



# FINANCIAL | AID | INFORMATION | GUIDE

For Undergraduate Students

2010 / 2011

# *Financial*



# *Aid*

OFFER | OF

STUDENT | FINANCIAL | AID

Dear Student:

Congratulations on your decision to pursue a higher education! The Office of Financial Aid is pleased to offer you the “estimated” financial aid on the enclosed award notification. This booklet contains information regarding the terms and conditions of your award notification and your responsibilities as a financial aid recipient. This booklet also answers questions you may have regarding other financial aid matters.

It is extremely important that you read and understand the terms and conditions of your award. Please note that the award amount for the Florida Resident Access Grant (FRAG) is estimated. Final disbursement of the FRAG amount may be different from the estimated amount on your award letter, depending on yearly appropriations made available by the Florida legislature. It is important that you submit the enclosed missing document(s), if applicable, so we can complete the processing of your financial aid file. Failure to submit the required document(s) within 30 days from the date of the award letter will result in the delay of processing and disbursing your financial aid awards.

St. Thomas University reserves the right to review and adjust original financial aid award packages, including university funded scholarships and/or grants should you receive additional funding from federal, state and private sources (e.g. FSEOG, FRAG, FSAG, Florida Bright Futures Program, etc.) that exceeds the cost of tuition and dormitory fees (if applicable). All institutional aid is intended for full-time enrollment for Fall and Spring semesters only. Recipients of multiple admissions awards are eligible to receive the highest award only.

Please read the contents in this booklet carefully before accepting your award notification. If you have any questions or require additional assistance, please feel free to contact or visit B.A.S.I.C. Office.

Good luck and best wishes for a successful 2010-2011 school year.

Sincerely,



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Director of Financial Aid

The enclosed financial aid award has been prepared in accordance with federal, state and institutional regulations to assist you with the cost of attendance at the university for the 2010-2011 academic year. This award is contingent upon actual receipt of funds from the appropriate agencies (e.g. federal, state and private). The Office of Financial Aid reserves the right to revise or cancel this award because of changes in your financial or academic status. You must notify B.A.S.I.C. Office of any changes in your living arrangements, additional scholarships and/or other assistance which you may receive from other sources. We encourage you read the information in this booklet and all attachments included with this award package.

## TUITION DEFERMENTS

Tuition payments will be deferred provided the total amount of your financial aid award meets or exceeds the cost of your tuition. If your award does not meet or exceed your current fees due, you must pay the difference or your courses will be dropped for non-payment. If earnings from the Federal Work Study (FWS) will be used as payment for tuition, you must submit written authorization to B.A.S.I.C. Office. If you intend on dropping any or all of your classes, you must do so during the initial drop/add period of the semester. **You must drop unwanted classes to avoid financial liability.**

## AWARD ADJUSTMENTS

After receiving your initial award letter, you may request an award adjustment by submitting a written request within 30 days of the date on the award letter or two weeks prior to the last day of class of each semester, whichever comes first. Late requests will not be processed.

## FLORIDA PREPAID TUITION PROGRAM

If you are a participant in the Florida Prepaid Program, you must inform B.A.S.I.C. Office. You are responsible for the balance not covered by the Florida Prepaid Program and will be required to submit payment to B.A.S.I.C. Office.

## TUITION REIMBURSEMENT BENEFIT

If you are receiving tuition reimbursement from your employer, you must inform B.A.S.I.C. Office. You are responsible for the balance not covered by the reimbursement. The tuition and fee portion of your financial aid budget will be adjusted to reflect this benefit.

## VETERAN EDUCATIONAL BENEFIT

If you are receiving veteran educational benefit, you must inform B.A.S.I.C. Office. You are responsible for the balance not covered by the reimbursement. For more information, please visit the Veteran's Information and Services link on our homepage at [www.stu.edu](http://www.stu.edu).

