- In the case of a divorced/separated student, the ex-spouse is not privileged to any financial aid information on the student.

- In the case of a divorced/separated parent of a dependent student, the non-custodial parent is not privileged to any financial aid information regarding the student unless that non-custodial parent's financial information was used to calculate the student's eligibility for financial aid.
- For the protection of the student, as well as the protection of the staff of the Office of Financial Aid, we will not release information regarding the student's financial aid package over the phone.
- Students must apply for need-based financial aid each year; financial aid awards are NOT automatically renewable. We cannot guarantee that the same level of funding will be available each academic year. Funding levels from the federal government, the state, and the University change each year. As a result, need-based financial aid packages may vary annually in content as well as total amounts from year to year. The Office of Financial Aid at KSU reserves the right to change packaging policies annually.
- If your permanent home address changes at any time, it is your responsibility to notify the University of your change of address immediately. Because the Office of Financial Aid communicates with you via email, it is your responsibility to insure the accuracy of the address.
- Students who leave the University through transfer, graduation, or any other form of leave are not entitled to the remaining eligibility of institutional aid/scholarships and will forfeit such remaining eligibility.
- Students attending the Summer term are eligible for financial aid based on remaining eligibility for the academic year. Federal funds, i.e., Student Loans, are based on an annual limit. If the annual amount has been utilized for previous terms (whether at KSU or at other post-secondary schools), the student is not eligible for additional funding for the Summer term. The student must be enrolled in at least 6 hours during the Summer term to receive a student loan.
- Current year financial aid may not be used to pay prior year balances.
- Students with student loans who withdraw from school, must complete an Exit Interview before returning – even if the student returns the next term.
- Students and/or parents who report “No Income” on the FAFSA, or report an income that appears to be exceptionally low, are required to complete an “Income Statement” form (specific to student or parent). The forms can be located at http://www.kennesaw.edu/financial_aid/forms/forms.html. Please complete the form for either parent and/or student (which one is applicable).
- Students who wish to apply for an alternative loan (non-federal loan) must complete and file the FAFSA. International students must provide a written statement appealing this policy.
- Annual student loan eligible amounts will not be awarded for one term.
- The Financial Aid Office reserved the right to deny a student a loan – federal or alternative – based on a specific federal guidelines.

Cost Summary

“Expenses Fall 2009 and Spring 2010”

A listing of direct cost can be obtained at the following link:

<https://financialservices.kennesaw.edu/bursar/tuition>

For information regarding payment options, please view the „How to Pay” link at:

<https://financialservices.kennesaw.edu/bursar/howtopay>

Financial Aid Enrollment, Refund, and Repayment Policies

Enrollment Policy: To be eligible to receive need-based financial aid other than the Federal Pell Grant, a student must be enrolled at least half-time (6 hours) in a program leading to the receipt of a degree. A student who is enrolled less than half-time may be eligible to receive a Pell Grant as long as the student is seeking their first baccalaureate degree. A student's financial aid award may be adjusted at any point in the term due to enrollment changes or noted errors on the part of the student/parent or institution.

Refund Policy after Official/Unofficial Withdrawals (Title IV Funds): To withdraw officially from the University, a student must complete an official withdrawal form in the Office of the Registrar or online. The date the Registrar's Office signs and approves the withdrawal form is the official date KSU will use in

the calculation of any tuition refund or refund to Federal student aid and/or HOPE scholarship programs. Students who do not formally and completely withdraw are not eligible for a refund.

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing what must happen to your Federal financial assistance if you completely withdraw from school in any semester. If a student withdraws from KSU, then the University or the student may be required to return some of the federal aid and/or HOPE Scholarship funds awarded to the student.

Title IV Funds (Federal): For those students who withdrew and are receiving federal funding, the refund policy of Title IV Funds (back to federal programs) is dictated by federal regulations governing Title IV financial aid programs. These programs must be refunded according to the calculations prescribed by federal regulations based on the date of withdrawal and percentage of time enrolled. Within 45 days of the date of withdrawal being determined, the amount of funding that must be returned to the Title IV programs will be calculated, and the student's financial aid award will be adjusted accordingly. This will occur within 45 days of the official date of withdrawal, or, in the cases of unofficial withdrawals (see below), the date that the school has determined the student has withdrawn. Students who have federal loans are required to complete an exit loan counseling.

