

2016-2017 Financial Aid Terms and Conditions

It is important for you to be familiar with the policies, procedures, terms, and conditions of your financial aid awards. Please read this document in its entirety. Additional information is available on the Financial Aid website at www.financialaid.appstate.edu. You should access your AppalNet account and App State email to check your financial aid regularly. Failure to meet deadlines, complete required forms, and abide by all policies may result in cancellation or delay of your financial aid.

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1. **DEADLINES:** [back to top](#)

2016-2017 Academic Year Financial Aid Deadlines Academic Year: August 16, 2016 – May 11, 2017

Application	Fall Semester Only	Spring Semester Only	Academic Year
NC RESIDENTS - 2016 - 2017 FAFSA on the Web Results	3/1/2016 - Priority Processing Date*	3/1/2016 - Priority Processing Date*	3/1/2016 - Priority Processing Date*
Accept/decline awards on AppalNet Account Federal Stafford, Federal PLUS, Grad PLUS or Alternative Loan Applications on the web	Firm Deadline is the official last day of the term. Please check with a financial aid counselor to confirm this date.	Firm Deadline is the official last day of the term. Please check with a financial aid counselor to confirm this date.	Firm Deadline is the official last day of the term. Please check with a financial aid counselor to confirm this date.

* Students who complete the Free Application for Federal Student Aid (FAFSA) on the Web after the priority processing date of March 1, 2016 may not have their financial aid award finalized by the bill due date. Financial aid may not be available to pay the fall 2016 semester bill in early August, or spring 2017 semester bill in late December/early January, and students may have their class schedule canceled, and may incur a late fee on their student account.

2. FINANCIAL AID AWARD NOTIFICATION: [back to top](#)

General Information: How to receive, review, accept, and complete your financial aid awards:

- You will be sent an *e-mail* message and/or a paper mailer instructing you to log onto your AppalNet account to view and take action on any awards. It is important that you accept or decline each offer of aid by logging into your AppalNet account. Please note that scholarships and grants are accepted on your behalf.
- Please log on to your AppalNet account and accept or decline your awards within **three weeks** of the award date even if you are declining all aid offered or if you are not planning to attend Appalachian. Please complete all applicable forms and applications within three weeks. If you do not respond within three weeks, we will assume that you do not wish to accept the offer of aid and the offer will be canceled. After an offer is canceled, it may not be possible to offer the same aid at a later time.
- You will be notified of any subsequent adjustments to your financial aid award package by e-mail. The changes can be viewed on your AppalNet account under the Financial Aid tab by clicking on the "My Overall Status of Financial Aid" link. You should check your financial aid tab twice a week. There, you will see any revisions made and you should take the appropriate action as instructed.
- **Your acceptance of awards on your AppalNet account indicates that you have read and understand all of the terms and conditions of your financial aid. You are also agreeing to stay informed on all financial aid issues by:**
 1. checking your App State e-mail twice a week; and
 2. checking the Financial Aid tab of your AppalNet account twice a week; and
 3. reviewing the Office of Student Financial Aid website frequently for updates and information at www.financialaid.appstate.edu.

The Office of Student Financial Aid will communicate with you through the above resources and it is **your responsibility** to stay informed about important financial aid news and instructions.

- The student has the option to request all financial aid notifications and announcements be sent to them in a printed rather than electronic format. In order to make this request, the student will be required to meet with his/her financial aid counselor to put the request in writing.
- See the information in the *Finalizing Your Financial Aid section (5)* of this document to determine exactly which forms or applications to return or to complete online. Once you accept aid online, if additional forms are required, they will be listed on your AppalNet account under "My Eligibility" and "Student Requirements." You **must return the completed form(s)** to Appalachian State University, Office of Student Financial Aid, via mail, fax, or email. Mail documents to ASU Box 32059, Boone, NC 28608-2059; fax documents to 828-262-2585; or email documents to financialaid@appstate.edu.

You must reapply for financial aid each year by completing the Free Application for Federal Student Aid (FAFSA) on the Web at www.fafsa.ed.gov by the priority processing date as published at www.financialaid.appstate.edu.

3. ELIGIBILITY: [back to top](#)

YOUR FINANCIAL AID AWARD PACKAGE IS BASED ON THESE FACTORS:

- Your dependency status as determined according to federal regulations.
- Your grade level:

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Grade Level	Credit Hours Required
Undergraduate Freshman	0 – 29
Undergraduate Sophomore	30 - 59
Undergraduate Junior	60 – 89
Undergraduate Senior	90 or more
Teaching Licensure *	N/A
Graduate Student	N/A

**Teaching Licensure students are considered as undergraduate students for financial aid purposes.*

Please note: Appalachian’s academic year for financial aid purposes consists of 24 credit hours. This academic year will be used in determining your eligibility for federal aid with the exception of Federal Direct Loans which are awarded based on your grade level, as outlined above.