## DISBURSING FINANCIAL AID

Financial aid funds are generally credited to your account in September for the Fall semester and January for the Spring semester, provided you have submitted all required documents and your file has been processed. Tuition and all other allowable charges will be deducted from your scheduled financial aid (including Direct Loans). Refunds are issued by the Business Office after the drop/add period for the term and all allowable charges have been deducted, provided you meet the enrollment requirements for each term. **It is recommended that you set aside sufficient funds to cover expenses such as books, meals, living expenses, etc., for the first month of classes while financial aid funds are being disbursed.**

## BOOK GIFT CARD

Students who have been awarded financial assistance exceeding the cost of tuition and books may be eligible for a gift card to purchase books at the beginning of the semester. Check with B.A.S.I.C. Office for the procedure to apply for a book gift card.

## HOPE TAX CREDIT

The 1998 Congress approved the Hope Scholarship Tax Credit. If you pay your tuition with loans or personal funds, you or your parents may be eligible for a tax credit. Keep receipts of the tuition paid and financial aid received and consults a tax advisor for specific information on tax credits.

## DRUG-RELATED VIOLATIONS

If the student is convicted for drug-related charges while receiving federal aid, his/her financial aid award offered will be canceled. The student will receive a written notice to contact an Enrollment Specialist at B.A.S.I.C. Office on procedures to regain eligibility for financial aid.



## FINANCIAL AID

## GENERAL INFORMATION

### AWARDS ARE SUBJECT TO CHANGE

A financial aid award may be reduced or canceled. The most common reasons for an award adjustment include changes in enrollment, residency status or housing arrangements and overawards due to receipt of aid from other sources. An award may also be adjusted due to changes or inaccuracies in the information on which the award was based.

### CHANGES IN CIRCUMSTANCES

Federal and state regulations require that we revise your award when changes occur which may affect your eligibility for financial assistance (e.g. receipt of additional assistance, loss of employment, failure to maintain satisfactory academic progress, etc.). If this occurs, your eligibility will be reassessed and you will receive an email notice to log into Web Advisor to view your revised award letter.

### TAXABLE FINANCIAL AID

Under the law, certain types of financial assistance (e.g. grants, scholarships, fellowships) may be subject to federal income tax. Keep accurate records of the aid you receive and consult the IRS publications or your tax advisor for specific information on tax liability.

### COST OF ATTENDANCE

Your cost of attendance is based on estimated cost of tuition, books, supplies, room, board, transportation, and miscellaneous personal expenses for a nine-month academic year. These budgets include direct university charges (tuition and on-campus room and board) and estimates of indirect expenses (books and supplies, transportation, miscellaneous personal expenses, and off-campus room and board) and are subject to change without notice.

### DROPPING/WITHDRAWING

The funds you are awarded are intended to help meet your educational expenses while attending the University. If you withdraw, drop out of school, drop below half-time, or change enrollment status, your financial aid award may be reduced or canceled, and you may be required to return a portion of the aid awarded to you. If you are entitled to a refund of your tuition, all or part of the refund may be applied to the financial aid fund from which your aid was awarded. You may also be required to repay a portion of the funds disbursed directly to you. The amount of the refund is based on formulas established by the U.S. Department of Education. **You should consult with an Enrollment Specialist at B.A.S.I.C. Office prior to dropping or withdrawing to avoid an unnecessary financial hardship.**

### RENEWAL OF FINANCIAL AID

Financial aid awards are not automatically renewed. The FAFSA application for the 2011-2012 academic year will be available after January 1, 2011 at [www.fafsa.gov](http://www.fafsa.gov).

### ENROLLMENT REQUIREMENTS

You can only be awarded for hours you are taking at STU.

