

Salisbury University Financial Aid Award Notification Guide: 2018-2019

Notification Guide

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

Salisbury University E-mail

- Incoming Students:
 - Aid notices for incoming students are sent by U.S. mail until classes start. Once classes start, notices are sent only by email to your SU email account.
 - Personal email address provided on the admissions application will be utilized for applicants.
- Current / Returning Students:
 - Aid notices for returning students are sent only by email to your SU email account.
- ALL STUDENTS must read and comply with their GullNet "To Do List" items, and notify their parents of all requests for parent data.

How Financial Need is Determined

Financial aid programs were created with the idea that the primary responsibility for paying for college rests with the student and his or her family. The **Expected Family Contribution (EFC)** is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year.

The information you report on your Free Application for Federal Student Aid (FAFSA) is used to calculate your EFC. Schools use the EFC to determine your federal student aid eligibility and financial aid award.

Note: Your EFC is not the amount of money your family will have to pay for college **nor** is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive. See your Student Aid Report for your EFC number.

In order to determine financial need, the University utilizes the EFC and the University's **Cost of Attendance** or **COA**. The COA is the tuition, fees, room, board (meal plan) and other indirect expenses such as books, supplies, and transportation that represent the costs associated with attendance.

The following formula illustrates how financial need is determined utilizing EFC and COA:

$$\text{COA} - \text{EFC} = \text{Eligibility for Need-Based Financial Aid}$$

Need-based financial aid is available to families that demonstrate need for additional resources. The financial aid process strives to provide students with enough aid to meet their calculated financial need, but this is often not possible because of limited federal, state, and institutional funds. When need-based aid is awarded, all other scholarships, grants and educational benefits that you will receive are also considered.

For additional information on the Cost of Attendance (COA) and Expected Family Contribution (EFC), see the following information.

Cost of Attendance-Budget (fall/spring)

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

Note: Your total aid cannot exceed your COA budget per federal requirements.

- **Direct costs** are charged directly to your student account and payable to the university. They always include tuition and fees. They will also include room and board if you are living on campus and purchasing a meal plan.
- **Indirect expenses** vary per student and are not included in your bill. These include books/supplies, transportation and personal expenses.

The figures below are **ESTIMATED Undergraduate 2018-2019** costs per year for a full-time (12+credits per semester), on-campus, undergraduate students.

	Maryland Residents	Out-of-State
Tuition and Fees	9,824	19,526
Room*	6,950	6,950
Board**	5,000	5,000
Direct Costs	\$21,774	\$31,476

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

Cost of Attendance	\$25,774	\$35,476
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* Based on Double Occupancy **Based on the "A" Meal Plan

Expected Family Contribution (EFC)

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

Federal and State Aid Programs

Terms and Conditions of Aid Programs:

- You must apply for these aid programs annually via the **Free Application for Federal Student Aid (FAFSA)** on or after October 1st.
- Create an FSA ID, see page 4 for more details.
- Need based awards do not automatically renew because they are based on an annual evaluation of your financial need.
- Federal and state legislation may change funding and eligibility requirements for applicable programs.

FEDERAL GRANT PROGRAMS

The Federal **Pell Grant** is an "entitlement" program for first-time bachelor's degree seeking students who demonstrate exceptional financial need. Pell Grant award amounts for 2018-2019 range from \$611 to \$6,095 per academic year depending on the student's EFC calculated from filing the FAFSA.

The **Federal Supplemental Educational Opportunity Grants or SEOG** is a grant awarded to undergraduate students with a low EFC and eligibility for the Pell Grant. The maximum award is \$1,000 for the academic year. **Funding is limited.**

The **Federal TEACH grant** is available to students attempting to begin a career in teaching. A student must sign a *TEACH Grant Agreement to Serve* that requires recipients to perform four years of qualifying teaching service. **Failure to perform the teaching service can result in the grant being converted to an unsubsidized loan.**

SALISBURY UNIVERSITY INSTITUTIONAL GRANTS

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

EMPLOYMENT PROGRAMS

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

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

LOAN PROGRAMS (STUDENT AND PARENT)

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

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

Direct Stafford Loan Interest Rates:

- The 2018-2019 academic year rate is 5.05%.

Please note, the U.S. Department of Education charges a loan origination fee on ALL Direct Loans. The loan fee is 1.066% for loans disbursed prior to Oct. 1, 2018. The Direct loan amounts applied to your bill will be lower than those listed on your account.

For example, a Direct Subsidized/Unsubsidized loans of \$5,500 (\$2,750/semester) will result in a credit to the student bill of \$5,442 (\$2,721/semester) after the origination fee is deducted.