- **Your Enrollment Status for Each Semester:**

Enrollment Status	Undergraduate or Teaching Certificate Credit Hours	Graduate Credit Hours
Full-time	12 or more	9 or more
$\frac{3}{4}$ -time	9 - 11	7 - 8
$\frac{1}{2}$ -time	6 – 8	5 - 6
less than $\frac{1}{2}$ -time	5 or less	4 or less

Important Notes Concerning Your Enrollment Status:

- Enrollment status is defined as attending, on a regular basis, all of the classes listed on your official class schedule each semester.
- If you are ***not*** a Distance Education student your financial aid award package is based on full-time enrollment as listed above. Notify your Financial Aid Counselor if you do not plan to enroll on a full-time basis, or if you do not plan to enroll at all.
- If you ***are*** a Distance Education student, your financial aid award package is based on half-time enrollment as listed above. Notify your Financial Aid Counselor if you plan to enroll in more hours than the half-time enrollment status as listed above to have your financial aid eligibility recalculated according to your actual number of enrolled hours. Notify your Financial Aid Counselor if you plan to enroll on a less-than-half-time status, or if you do not plan to enroll at all.
- If you are an undergraduate student, it is recommended that you earn at least 31 credit hours per academic year so that you may graduate within four years, make satisfactory academic progress, and keep any student loan debt as low as possible.
- It is important that you read and understand the *Policy for the Return of Financial Aid Funds for Students Who Withdraw from the University (Section 8)* and the *Policy for Satisfactory Academic Progress (Section 9)* of this document. Read these policies carefully.
- Your enrollment status is established as of the end of the drop/add period as published in the *Schedule of Classes* for each semester. The hours for which you are enrolled at the end of drop/add will be the hours for which your financial aid will be based. Your financial aid will not be adjusted for hours added or dropped (unless you drop all hours, which is withdrawal from the University) after the drop/add period has ended.
- **If you stop attending a class, you are required to officially drop the class. If you stop attending all of your classes, you are required to officially withdraw from the University.**
- Audit (AU) hours and hours enrolled as “Permit” will not be counted in your enrollment status for financial aid.

- Students admitted as non-degree seeking are not eligible for financial aid.
- **Repeated courses:** You may receive financial aid for a previously passed course one additional time, provided that the course is required for your degree program. Once you have completed and passed a course twice, you are no longer eligible to receive aid for that course. This applies whether or not you received financial aid for earlier enrollments in the course. Your financial aid enrollment will be adjusted at the end of the drop/add period to exclude courses that you have already taken and passed twice. All repeated courses are counted in your total number of attempted credit hours for the purpose of evaluating satisfactory academic progress.
- **Degree Requirements:** Only courses that meet your degree requirements are counted in your enrollment status. Courses that do not meet your degree requirements are not allowed for financial aid purposes. This pertains to all students. If you have met your degree requirements, you are ineligible to receive financial aid until you are accepted into a new degree program. **It is your responsibility to ensure that all courses you are enrolled in are courses required for your degree program requirements as listed on the appropriate degree check sheet or Program of Study. Courses not required for your degree program will not be counted in the enrollment status for financial aid eligibility.**
- Teaching Licensure students may receive financial aid **only for the courses required for the Teaching Licensure** as required by the State of North Carolina and approved by Appalachian's College of Education.
- Review the [*Policy for the Return of Financial Aid Funds for Students Who Withdraw from the University*](#) (Section 8) to understand how an official or unofficial withdrawal will affect your financial aid.

Notes Regarding Financial Aid Eligibility:

Students incarcerated in federal or state penal institutions are not eligible for the Federal Pell Grant. Students incarcerated by jurisdictions defined as a state in the law, such as the District of Columbia, are considered to be in a state penal institution and are not eligible for the Federal Pell Grant. A student is not considered incarcerated if he/she is in a halfway house or home detention or is sentenced to serve only on weekends.

HEA Sec. 401(b)(8), 34 CFR 668.32(c)(2)(ii), "Dear Colleague" Letter P-94-7, HEA Sec. 472(6)

Students who are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense are not eligible for the Federal Pell Grant.

Members of any religious order, society, agency, community, or other organization are not considered to have financial need if the order:

- (1) has as a primary objective the promotion of ideals and beliefs regarding a Supreme Being,
- (2) requires its members to forego monetary or other support substantially beyond the support it provides, and
- (3) directs the member to pursue the course of study or provides subsistence support to its members.

Members of these religious orders may not receive Federal Direct Subsidized Loans, Federal Pell Grants, or campus-based financial aid.

34 CFR 674.9(c), 675.9(c), 676.9(c), 682.301(a)(2), 685.200(a)(2)(ii), 690.75(d)

By acceptance of your financial aid awards, you confirm that you are neither incarcerated, nor subject to an involuntary civil commitment, nor a member of a religious order, all as defined in the preceding three paragraphs. If you meet the above-described definition(s) of an incarcerated student, a student subject to an involuntary civil commitment, or a member of a religious order, you are required to contact your financial aid counselor in the financial aid office before accepting any of your financial aid awards.

4. COST OF ATTENDANCE: [back to top](#)

The COA is an **estimate** of what it will cost you for your period of enrollment. You may spend more or less than your COA depending on your personal budget. Your COA includes:

Educational Expense	Pay to the University
Tuition and Fees	Yes
Room and Board	Yes, if you live on-campus and have a meal plan. No, if you live off-campus.
Books and Supplies	Yes and No. Undergraduate students rent textbooks, but may also purchase other books and supplies.
Loan Fees	No
Transportation	No
Personal and Miscellaneous	No

You can view your COA by logging into your AppalNet account and clicking on the Financial Aid tab. Note that financial aid funds can be used only for those cost attendance expenses listed above.