	UNDERGRADUATE
Full-time	12+ hours
3/4 time	9-11 hours
Half-time	6-8 hours
<1/2 time	1-5 hours

	UNDERGRADUATE		
	On Campus	Dependent	Off Campus
Tuition & Fees	\$22,770	\$22,770	\$22,770
Books & Supplies	1,200	1,200	1,200
Room & Board	7,500	1,800	10,895
Loan Fees	65	65	65
Transportation	1,950	3,150	3,150
Personal Expenses	2,232	2,232	2,232
<b>TOTAL COST</b>	<b>\$35,717</b>	<b>\$31,217</b>	<b>\$40,312</b>

*Tuition is based on 2010-2011 costs. Budgets are based on 15 credit hours per semester (Fall/Spring) for undergraduate students*

# WILLIAM D. FORD DIRECT LOAN DISBURSEMENT REQUIREMENTS

The U.S. Department of Education has specific disbursement requirements applicable to the William D. Ford Direct Loan Programs (e.g. Subsidized, Unsubsidized and PLUS). If you are receiving assistance from one of these programs, please read the information below carefully to determine if one of the following conditions apply to you.

- 1 At the time of disbursement, you must be enrolled and attending at least half-time to receive the Direct Stafford and/or PLUS Loan. If your enrollment has dropped to less than half-time after the first week of classes and before the disbursement of the loan proceeds, the funds will be returned to the U.S. Dept. of Education. Any future disbursement(s) will be canceled. You will still be responsible for all university charges that have not been paid.
- 2 If you drop below half-time after receiving the first disbursement of your loan, your second disbursement will be canceled.
- 3 If you are a first-time borrower, you must complete the Loan Entrance Counseling before your loan will be processed. The Loan Entrance Counseling can be completed online at [www.stu.edu/faforms](http://www.stu.edu/faforms).
- 4 Your Direct Stafford and/or PLUS Loan funds will be disbursed after the drop/add period of each term for which you are receiving a loan.

## DIRECT STAFFORD MASTER PROMISSORY NOTE (MPN)

Your Direct Stafford Master Promissory Note can be E-sign and is effective during the entire enrollment at the University. You are only required to complete the “Direct Stafford Loan Request Form” for subsequent years. This new procedure will expedite the loan process and release of funds.

## LOAN EXIT COUNSELING

If you have received a student loan during your enrollment at the University, you will be required to complete the Loan Exit Counseling prior to leaving the University or graduating, whichever comes first. Loan recipients will receive a reminder to complete the Loan Exit Counseling online at [www.stu.edu/faforms](http://www.stu.edu/faforms).

## DIRECT PLUS MPN

The Direct PLUS MPN may be used for multiple PLUS Loans. Your parent may no longer have to sign a new note unless you decide to change school. You are only required to complete the “Direct PLUS Loan Request Form” for subsequent years. However, if the Direct PLUS MPN is obtained using an endorser, the endorsement applies only to that particular loan. Subsequent loans will require a new Direct PLUS MPN and, if applicable, an endorser signature for the subsequent loan.

	Available for	Annual Limits (Effective for loan disbursed on or after July 1, 2007)
Direct Subsidized Loan	Undergraduate, graduate and doctoral students with proven financial need and enrolled at least half-time at STU.	Year 1: \$3,500 Year 2: \$4,500 Year 3-5: \$5,500 Grad/Prof: \$8,500
Direct Unsubsidized Loan	Students enrolled at least half-time at STU who do not qualify for maximum Direct Subsidized Loan awards, and independent students eligible for additional funds. **Additional Direct Unsubsidized Loan amount are available only to students classified as independent students or dependent students whose parents cannot obtain a Direct PLUS Loan.	Dependent Students - Same as Direct Subsidized Loan limits minus any amount received under that program. Independent Students - Same as Direct Subsidized Loan minus any amount received under that program plus: Year 1-2: \$2,000 + \$4,000 additional unsubsidized ** Year 3-5: \$2,000 + \$5,000 additional unsubsidized ** Grad/Prof: \$12,000
Federal Perkins Loan	Students must submit the FAFSA, meet the same program eligibility requirements as described for the Direct Loan Program and demonstrate an exceptionally high financial need.	Undergraduate Students \$5,500 Graduate Students \$8,000 *Note: The Federal Perkins Loan is a long-term low interest loan administered by the University’s Office of Financial Aid contingent upon the availability of funds and the amount of other financial assistance received by the student.
Direct PLUS Loan	Parents of Dependent Undergraduate or Graduate/Professional students enrolled at least half-time at STU.	Up to full cost of education minus other expected financial aid. May be used to fulfill the Expected Family Contribution.