It is important to remember that payments on both loan types are deferred until the end of your six-month grace period. This grace period

begins when you graduate, drop below half-time enrollment or withdrawal from the University.

For more information on Federal Direct Stafford loans, please visit: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

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

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

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

Parent PLUS Interest Rate:

- The 2018-2019 academic year rate is 7.60%.

The U.S. Department of Education charges a loan origination fee on all Direct PLUS Loans. The loan fee is 4.264% for loans disbursed prior to Oct. 1, 2018. The Direct loan amounts applied to your bill will be lower than those listed on your account.

For example, a Parent PLUS loans of \$10,000 will result in a credit to the student bill of \$9,574 after the origination fee is deducted.

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

Private or Alternative Student Loans - If you have considered all of these federal options and you feel that you need additional financing to meet your educational costs you can consider applying for a private/alternative student loan. Private loans are available from a variety of lending institutions.

Additional information can be found at:

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

MARYLAND HIGHER EDUCATION COMMISSION

The Maryland Higher Education Commission (MHEC) awards a variety of grants and scholarships to students who are Maryland residents planning to attend college in Maryland. These awards are based on merit and/or financial need. **Students who wish to be considered for state aid must submit the FAFSA by March 1st each year.** Please visit their website: www.mhec.maryland.gov for more information.

Awarded students are notified, through their email address listed on the FAFSA, to create an online MD CAPS account to view their award offer(s). Students must accept their award(s), confirm/update their housing status and the school that they are attending through their MD CAPS account.

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

Responding to Your Salisbury University (SU) Aid Offer

Notification Process

Each Award Notification only lists your aid offers for one academic year. **Please note that aid offers can change each year.**

Keep in mind, Salisbury University only uses U.S. mail to send "Award Notifications" to new incoming undergraduates. SU emails notifications to all current students to their University assigned email starting each June (prior to the Fall semester).

How to Find Your Online Financial Aid Offer

- Log in to your GullNet Account using your GullNet username and password as listed on the Award Notice and provided to you by the Admissions Office.
 - If you forgot your password, you can reset a new one at the GullNet sign-in page by clicking on the "Forgot My Password" link.
 - If you are alerted your password has expired follow the link provided to have it reset. If you have any problems accessing the GullNet contact the IT Help Desk at 410-677-5454.
- Click on **Main Menu > Self Service > Campus Finances > Accept/Decline Awards**
- Click on Aid Year 2019.

Accept / Decline Your Aid Offer (REQUIRED)

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

Finalizing Your Federal Loans (REQUIRED IF BORROWING)

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

Suggested Deadline to Respond to the Aid Offer

- May 1st - Incoming students
- July 1st - Returning students

Terms & Conditions of Your Financial Aid Offer

- You must be enrolled as a **degree seeking** student;
- You must be a **U.S. citizen or eligible non-citizen**;
- Enrollment (number of credit hours taken) is verified each semester at the end of the add/drop period. A change of enrollment status could result in a revision of the financial aid package.
 - **We assume full time enrollment** in a degree program at Salisbury University (12+ credits per semester). If you enroll less than full-time your aid may be reduced based on your enrollment level.
Please Note: If you are not planning on enrolling full-time, complete the Course Load Change form found at: <http://www.salisbury.edu/admissions/finaid/resources/form.html>
 - Salisbury University academic scholarships require full-time enrollment
 - Most Maryland state scholarships require full-time enrollment. Check with MHEC for further information. <http://www.mhec.state.md.us/>
- **Part-time enrollment** - Our office monitors enrollment levels (number of credit hours taken) each term. If you drop courses and fall below the minimum credit hours requirement, you may be required to repay all or part of your aid. If you consider dropping a class, please contact the Office of Financial Aid.
- Awards are contingent upon continued funding from federal, state, and institutional sources. Your awards are subject to change and may be rescinded or reduced if funding is insufficient or discontinued by legislative actions.
- The Financial Aid Office will not award or disburse a combined total of federal, state, institutional and/or private scholarships that exceeds a student's cost of attendance unless all of the funding comes from a private external source.

Whenever a student's total aid package exceeds the cost of attendance, the Financial Aid Office may adjust or reduce aid offered by the University even if your aid has already been disbursed. If you receive or will receive additional funds not listed on your Award Notice (Non-SU/Non-Maryland State Scholarships, tuition waivers, etc.), please complete and submit the adjustment form located at: <http://www.salisbury.edu/admissions/finaid/resources/form.html>

If there is any change to your financial aid eligibility because of the additional assistance, you will be notified through a Revised Award Notice sent via postal mail or campus email. Whenever you receive additional assistance, your awards may be adjusted or reduced as noted above.