While the COA does not automatically include the costs associated with the purchase of health insurance, if you or your parent, if you are dependent, is paying for your health insurance, either from the school or another entity, you may be eligible to increase your COA with appropriate documentation. You should speak to a financial aid counselor to determine your eligibility for a COA increase.



5. **TYPES OF AID and INSTRUCTIONS TO FINALIZE YOUR AID:** [back to top](#)

Use this information to understand the sources and types of aid you have been offered. To determine which applications and forms are required after you have accepted your aid online, refer to the information in this section.

Name	Source	Type	Enrollment Status Minimum hours required	Additional Conditions/Instructions/Forms to Complete and Return
Federal Pell Grant	Federal	Grant	1 semester hour	Life-time eligibility limit of 600% or 6 full-time years
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal	Grant	6 semester hours	None
Federal Perkins Loan	Federal	Loan	6 semester hours	See "Section 5 – Types of Aid and Instructions" to determine form(s) required for the Federal Perkins Loan.
Federal Work-Study (FWS)	Federal	Semi- Monthly paycheck for hours worked	6 semester hours	See "Section 5 – Types of Aid and Instructions" to determine form(s) required for Federal Work-Study.
Federal Direct Loan (Subsidized and Unsubsidized)	Federal	Loan	6 semester hours - undergraduate 5 semester hours - graduate	See "Section 5 – Types of Aid and Instructions" to determine form(s) required for the Federal Direct Loan.

Federal Direct PLUS Loan for Parents of Dependent Students	Federal	Loan	6 semester hours	See “Section 5 – Types of Aid and Instructions” to determine form(s) required for the Federal Direct PLUS Loan.
Federal Direct PLUS Loan for Graduate Students (Grad PLUS)	Federal	Loan	5 semester hours	See “Section 5 – Types of Aid and Instructions” to determine form(s) required for the Federal PLUS Loan for Graduate Students.
North Carolina Need-Based Grant (NCNB)	State	Grant	6 semester hours	None
UNC Need-Based Grant	State	Grant	6 semester hours	A student may receive the grant for no more than 10 semesters.
North Carolina Education Lottery Scholarship	State	Grant	6 semester hours	A student may receive the grant for no more than 10 semesters.
Appalachian College Opportunity Grant (ACOG)	Institution	Grant	Undergraduate 12 semester hours, graduate 9 semester hours	A student may receive the grant for no more than 10 semesters.
ACOG Supplemental Grant – PLUS Replacement	Institution	Grant	Undergraduate 12 semester hours	A student may receive the grant for no more than 10 semesters.
ACOG Supplemental Grant – DL Replacement	Institution	Grant	Undergraduate 12 semester hours	A student may receive the grant for no more than 10 semesters.
Campus Based Distance Education Tuition Offset	Institution	Grant	Undergraduate Distance Education – 6 Appalachian semester hours Graduate Distance Education – 3 Appalachian semester hours	A student may receive the grant for no more than 10 semesters.
UNC Campus Scholarship	State	Grant	12 semester hours	None
Any scholarship/grant/loan not listed on your financial aid award letter	Private	Grant, Scholarship, or Loan	As required by donor/agencies	Submit a sheet listing the name(s) and amount(s).

Important notes concerning the sources and types of aid:

- Grants generally do not have to be repaid. However, you may have to repay all or a portion of a grant if you officially or unofficially withdraw from the University according to the *Policy for the Return of Financial Aid Funds for Students Who Withdraw from the University (Section 8)* as stated in this document.
- Loans must be repaid. Read your promissory note(s) and all disclosures carefully. The promissory note and the disclosures provide all the information about your loan. It is important that you keep this information for your permanent record. Go to www.nslds.ed.gov on a regular basis to obtain your student loan history information. You will need your FSA ID # to access your student loan data.
- Obtain more information regarding federal aid by visiting the website <http://www.studentaid.ed.gov>.
- Obtain more information about state aid at http://www.cfnc.org/paying/schol/info_schol.jsp.
- Understand that you are ineligible to receive the North Carolina Education Lottery Scholarship and/or the UNC Need-Based Grant once you have received these grants for 10 total semesters.
- **Understand that if you have received awards under the Campus-Based Tuition Offset Grant program for a total of 10 semesters, you are ineligible to receive further grant funding in this program, which includes the Appalachian College Opportunity Grant, ACOG Supplemental-PLUS Replacement and ACOG Supplemental-DL Replacement.**
- **An accepted Federal Direct (Subsidized, Unsubsidized, and PLUS) Loan will be canceled if you do not complete the loan application procedures outlined in this section.**
- **If you have accepted a Perkins Loan, you will receive an email with instructions on completing the Federal Perkins Loan Master Promissory Note (MPN) and Perkins Loan Entrance Counseling through Educational Computer Systems, Incorporated (ECSI). Appalachian State University is the lender for the Perkins loan. Appalachian will receive electronic notification when you have completed the MPN and Entrance Counseling. The Perkins Loan money will not post to your student account until both the MPN and Entrance Counseling are complete.**
- If you are receiving or anticipate receiving any other financial assistance (e.g. scholarship, private loan, waiver of tuition, veteran's educational benefits, Vocational Rehabilitation funding, NC Veterans Administration funding, etc.), not listed on your award letter, submit a written notification listing any outside aid received so that your award information can be updated. Receipt of other financial assistance may result in an over award or over the cost of attendance situation. Should this happen, federal regulations and institutional policy may require an adjustment of your financial aid award package.
- Funds committed in the award offer are conditional upon the receipt of the actual funds from federal or state appropriations.
- The Office of Student Financial Aid reserves the right to review and revise any awards at any time as necessary and required.