# SPECIFIC | PROGRAM | REQUIREMENTS

In general, financial aid available to students enrolled at least half-time. However, the amount of the award will vary for certain programs based on your enrollment status. If you do not meet the award criteria for an award, the Office of Financial Aid will reevaluate your eligibility and will revise the award accordingly prior to releasing funds.

## FEDERAL PELL GRANT

If a Federal Pell Grant is listed as part of your award, the actual amount will be pro-rated based on your actual enrollment status each semester.

## ACG / SMART GRANT

If you are awarded the ACG/SMART Grant, you must enroll full-time, maintain a minimum 3.0 cumulative GPA, be a U.S. citizen or eligible non-citizen and be eligible for the Federal Pell Grant. SMART grant recipients must major in an eligible major approved by the U.S. Department of Education and be enrolled in at least one course for each term the SMART Grant is disbursed.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

If you are awarded the FSEOG, the amount is based on the anticipated full-time enrollment you listed on the FAFSA. You must enroll at least half-time to receive this grant. Priority will be given to students enrolling full-time.

## FLORIDA RESIDENT ACCESS GRANT (FRAG)

The FRAG is a non-need-based grant funded by the State of Florida. The Office of Financial Aid assumes from the information you submitted on the FAFSA that you appear eligible. You must submit proof of Florida residency for parent (dependent students) or student (independent students) by the designated deadlines for each academic year. Final eligibility is subject to confirmation from the State Agency. If you are a prior year recipient, you must have earned 24 credits by the end of the Spring 2010 term and have a cumulative 2.0 G.P.A. to maintain eligibility. You must enroll full-time to receive this grant.

## FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The FSAG is a need-based grant funded by the State of Florida. The Office of Financial Aid assumes from the information you submitted on the FAFSA that you appear eligible on the basis of financial need. Final eligibility is subject to confirmation from the State Agency. If you are a prior year recipient, you must have earned 24 credits by the end of the Spring 2010 term and have a cumulative 2.0 G.P.A. to maintain eligibility. You must enroll full-time to receive this grant.

## FLORIDA BRIGHT FUTURES SCHOLARSHIP

The Florida Academic Scholars, the Florida Medallion and Vocational Gold Seal awards are estimated. They are based on 15 credits per semester. The actual amount will be adjusted based on your actual enrollment status each semester.

## FEDERAL WORK STUDY (FWS)

If your financial aid award includes FWS employment, the amount shown is the total amount of money you may expect to earn during the award period as a result of work performed. If you are accepting the award, you will receive an email to attend a mandatory FWS training and to pick up your FWS packet. You must complete and return the "Job Assignment Form" to B.A.S.I.C. Office within the first two weeks of each semester. Failure to submit this form will result in the cancelation of your FWS award. FWS students can work up to 20 hours per week. You must enroll at least half-time to participate in the FWS program.

## FEDERAL PERKINS LOAN

If your award includes a Perkins Loan, please visit [www.stu.edu/faforms](http://www.stu.edu/faforms) to complete the Perkins Loan Master Promissory Note (MPN) and the Loan Entrance Counseling online. You only need to complete the Perkins Loan MPN once. Failure to complete these required forms will result in the cancelation of your award. You must enroll at least half-time to receive this loan. Priority will be given to students enrolling full-time.

## INSTITUTIONAL SCHOLARSHIPS

Most scholarships have specific requirements (e.g. full-time enrollment, minimum G.P.A., class level, etc.) that must be met in order to receive and/or retain the award. The initial scholarship letter you received from the Admissions Office outlines the scholarship eligibility criteria for renewal of the award. Also, refer to the scholarship list provided for eligibility criteria for renewal of other institutional scholarships. Please review the scholarship criteria to ensure that you are in compliance. If you do not meet the renewal requirement(s), the award will be canceled.