Non-Attendance/Unofficial Withdrawals: Students who register for classes, and do not attend at least one class session, are not eligible to receive any federal, state, or institutional funds. Students who attend at least one class, cease attending all classes, and do not officially withdraw from the University, are considered to have unofficially withdrawn and are subject to proration even if the school becomes aware of the lack of attendance at the end of the term or after the term has concluded.

Repayment Policy After Official/Unofficial Withdrawals: In the case of an official or unofficial withdrawal from the University, a student who receives a cash disbursement of Title IV financial aid funds may have to repay the University a percentage of those Title IV funds depending on the length of enrollment and the amount of financial aid awarded to the student. If, according to the federal calculations, a student has been "overpaid," the student will be required to repay the excess amount to the University for reimbursement to the federal programs. If the student fails to repay the calculated amount, the student will be reported to the U. S. Department of Education and will be ineligible for any other Title IV assistance at any school.

Satisfactory Academic Progress (SAP)

Federal regulations require that students maintain satisfactory academic progress in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Perkins Loan, Federal Stafford Loan (Subsidized and Unsubsidized), Federal PLUS Loan, Federal Grad Plus Loan, Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent (SMART) Grant.

Any state administered financial aid programs (i.e. HOPE Scholarship, HERO, Public Safety Memorial Grant, Law Enforcement Personnel and institutional funded programs (i.e. KSU Scholarships) follow the same requirements. Alternative loans, available from private lenders, will also follow these requirements.

Satisfactory academic progress (SAP) includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid.

Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at KSU. The qualitative policy is the same as the academic policies of KSU. The adjusted grade point average (AGPA) will be used to determine good academic standing, probation, dismissal, and eligibility for financial aid. The AGPA includes grades of A, B, C, D and I. The AGPA will be checked each year at the end of the spring semester for satisfactory academic progress. The

student on good academic standing will remain eligible. A student on academic probation will be on financial aid probation.

No Progress (receiving all Fs or all Ws)

In addition, any student that fails to make progress by receiving all Fs or WFs (or combination of both) in any given semester will be placed on SAP Failure and will immediately lose eligibility for financial aid beginning the next semester regardless of the students' AGPA.

Students receiving all Ws will be placed on SAP Warning beginning the following semester regardless of the students' AGPA.

Quantitative

Regulations allow a student to maintain eligibility for attempting credit hours that are 150% of the credit hours required to receive a degree. In order to meet this quantitative standard, students must complete and pass (earn) 67% of courses attempted each academic year. Courses earned include grades of A, B, C, D or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP are given. Students who are seeking a second undergraduate degree different from their first degree may be granted additional hours to complete the second degree requirements. The 67% criteria will be checked at the end of the spring semester. If a student has not completed 67% of the cumulative attempted hours at the end of the spring semester, the student is placed on Satisfactory Academic Progress Warning for one year (students who have reached 150% of their program are not eligible for a warning). During the SAP warning period, the student may continue to receive financial aid. If the student has not completed 67% of the cumulative attempted hours after one year on SAP warning, the student will be placed on Satisfactory Academic Progress Failure. While on SAP failure, the student will not be eligible to receive financial aid.

Financial aid eligibility may be regained when 67% of the cumulative attempted hours have been completed. Students who have reached 150% of their program can not regain eligibility.

The policy regarding probation, loss of eligibility, and academic dismissal is the same as the academic policies with the following exceptions: Academic Fresh Start eligibility will calculate the quantitative standard (67% completion) on the total cumulative attempted and completed hours.

Learning Support Programs, Regents' Remediation & College Preparatory Curriculum

If accepted for enrollment in a program leading to a degree or certificate, students may receive financial aid for learning support programs, Regents' remediation and College Preparatory Curriculum.

Eligibility is limited to 30 credit hours of these courses combined.