Federal Perkins Loan:

- 1) **Federal Perkins Loan Borrowers:** All new Perkins Loan borrowers must complete the *Federal Perkins Loan Master Promissory Note (MPN)* and *Federal Perkins Loan Entrance Counseling*, which are available online through ECSI. Once you have accepted the Perkins Loan, you will receive an email with instructions on completing the MPN and Entrance Counseling online with ECSI. Instructions are also available at www.financialaid.appstate.edu by clicking on "Types of Aid," "Loans," and "Perkins Loan."
- 2) All borrowers will receive a *Perkins Loan Disclosure Statement* explaining the terms, conditions, disclosures, repayment terms, and the interest rate for your loan. Keep this statement for your permanent records.
- 3) All questions concerning your Federal Perkins Loan, including requests for deferments, making payments and completion of your Federal Perkins Loan exit counseling, should be directed to Educational Computer Systems, Inc. (ECSI), 181 Montour Run Road, Coraopolis, PA 15108-9408, **phone number 1-888-549-3274** or at their web site of www.ecsi.net. **The school code for Appalachian State University is 4Q.**

Federal Work Study:

- 1) FEDERAL WORK STUDY IS EARNED - Under the Federal Work-Study Program you will be paid twice monthly according to hours worked. **These earnings are not credited to your student account to pay for your institutional charges.**

- 2) **DATA SHEET** - If you accept the offer of Federal Work-Study, you must complete and return the Data Sheet for the Federal Work-Study Program, which may be downloaded from the Student Employment website at www.studentemployment.appstate.edu/pagesmith/11. The answers you provide on the data sheet will assist the Student Employment Office in finding a position that best matches your skills and interests. Return the form to the Student Employment Office.
- 3) **DECLINING FEDERAL WORK STUDY** - If you do not intend to work at your Federal Work Study job, let the Student Employment Office know, so that your name can be removed from the Federal Work Study list.
- 4) **PLACEMENT** - All students will be placed as soon as possible. However, various factors may cause some placements to be made shortly after the semester begins. While the Student Employment Office tries to place every student, a Federal Work Study placement is not guaranteed.
- 5) **NOTIFICATION** - Generally, your Federal Work Study placement letter will be emailed to your App State email account within the first week of the new semester. This correspondence will indicate the location of your job, the contact person, and where and when to report. If you do not receive a placement notification one week after the beginning of the semester, you should contact Student Employment by calling 828-262-4099 or stopping by the Student Employment Office in John Thomas Hall.
- 6) **WAGES** - Undergraduate students will be paid \$7.25 per hour, and graduate students will be paid \$8.25 per hour. Your total earnings for each semester cannot exceed the amount awarded to you in Federal Work Study.
- 7) **PAYMENT** - You will complete a direct deposit form and the money will be deposited into your account on the 15th of each month and on the last working day of each month for hours you worked the preceding pay period, provided that your time sheet is completed and submitted by the payroll due dates. The authorization for a direct deposit of your FWS earnings may be completed on-line at www.studentaccounts.appstate.edu, or at www.studentemployment.appstate.edu, or you may go to your AppalNet account and click on the employee tab and complete it online.

Federal Direct Loan – Subsidized and Unsubsidized: (loans in the student’s name)

The Federal Direct Loan is a student loan that must be repaid. The amount listed on your award offer is the most you can borrow for a specified period.

Interest Rates: Interest on Federal Direct Loans is variable-fixed, meaning that there is a new rate with each new loan, but then that rate is fixed for the life of the loan. The interest rate will be stated on the Federal Direct Loan documents after the loan has been approved by the federal government.

Differences between a Subsidized and Unsubsidized Federal Direct Loan: If you accept the offer of a Subsidized Federal Direct Loan, interest will not accrue while you are enrolled in at least ½ time credit hours as stated on your *Federal Direct Loan Master Promissory Note (MPN)*. The federal government “subsidizes” the interest during enrollment.

If you accept the offer of a Federal Direct Unsubsidized Loan, you will be charged interest from the time the loan is disbursed until it is paid in full. You may elect to pay the interest or capitalize the interest while you are enrolled. Realize that capitalization of the interest will increase the amount you have to repay. Learn more about [capitalization](#) of a Federal Direct Unsubsidized Loan.

It is important to remember that you may be charged loan fees and these fees will be deducted from your award amount for each disbursement. Review the disclosure notice to determine the net amount of each loan disbursement that will be credited to your student account for each disbursement period.