## EXTERNAL RESOURCES

Scholarships and other resources from external sources are accounted for in the calculation of financial need, and they are listed separately on your award letter. **If you will be receiving scholarships and/or grants from other sources please inform B.A.S.I.C. Office to avoid unnecessary financial hardship due to overaward.**

# FINANCIAL AID

# AWARD | LETTER



OFFICE OF FINANCIAL AID

2010 - 2011  
Estimated Award

Dr. Sample D. Student  
16401 NW 37th Avenue  
Miami, FL 33054

Award Date 06/16/10  
Student ID# 0258038  
Acad Level UG

We are pleased to offer you the following financial aid award. Your award is based on the information you submitted on your Free Application for Federal Student Aid. Please be sure to read the terms and conditions of this award as stated on the Financial Aid Information Guide for your program of study located online at [www.stu.edu/faguide](http://www.stu.edu/faguide). Your award is based on FULL-TIME study and is contingent upon maintaining satisfactory academic progress as defined by Federal, State, and St. Thomas University guidelines. This award is not official until ALL required documents have been received and processed by the Office of Financial Aid. The cost of attendance is published by each educational institution and typically includes tuition and fees, books and supplies, room and board, personal costs and transportation. St. Thomas University's actual tuition and fees figure for undergraduate students for 2010-2011 is \$22,770.00 for questions please call STU B.A.S.I.C. (305) 474-6900.

Cost of Attendance - Family Contribution = Unmet Need  
31217 - 0 = 31217

	TOTAL	10/RF	11/RS
UNIVERSITY AWARD	8000.00	4000.00	4000.00
PELL GRANT	5550.00	2775.00	2775.00
SUPPL. EDUC. OPPTY GRAN	1200.00	600.00	600.00
FLORIDA RESIDENT ACCESS	2425.00	1213.00	1212.00
FL STUDENT ASSIST GRANT	1500.00	750.00	750.00
FEDERAL WORK STUDY	4000.00	2000.00	2000.00
SUB. FED STAFFORD LOAN	3500.00	1750.00	1750.00
<b>TOTAL AWARDED</b>	<b>\$ 26175.00</b>	<b>13088.00</b>	<b>13087.00</b>

You are not required to return this award notification unless you choose to decline all or part of this award. Should you choose to do so, please circle the award(s) you wish to decline and return this notice to the STU B.A.S.I.C. For your convenience your award notice is available online via WebAdvisor at <http://kennedy.stu.edu>.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
16401 NW 37th Avenue • Miami Gardens, FL 33054 • Phone: (305) 474-6900 • Fax: (305) 628-6754  
[www.stu.edu/financialaid](http://www.stu.edu/financialaid)

The academic year which this award is offered

Your current address on file

Cost of attendance includes tuition & fees, books & supplies, room & board, transportation and miscellaneous personal expenses.

Total financial aid offered for the academic year

Academic level can be  
UG- Undergraduate  
GR- Graduate  
LS- Law

Total eligibility for need-based financial aid

Amount family is expected to contribute to educational costs

Spring 2011

Fall 2010

**Information Disclosure**  
The Family Education Rights and Privacy Act (FERPA) of 1974 exists to protect your right to confidentiality and limits our ability to release information about your financial aid application. Any documentation submitted by you and/or your parents and details of your award package are considered confidential and will not be released to anyone without your written consent. Information released to anyone over the telephone will be of a general nature. Specific details must be discussed in person. If you need more information about FERPA, please refer to the federal website [www.ed.gov/offices/OM/fpco/Index.html](http://www.ed.gov/offices/OM/fpco/Index.html).



2010 / 2011

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require the University to establish Standards of Satisfactory Academic Progress. You must maintain Satisfactory Academic Progress toward a course of study regardless of whether you previously received financial aid at the University. Satisfactory Academic Progress is measured both in terms of quality and quantity. You must maintain a minimum grade point average and complete a minimum number of credits each term you are enrolled. In addition, assistance will be limited to a maximum number of credits in relation to your degree requirements. The programs affected by the Standards of Satisfactory Academic Progress include: Federal Pell Grant, ACG, SMART, Federal Supplemental Educational Opportunity Grant, FRAG, FSAG, Federal Work Study, Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans. Institutional Scholarships and/or Grants are subject to the same standards. **All courses taken at the University will be counted. Failure to meet the requirements of satisfactory academic progress will result in the student being placed on probation, suspension or termination of financial aid eligibility.**

**There are two components to Satisfactory Academic Progress:**

• **Qualitative GPA**

Undergraduate - Minimum cumulative G.P.A. of 2.0.