- **Withdrawal from the University** - For a variety of reasons, a student may find it necessary to withdraw or may be dismissed from the University during a semester. Depending on when this action is taken, students may be refunded all or part of their charges and/or aid may be required to be returned. For more information please visit the website noted below:

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

- **Simultaneous Enrollment** - Students enrolled at more than one institution are prohibited from receiving financial aid from both institutions.
- **Residency Change** - Your financial aid offer will be adjusted if you have a change of residency classification (In-State vs Out-of-State)
- **Satisfactory Academic Progress** - Federal regulations require that institutions of higher education establish minimum standards of "Satisfactory Academic Progress" (SAP) for financial aid recipients. The purpose of measuring and enforcing these standards is to ensure financial aid recipients progress toward graduation in a timely manner. Financial aid applicants must comply with the University's Satisfactory Academic Progress (SAP) Policy as a condition of continued eligibility. Students who fail to meet the SAP requirements become ineligible to receive financial aid until they are in compliance with these regulations. The Financial Aid office will review SAP at the end of each payment period/semester (**fall, spring and summer**). The SAP policy can be found at: <http://www.salisbury.edu/admissions/finaid/process/academic-progress.html>

Students Selected for Verification by the U.S. Department of Education

The U.S. Department of Education requires institutions to verify the accuracy of the information provided on a student's FAFSA in an effort to ensure federal student aid is distributed to eligible students. The process is referred to as verification. During this review, the Financial Aid Office may request income and tax documentation from the student and/or parent.

The submitted documentation is then compared to data submitted on the FAFSA. Any conflict in data is then electronically submitted to the federal processor as a correction. **Please be aware that the University is unable to confirm eligibility and disburse aid until verification is complete.**

How to Check Your GullNet "To Do List" for Verification Items

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

Please respond to the required "Initiated" items by submitting the appropriate documentation by the due date noted on the checklist. We will send reminders to your e-mail until such time as all checklist requests have been met.

Please allow 1-2 weeks processing time to review submitted documentation. However, during our peak processing period, May through August, this process may take longer. Once our office verifies the information, your initial aid offer will be confirmed or recalculated. If your aid offer is recalculated you will be notified by our office.

We encourage all parents and students to email scanned documents to finaid@salisbury.edu from their Salisbury.edu email account or fax

documents to 410-543-6138 as it reduces the amount of time required to complete a review.

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

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

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

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

Complete the FAFSA Every Year

You must reapply for financial aid each year that you want to receive consideration. Federal and institutional need-based aid is not automatically renewed.

How to Apply

To be considered for most forms of financial aid awarded by the Financial Aid Office you must complete and submit the Free Application for Federal Student Aid (FAFSA) on or after October 1. The application is available online at <https://fafsa.ed.gov> - you must include the school code for the Salisbury University.

School Code: 002091

College Name: Salisbury University

Address: 1101 Camden Avenue, Salisbury, MD 21801

FSA ID

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

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

How Student Aid is Applied to Your eBill

Salisbury University will bill you for one semester of tuition/fees at a time. If you live on campus, it will also include room and board charges.

Applying Aid to Your eBill

Generally, half of your grant, scholarship, or loan funds total award amount will be disbursed for each fall and spring term. If you finalize your aid early, and register for classes at the earliest opportunity, your aid may be on your account when the Cashier's Office generates your eBill, (early July for fall and early December for spring) and will show as an offset to your charges.

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

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

eBilling Information

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

- 410-543-6060; Option 6
- Email: cashiers@salisbury.edu
- Fax Number: 410-548-2851

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

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

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

Payment Plans: SU offers a 3 or 4 month semester payment plan depending on when you register for classes.

You can enroll in these payment plans via GullNet > Main Menu > Bills/Payments/PayPlans/Refunds.

*A \$50 fee must be paid to CashNet at the time of enrollment.

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

Additional Resources & Contact Information

Private Scholarships

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

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

U.S. Department of Education Federal Student Aid

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

National Student Loan Data System

- For information about your Direct Loan Servicer and loan details: <https://nslds.ed.gov/npas/index.htm>

Student Loans.gov

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

Maryland Higher Education Commission

- Maryland State Scholarships
 - <http://www.mhec.maryland.gov>
 - 410-767-3301
 - 800-974-0203
- MD CAPS
 - <http://www.mhec.maryland.gov>
 - 410-767-3301
 - 800-974-0203

Salisbury Financial Aid Office Contact Information

Contact Information

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