If your Federal Direct Loan is offered for both semesters and you choose to accept the loan only for one semester, please contact your financial aid counselor. You cannot change the award on your AppalNet account. If your loan is for one semester, the loan(s) will be credited to your account at the beginning of the semester. If your loan is for both semesters, your loan proceeds will be credited to your account at the beginning of each semester. This is a federal regulation.

You may borrow less than the amount offered. To accept a partial amount, log onto your AppalNet account and click on “My Award Information” and on “Accept Award Offer by Aid Year.” Enter the loan amount you wish to borrow in the box provided.

To finalize your Federal Direct Loan refer to the instructions at [www.financialaid.appstate.edu /Types of Aid/ Loans / Federal Direct Subsidized and Unsubsidized Loans](http://www.financialaid.appstate.edu/Types%20of%20Aid/Loans/Federal%20Direct%20Subsidized%20and%20Unsubsidized%20Loans).

Annual Direct Loan Limits

Hours Completed	Annual Loan Limit	Annual Loan Limit	Annual Loan Limit
	Undergraduate Dependent	Undergraduate Independent and Dependent Students Whose Parents Cannot Borrow a Federal PLUS Loan	Graduate
0-29	\$5,500	\$9,500	\$20,500
30-59	\$6,500	\$10,500	
60-and above	\$7,500	\$12,500	
Teacher Certification	\$5,500	\$12,500	NA

Federal Direct PLUS Loan: (loans in the parent’s name)

Federal Direct PLUS Loans are federally insured loans made to parents of undergraduate, dependent students to help pay the student's college expenses. The Federal Direct PLUS Loan borrower must have a good credit history. The interest rate on the Federal Direct PLUS Loan is variable-fixed, meaning that there is a new rate with each new loan, but then that rate is fixed for the life of the loan. The parent borrower should carefully read the application and promissory note to understand the terms, conditions, rights and responsibilities, loan limits, disclosures, and repayment conditions at www.studentloans.gov.

For purposes of obtaining a PLUS loan, an eligible parent borrower is a student’s biological or adoptive parent. The spouse of a parent, who is remarried, is also an eligible parent borrower, if the spouse’s income and assets would have been taken into account when calculating a dependent student’s expected family contribution (EFC).

It is important to remember that the parent borrower will be charged loan fees, which will be deducted from each Federal Direct PLUS Loan disbursement. If the Federal Direct PLUS Loan is approved, the parent borrower will receive a *disclosure statement*. Review the Federal Direct PLUS Loan disclosure statement to understand the net amounts that will be credited to the student’s account for each disbursement period.

If the Federal Direct PLUS Loan is offered for both semesters and your parent borrower wishes to accept the loan only for one semester, please contact your financial aid counselor. You cannot change the award on your AppalNet account. If the loan is for one semester only, the loan(s) will be credited to your account at the beginning of the semester. If the loan is for both semesters, the loan proceeds will be credited to your account at the beginning of each semester. This is a federal regulation.

The parent borrower may borrow less than the amount offered by entering the total amount he/she wishes to borrow on the Plus loan application at www.studentloans.gov.

To finalize the Federal Direct PLUS Loan, the parent borrower must follow the instructions at [www.financialaid.appstate.edu /Types of Aid/Loans/Loans in the Parent Name/Federal Direct PLUS Loans](http://www.financialaid.appstate.edu/Types%20of%20Aid/Loans/Loans%20in%20the%20Parent%20Name/Federal%20Direct%20PLUS%20Loans).

Federal PLUS Loan Denial:

Eligibility for the Federal Direct PLUS loan is based on completion of a credit check by the Direct Loan Program. The Federal Direct PLUS Loan will be denied if the parent borrower has an *adverse credit history*.

The parent borrower who is denied the Federal Direct PLUS Loan, may still be able to receive the loan if someone, such as a relative or friend who is able to pass the credit check, agrees to endorse the loan. An endorser agrees to repay the loan if the parent borrower fails to do so.

If a dependent student's parent is denied a Federal Direct PLUS loan, the student may be eligible for additional Direct Unsubsidized Loan. Only one parent need apply for and be denied a Federal Direct PLUS loan. However, if one parent is denied a PLUS loan and the other is approved for a PLUS loan, the student is not eligible for additional Federal Direct Unsubsidized Loan.

A PLUS loan denial is valid for 180 days.

Federal Direct Graduate PLUS (Grad PLUS) Loan: (loan in the student's name)

Federal Direct Grad PLUS Loans are federally insured loans made to graduate students to help pay educational expenses. The Federal Direct Grad PLUS Loan borrower must have a good credit history. The fixed interest rate for Federal Direct Grad PLUS Loans can be found at www.studentloans.gov.

If you are a graduate student who has not accepted financial aid up to your cost of attendance and you are interested in borrowing under the Federal Direct Grad PLUS Loan, please contact your Financial Aid Counselor.

If you accept the Federal Direct Grad PLUS Loan for both semesters, your loan proceeds will be credited to your account at the beginning of each semester. If your loan is for one semester, the loan proceeds will be credited to your account at the beginning of the semester. This is a federal regulation.