• **Quantitative GPA**

Credit Hour Completion

1. Undergraduate students with a combined enrollment of 12 credits or more for the academic year (Fall/Spring) must earn 75% of all credits attempted.
2. Undergraduate students with a combined enrollment of less than 12 credits for the academic year (Fall/Spring) must earn ALL credits attempted.

### MAXIMUM TIME FRAME

- Students are eligible to receive financial aid up to 150 credit hours attempted. All courses with a grade of F, I, W, UW, and repeated courses will be considered in the calculation of credit hours attempted and will be counted toward maximum time frame limitation.
- Financial assistance will not be extended to cover minor degrees. All periods of enrollment (including Summer), will be counted toward the maximum time frame.

**Note:** *The Summer semester may be used to make up credit hour deficiencies and G.P.A. for the new academic year (except for state programs).*

### SECOND BACHELOR DEGREE

Students will be eligible to receive financial aid up to 25% over and above the maximum credit hours required to obtain a second bachelor's degree. The student must submit documentation from the Dean of the student's chosen major, indicating the number of credit hours needed to complete the desired second bachelor's degree. **Students pursuing a second bachelor's degree will only be eligible for Federal Work Study and the William D. Ford Direct Loan Program.**

### CHANGE OF MAJOR

Students are eligible for aid up to 150 credit hours attempted. All transfer credits and credits attempted at the University from their previous major will be included in the calculation of maximum time frame. **Financial assistance will not be extended to cover lost credits due to change of major.**

### DEFICIENCIES/PREREQUISITES

Students who are admitted with deficiencies and/or prerequisites will have those credits added to their minimum degree requirements.

### TREATMENT OF PUNITIVE AND NONPUNITIVE GRADES AND COURSES

All courses with a grade of F, I, W, UW, and repeated courses will be considered in the calculation of credit hours attempted and will be subject to the Standards of Satisfactory Academic Progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of satisfactory academic progress. Incomplete (I) grades will be calculated as failing grades in regard to Credit Hour Completion until the course has been satisfactorily completed.

### NOTIFICATION OF SATISFACTORY ACADEMIC PROGRESS STATUS

Before issuing an award for an academic year, the Office of Financial Aid will review the applicant's eligibility based on the student's academic performance at the end of the Spring 2010 semester for the previous academic year. Students who have not met the minimum standards of satisfactory academic progress as outlined will be placed on probation for one semester.

### REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

A student may regain eligibility by:

- Achieving the required G.P.A. and Credit Hour Completion as outlined.
- Attending summer school to make up credit hour deficiencies and G.P.A. for the new academic year.
- Appealing the financial aid decision as described below.

### APPEAL PROCESS

Any student who does not meet the academic progress standards and is able to document extenuating circumstances may appeal the suspension or termination of financial aid eligibility.

1. To appeal, submit an appeal letter with proper documentation to B.A.S.I.C. Office explaining the reason(s) for the request.
2. You will be notified of the decision within 15 business days of the receipt date. If the Financial Aid Administrator denies the appeal, the student may request a "Final Appeal Request" form from B.A.S.I.C. Office. The Final Appeal Request will be reviewed by the Financial Aid Final Appeal Committee, and the student will be notified of their decision within 30 days. **This decision shall be final. Only one final appeal per academic year is allowed.**

**NOTE:** *All charges incurred during any period of time for which a student's aid is denied/suspended is the sole responsibility of the student and/or his/her parents. Under no circumstances will awards be made retroactively, unless specifically provided for herein. If the appeal is approved, financial assistance will be awarded based on availability of funds at the time.*