Audit Courses

Students are not eligible to receive financial aid for audit courses. Audited courses are not included in the number of hours attempted or earned for SAP determination. Students do not receive a grade in audited classes.

Summer Term Courses

All hours attempted and completed in the summer terms are treated as any other semester hours in determining SAP.

Incomplete Courses

Any course with "I" is counted in hours attempted (quantitative). When the "I" is changed to an actual grade, the course will be considered completed (qualitative).

Withdrawals

Any course with a "W" or "WF" is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

Repeating Courses

When courses with grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will not be included in the calculation of the AGPA (qualitative). However, courses with grades of D, F, or WF that are later repeated are counted in total number of hours attempted (quantitative).

Second Degrees

Students who have earned a baccalaureate degree from an institution regionally accredited by the Commission on Colleges are eligible to apply for financial assistance. The maximum eligibility will be 245 attempted credit hours (150% of the minimum degree requirement plus an additional 60 hours).

Academic Fresh Start

For students who are approved for the Academic Fresh Start Program, the quantitative standard of SAP will be determined on total attempted hours which will include the “fresh start” hours.

Dismissal and Return

Students who are dismissed academically for one or two semesters will not be automatically eligible for financial aid upon their return. Students must meet both qualitative and quantitative standards of SAP. If below standards, such students must appeal or use means other than financial aid for educational expenses.

Evaluation

Satisfactory academic progress will be evaluated each year at the end of the Spring semester. However, students with all Ws, Fs or WFs will be evaluated at the end of any semester in which that occurs.

Appeals

Any student on SAP failure may appeal to the SAP Appeals Committee. An appeal must be based on specific extenuating circumstances. Examples may include but are not limited to health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstances must be submitted. In addition, letters of support from an academic advisor/faculty member and a relative, clergy, supervisor, or other associate must be submitted. Appeal forms may be obtained from the Financial Aid Office.

Emergency Loans

Students who are on SAP Failure are not eligible for an emergency loan for personal expenses or to cover direct cost at KSU.

Students are NOT qualified, therefore ineligible to receive Emergency Loans if:

- The student is on SAP Failure
- The student is on Academic Probation or Warning
- The student has NSLDS holds
- The student has Default Clearance or have been delinquent on previous Emergency Loans
- The student has Overpayment pertaining to federal grants/loans.
- The student has other Financial Aid Holds [e.g. Loan Exit Counseling]
- The student have already received a total of three (3) Emergency Loans while at KSU

Types of Loans:

- **Tuition and Fees Emergency Loans:** This loan amount is limited to resident tuition and fees only. This loan is granted to assist a student who is unable to pay for Final Registration and Fees due to some mitigating circumstances beyond his/her control.

- **Personal Emergency Loan:** Loan amount of up to \$400.00 that may be granted for emergencies affecting the student's attendance or performance in school; after all tuition and fees are paid.

Emergency Loans are granted to students who have Emergency Situations arising during the time of enrollment, which may interfere with their continuous pursuit of education.

Eligibility Requirements:

- Must be a KSU degree-seeking student
- Must be enrolled during the semester in which loan is requested
- Must at least have 2.0 GPA
- Priority is given to Sr. or Graduating students
- Student must have attended at least one term at KSU

Delinquent Loans:

- No additional E-Loan would be permitted to a student, even if delinquent loan has been repaid
- A \$25.00 late charge will be added to all delinquent loans
- The student's records will be withheld, registration for classes in the next semester will not be permitted, and graduation participation will be denied until the loan is repaid.

General Provisions for Emergency Loans:

- A processing fee of **\$10.00 [Personal Emergency Loan]** will be added to loan amount, due at time of repayment
- A processing fee of **\$25.00 [Tuition & Fees Emergency Loan]** will be added to loan amount, due at time of repayment
- Repayment is **due in forty five (45) days** from the date of Promissory Note endorsement
- Repayment must be made in the form of cash, credit card, or financial aid monies
- Repayment is due in full on due date regardless if the student's federal financial aid funds has arrived and been disbursed
- Students may not receive Emergency Loans in consecutive semesters/terms

Any student, while attending KSU, may receive a maximum of three (3) E-loan