To finalize your Federal Direct Graduate PLUS Loan the student borrower must follow the instructions at [www.financialaid.appstate.edu/Types of Aid/ Loans / Federal Direct Graduate PLUS](http://www.financialaid.appstate.edu/Types%20of%20Aid/Loans/Federal%20Direct%20Graduate%20PLUS).

6. DISBURSEMENT: [back to top](#)

- Financial Aid funds committed on the financial aid award are conditional upon the receipt of the actual funds from federal, state, institutional, or external appropriations. Funds cannot post to your student account until the Office of Student Financial Aid receives notification that the funds have been received by Appalachian State University and are in the appropriate University account.
- Additionally, your financial aid will be credited to your student account only if your record clears all eligibility edits.
- One of the most common reasons that financial aid cannot be credited to a student account is because the student is not registered for the correct number of credit hours. Most financial aid awards are based on full-time enrollment, which is twelve hours or more for undergraduate students and nine hours or more for graduate students. For example, if your financial aid award package is based on your enrollment in twelve credit hours and you are enrolled in only nine credit hours, your funds will not credit to your student account until the credit hours of enrollment discrepancy has been resolved. There are several eligibility edits that must be cleared before funds can be disbursed.

- Generally, your financial aid will credit to your student account the first week of classes of each semester.
- Federal Direct Loan Funds will not credit to the student’s account until the Master Promissory Notes (MPN) and Entrance Counseling has been completed by the borrower. When your Federal Direct Subsidized/Unsubsidized Loan is credited to your student account, you will receive an email notification to your App State email address. When the Federal Direct PLUS Loan is credited to your account, your parent borrower will receive a paper notification via mail.
- The appropriate agency will also credit the North Carolina Need-Based Grant and the North Carolina Education Lottery Scholarship to your student account if you have been awarded these funds. If you have been awarded any of these funds, your acceptance of these terms and conditions indicates that you agree to have these funds credited to your student account.
- Some funds, such as outside scholarships, will come in the form of a check directly from the donor. A notice will be sent via your App State email, if you need to endorse the check. You must then go to the Office of Student Accounts in John Thomas Hall, with your photo identification and endorse the check.
- You may view your student account at any time from your AppalNet account.

YOUR BILL AND FINANCIAL AID DISBURSEMENTS:

- The **Office of Student Accounts** will email all bills to the student’s email account, and to a parent’s email account, if the student provides a parent email address in the Parent Portal Parent Access and the student selects the Student Accounts information box. You can also view your student account at any time by logging into your AppalNet account. You will receive an email bill for the fall semester charges in mid-July with payment due early August. The spring semester bill will be emailed in mid-November with payment due mid-December.
- Your financial aid will be identified on your bill as either a “MEMO,” an “AUTHORIZATION,” or an “A/R MEMO.” The “MEMO,” “AUTHORIZATION,” and/or “A/R MEMO” indicates to the Office of Student Accounts the amount of anticipated aid that should be credited to your account to pay for some or all of your institutional charges. You must pay the “Current Due” amount by the payment date. **Your classes may be canceled if you do not have enough financial aid to cover your institutional charges and you do not pay the balance by the due date.**
- Remember that some charges on your student account such as traffic fines, parking passes, library fines and health insurance cannot be automatically paid for with Financial Aid awards.
- Keep in mind that loan fees will be charged on the Federal Direct Subsidized, Unsubsidized, Graduate PLUS and parent PLUS Loans, and these fees will be deducted from the gross award amount listed on the award letter. Refer to the Federal Direct Loan and/or the Federal Direct PLUS Loan Notice of Guarantee to determine the exact amount that will be credited to your student account.
- If your student loans disburse on the same date as your parent’s PLUS loan, please know that the PLUS loan will be applied to your charges first and then your student loans will apply to any outstanding balance.
- Also, keep in mind that Federal Work-Study earnings are not credited to your student account to pay your bill but are paid directly to you for the hours you work.
- At the end of the drop/add period for each semester, your enrollment status (number of credit hours) will be reviewed. If your enrollment status is different from the status on which your financial aid award was determined, your financial aid will be adjusted. You may be required to repay some or all of your financial aid, which could create an amount due on your account. For example – if your financial aid award is based on a full-time enrollment status of 12 credit hours per semester and you enroll in only nine credit hours, your financial aid may be adjusted, creating an amount due on your account.

7. FINANCIAL AID REFUNDS: [back to top](#)

Any questions concerning the payment of your bills should be directed to the office of Student Accounts at (828) 262-2113. Any questions regarding refunds should be directed to the [Office of Student Accounts](#), once your financial aid has been credited to your student account.

8. WITHDRAWAL AND RETURN OF FINANCIAL AID FUNDS: [back to top](#)

- If you stop attending a class, you are required to officially drop the class. If you stop attending all of your classes, you are required to officially withdraw from the University. It is important that you read and understand:
- [Policy for the Return of Financial Aid Funds for Students Who Withdraw from the University](#)
- [Policy for Satisfactory Academic Progress](#)
- If you decide to withdraw from the University, you must contact the Registrar's Office to begin the official withdrawal process. If you stop attending all of your classes, you are required to officially withdraw from the University. If you stop attending all of your classes but fail to complete the official withdrawal process, you will be considered an unofficial withdrawal. This policy applies to official and unofficial withdrawals.
- If you withdraw from the University, the Office of Student Financial Aid is required to calculate the amount of financial aid you have earned and the amount that is unearned. The unearned portion must be returned to the appropriate financial aid programs according to federal regulations and institutional policy.
- If you withdraw on or before the 60% point of the term, a percentage of your financial aid will be calculated as earned and a percentage as unearned on a pro-rata basis. Once you have been enrolled for 60% of the term, you are considered to have earned all of your financial aid. You may still be required to return a portion of any North Carolina state grants. The Return of State Grants worksheet must be completed by the Office of Student Financial Aid to determine if any grant money must be returned.
- For example: You enroll in a semester that has 113 days in the term, and you withdraw on the 18th day of the term. Your earned and unearned financial aid would be calculated as:

18 days

113 days = 15.9% of your financial aid has been earned and 84.1% is unearned.

- The unearned amount must be returned to the federal financial aid programs in this order:
 - 1) Federal Direct Unsubsidized Loan
 - 2) Federal Direct Subsidized Loan
 - 3) Federal Perkins Loan
 - 4) Federal PLUS Loan
 - 5) Federal PLUS Loan for Graduate Students
 - 6) Federal PELL Grant
 - 7) Federal Supplemental Educational Opportunity Grant (FSEOG)
- The unearned amount of North Carolina state grants will be returned in this order:
 - 1) Education Lottery Scholarship Program (ELS)
 - 2) UNC Need-based Grant
 - 3) North Carolina National Guard Tuition Assistance Program
 - 4) UNC Campus Scholarships
- The same policy applies to institutional and other types of aid and will be returned in this order:
 - 1) North Carolina Need-based Grant (NCNB)
 - 2) Appalachian College Opportunity Grant (ACOG)
 - 3) Institutional Grants, Waivers, and Scholarships
 - 4) NC Student Incentive Grant
 - 5) Education Access Rewards NC Scholars Fund Program (EARN)
 - 6) Other State Aid
 - 7) Outside Scholarships
 - 8) Other Sources

- The University will return to the appropriate financial aid program the lesser of your total amount of unearned aid or the institutional charges of tuition, fees, room, and board. You are responsible for returning to the appropriate programs any remaining amount.
- If the University is required to return funds to the federal grant or loan programs, the University will return those funds on your behalf. This may create a balance on your student account. If the University is required to return funds from the state, institution, or other sources, the University must return the entire unearned percentage on your behalf. If the University is required to return funds from the loan programs, the University will return those funds according to the normal repayment terms of the loan program.
- If the calculations result in a balance due from you, a bill will be sent to your permanent home address and will be due upon receipt.
- If you are a Federal Direct Loan borrower, you are required to complete Exit Counseling at the time of your withdrawal. You may complete the Federal Direct Loan Exit Counseling at <http://www.nsls.ed.gov>. Your Federal Direct Loan lender will be notified that you are no longer enrolled, and the loan repayment process will begin. It is important that you understand your rights and responsibilities, and your completion of the required exit counseling will prepare you for repaying your loan(s).
- If you are a Federal Perkins Loan borrower you must complete the Perkins Loan Exit Counseling. Educational Computing Systems, Inc. (ECSI) handles Perkins loan billing including payment processing, entitlement processing and Perkins Loan Exit Counseling. You can contact them at their website, www.ecsi.net, by phone, 888-549-3274 or by mail at 181 Montour Run Road, Caropolis, PA 15108-9408. The school code for Appalachian State University is 4Q. It is a federal requirement that you complete this exit counseling.
- Refunds will not be made to alternative loan lenders unless requested by the student.

9. **POLICY FOR SATISFACTORY ACADEMIC PROGRESS:** [back to top](#)

For Financial Aid Eligibility at Appalachian State University

In order to be eligible for federal, state, and institutional financial aid, a student must be making satisfactory academic progress toward completion of a degree or a teaching certificate.

Satisfactory Academic Progress Policy For Financial Aid Eligibility at Appalachian State University

In order to be eligible for federal, state, and institutional financial aid, a student must be making satisfactory academic progress toward completion of a degree or a teaching certificate.

Satisfactory Academic Progress is evaluated for three standards:

- **Standard 1 – Academic Standing – All Students**

A student is in good academic standing if they are not suspended according to the Good Academic Standing Policy as stated in the General Bulletin or the *Suspension and Dismissal Policy* in the Graduate Bulletin. Students must always maintain the cumulative grade point average requirements.

- **Standard 2 – Total attempted hours do not exceed 150% of the published length of the program**

A student is maintaining satisfactory academic progress if their total hours attempted for one or more undergraduate degree(s) or graduate degree(s) do not exceed 150% of hours required for the first undergraduate or graduate degree. A student seeking a second undergraduate degree is maintaining satisfactory academic progress if the total undergraduate hours attempted does not exceed 225 hours.

- **Standard 3 – Must earn at least 67% of total attempted hours at Appalachian for the degree**

All students must successfully complete 67% of their Appalachian attempted cumulative credit hours at the end of each term. Example: At the end of a spring semester a student has attempted 92 credit hours. The student must successfully complete 62 of those credit hours.

Evaluation Periods

Satisfactory Academic Progress will be evaluated at the end of each spring term. However, if the financial aid application is received after the end of the spring semester, the most current academic information will be used for the evaluation. The evaluation will include all terms of enrollment whether or not financial aid was received for a term. If a student was denied financial aid for the fall semester or was approved for financial aid for fall only, an evaluation will be conducted once fall grades are posted to review financial aid eligibility. An evaluation will be conducted at the end of the spring semester to review and approve financial aid for summer for those students who have reestablished eligibility. In addition, an evaluation will be conducted at the end of the summer to review and approve financial aid for fall for those students who have reestablished their eligibility.

Grades & Dropped Courses

All grades, including withdrawals, incompletes, repeats, and non-credits are considered in the evaluation. Repeated courses are counted in total attempted hours. Classes dropped after the drop/add period will be counted in total attempted hours. Any student who does not successfully complete any of their courses (no passing grades) will automatically be considered as not making Satisfactory Academic Progress and may be required to submit a Satisfactory Academic Progress Appeal, before aid eligibility can be determined for the next term of enrollment.

Students Readmitted Under the Forgiveness Policy

Students are considered in good standing if they have been admitted under the one year forgiveness policy. Per institutional policy, one year forgiveness students are those who have earned a minimum of thirty semester hours of transferable credit since they last attended Appalachian. In addition, the grades earned at other collegiate institutions combined with the grades earned previously at Appalachian result in an average of at least 2.0.

Students admitted under any other forgiveness policies are not eligible for financial aid the first semester/term they enroll unless grades earned at other collegiate institutions during absence from Appalachian combined with the grades earned previously at Appalachian result in an average of at least 2.0.

Students who meet the standards above may submit a Satisfactory Academic Progress Appeal Form.

Review Process and Notification of Non-eligibility

It is the responsibility of the student to be aware of his/her satisfactory academic progress status. When a student is not meeting the minimum satisfactory academic progress requirements, the student will be notified that he/she is not eligible to receive financial aid until eligibility is regained. The awarding of financial aid will depend on the time eligibility is reestablished, the type of aid requested, and the availability of funds.

Appeal Process

A student who is not maintaining satisfactory academic progress under standards 2 and 3 of this policy as stated above may appeal their status by completing the appeal form (reverse side of this document). Appeals will only be considered for the following reasons

Standard 2: Total attempted hours exceed 150% of the published length of the program

1) Documented extenuating circumstances resulting in the total attempted hours exceeding 150% of the published length of the program

Standard 3: Not Meeting 67% Requirement

1) Enrolled in MAT 0010 and/or ENG 0900 2) Medical Withdrawal 3) Earned Grade(s) of F or U 4) Withdrawal for reasons other than medical 5) Extended personal illness/injury or death or extended illness of immediate family 6) Graduate student who was required to take prerequisite courses for the graduate degree

Appeals on the basis of GPA deficiency will not be considered. Students who are academically suspended are not eligible for financial aid. All appeals must be submitted on the *Satisfactory Academic Progress Appeal Form*. All appeals along with all required documentation are to be submitted to: Office of Student Financial Aid, ASU Box 32059, Boone, NC, 28608-2059.

10. OFFICE HOURS AND ADDITIONAL RESOURCES: [back to top](#)

WEB ADDRESS/TELEPHONE NUMBER	TO:
www.financialaid.appstate.edu	<ul style="list-style-type: none"> All Appalachian State University financial aid information
www.pin.ed.gov	<ul style="list-style-type: none"> A U.S. Department of Education FSA ID number for the student and parent to serve as the electronic signatures when completing the FAFSA on the Web
www.fafsa.ed.gov	<ul style="list-style-type: none"> Complete your FAFSA or Renewal FAFSA on the Web or check on the status of your FAFSA on the Web
www.nsls.ed.gov	<ul style="list-style-type: none"> Track your Federal Stafford and Federal Perkins Loans – You will need your U.S. Department of Education FSA ID number to access your loan data
www.students.gov	<ul style="list-style-type: none"> The Student Gateway to the U.S. Government
www.studentaid.ed.gov	<ul style="list-style-type: none"> View the Federal Student Aid Home Page
www.college.gov	<ul style="list-style-type: none"> Intended to provide inspiration and hope to all students, and encourage them to consider and pursue a postsecondary education.
www.cfnc.org	<ul style="list-style-type: none"> NC Scholarships and Grants
www.studentloans.gov	<ul style="list-style-type: none"> Complete loan MPN's and Loan Entrance and Exit Counseling
800-433-3243	<ul style="list-style-type: none"> Obtain general information about the federal student aid programs Assistance in completing the FAFSA Information and technical assistance for FAFSA on the Web
http://www.ed.gov/offices/OSFAP/DCS/	<ul style="list-style-type: none"> Get information about a defaulted loan

Financial Aid General Office Hours

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Retain all of this information with your other financial aid records. You may need to refer to this information should you receive a revised award offer for this award period.

Stay informed about financial aid information, instructions, and deadlines, by accessing your AppalNet and App State email

