



## Financial Aid Award Terms and Conditions 2010-2011

SWU is pleased to offer you the financial assistance shown on your award notification. Awards funded by federal or state governments may be reduced or revoked if: funding is reduced by Congress, or the South Carolina Legislature, or if allocations to the University are reduced. Indicate changes on the award forms immediately to the financial aid office. Please read this information carefully and retain this publication for future reference. If you have any questions, contact the SWU Office of Financial Aid and Scholarships, 907 Wesleyan Drive, Central, SC 29630 or by calling 864-644-5500.

### Student Aid Eligibility

“The Student Aid Guide” published by the U.S. Department of Education for the 2010-2011 award year contains complete information on student eligibility for the federal financial aid programs. A copy may be obtained upon request from this office, or you may access at [www.ed.gov](http://www.ed.gov). This publication highlights many of the student eligibility criteria, but is not comprehensive. Eligibility criteria for SWU scholarships are detailed in the university catalog. Eligibility for athletic grants-in-aid is determined by the SWU Department of Athletics.

### Terms of Award

The financial aid listed on your award letter is based on (1) your student expense budget, (2) your (EFC) family contribution, and (3) your financial need. **The student expense budgets are sometimes called cost of attendance and are estimates of the total costs you incur as a full-time student for the nine months academic year (If you are enrolled for one semester, costs are prorated appropriately at 4 months). These costs include living expenses in addition to educational expenses.** Budgets are determined by your living arrangements and anticipated cost of tuition, fees, books, transportation, and personal expenses. Samples of student expenses budgets for 2010-2011 follow:

	On Campus	With Parents
Tuition & Fees estimate	\$19500	\$19500
Books/Supplies	950	950
Room/Board	8150	2500
Transportation	900	900
Personal Expenses	1000	950
<b>Total</b>	<b>\$30500</b>	<b>\$24800</b>

### Dep. Off Campus / Indep. Off Campus

Tuition & Fees estimate	\$19500	\$19500
Books/Supplies	950	950
Room/Board	5600	7930
Transportation	950	950
Personal Expenses	1000	1470
<b>Total</b>	<b>28000</b>	<b>30800</b>

The combination of all scholarships, grants, loans, and work cannot exceed your cost of attendance. If there is an error in awarding, regardless of the source of the error, this must be corrected and the source of the funds fully restored. If your costs are higher (i.e.: a major having additional costs) simply contact the financial aid office and schedule an appointment in order that we may carefully review your individual costs.

You will receive the indicated awards in the amounts shown on your award letter with the possible exception of the following sources of aid: Federal Subsidized and Unsubsidized Stafford Loan; Federal Parent Loan (PLUS); and alternative loans. The lender may deduct an origination fee from the amounts shown on the award letter. The amount on the award letter is the amount we certified you to borrow. **The lender determines if the loan will be approved.** The actual amount of the loan disbursement and disbursement dates are listed on the loan disclosure statement that is sent to you by your lender.

If Federal Work-Study is part of your award offer, you should understand that the amount is a maximum earning level or the maximum amount you may be paid for employment in this program. Work-study earnings are paid through the university payroll system as explained in the Employment Opportunity section of this document.

### Enrollment requirements

To receive funds from most federal aid programs, you must be enrolled for at least six hours each semester. If your scheduled federal Pell Grant permits, you may receive Federal Pell funds if enrolled for fewer than six hours. Some types of assistance, such as scholarships, require that you be enrolled for twelve to fifteen hours each semester. All federal aid programs require that recipients be candidates for degrees or certification offered by the University. Your award is based on the assumption that you will enroll as a full-time student. If you are a Federal Pell Grant recipient and do not enroll full-time, your award must be adjusted to reflect actual tuition costs. **You cannot receive the Federal Pell Grant at two separate schools during the same term. Any amount received at another school will have to be repaid.**

Recipients of all financial aid programs funded by the state of South Carolina have additional requirements. State financial aid programs include the SC Tuition Grant, S.C. LIFE Scholarship, S.C. Hope Scholarship, the S.C. Palmetto Fellows Scholarship, and the S.C. Teacher Loan,. **Students are required to be enrolled for at least twelve hours each semester with the exception of the S.C. Teacher Loan Program.** Teacher Loan recipients must be enrolled at least six hours.

\*SC Tuition Grant recipients are required to earn at least 24 SWU hours during the prior fall and spring semesters and be meeting satisfactory academic progress.

\*S.C. LIFE Scholarships recipients must maintain a minimum collegiate GPA of 3.0 and earn an average of 30 hours (non-remedial) for each academic year of enrollment at SWU. Summer enrollment may be counted toward the minimum 30 hours and to meet GPA requirements.

\*S.C. Palmetto Fellows, to retain eligibility, must complete 30 credit hours by the end of the academic year (summer), with a minimum institutional 3.0 GPA.

S.C. Teacher Loan recipients seeking to renew as enrolled undergraduate students, including enrolled freshmen (2nd term of freshman year), must have a cumulative grade point average of at least 2.75 on a 4.0 scale and must have taken and passed the Praxis I Exam. *Students with an SAT score of 1100 or greater (1650 or greater for exams taken on or after March 1, 2005) or an ACT score of 24 or greater are exempt from the Praxis I requirement.* You may access [www.scstudentloan.org](http://www.scstudentloan.org) for complete information.

\* Disclaimer: You may access the CHE website @ [www.che.sc.gov](http://www.che.sc.gov) for the latest information available. Awards are contingent upon the availability of funds to be appropriated by the South Carolina Legislature.

### Enrollment Status as Defined by SWU:

Full-time	12 or more hours/semester
Three- quarter Time	9-11 hours each semester
Half –time	6-8 hours each semester
Less than half –time	1-5 hours each semester

### Academic Requirements

All students receiving federal, state or institutional financial aid must adhere to the SWU policy on satisfactory academic progress. The purpose of this policy is to ensure that student aid recipients make measurable progress toward a degree in a reasonable period of time. You should be aware that withdrawing from a course after the 100% refund period and/or changing a course from credit to audit could result in a deficit hour situation under the University policy. **A complete policy statement may be found in the University catalog.**

### Receipt of Other Financial Assistance

Any student financial assistance you receive other than funds awarded by SWU must be reported to the financial aid office. Federal regulations require that all student financial aid resources be taken into account in determining you eligibility for federal aid. This includes the value of any waiver of tuition, fees, housing, meals, etc. Please notify the financial aid office in writing of aid not listed on your award letter. An adjustment in your award package may be necessary. In some cases, the adjustment may include repayment of federal funds. You will be notified of any revisions to your award package.

### Loan Program Information

#### Entrance Loan Counseling – Stafford Loan

All students who borrow Federal Stafford Loans must complete entrance counseling requirements. This can be completed on line at [www.mappingyourfuture.org](http://www.mappingyourfuture.org). Once on the site go to the student loan counseling interview tab and click the Stafford Entrance tab. This will allow you to complete the counseling.

#### Entrance Loan Counseling – Perkins Loan

All students who borrow from the Federal Perkins Loan Program must complete entrance counseling requirements. You must complete the required counseling forms in the Office of Financial Aid.

**For complete information on annual loan limits for students, you may access [www.ed.gov](http://www.ed.gov)**

### **Proration Requirements for Federal Stafford Loans**

Students graduating in December, July or August may be subject to federal regulations requiring the proration of loan maximums. The number of hours enrolled as a fraction of the numbers of credit hours a full-time student is expected to earn within an academic year will determine the loan amount

### **Exit Loan Counseling**

All recipients of Federal Perkins, Federal Stafford, and/or S.C. Teacher Loans will be required to complete loan counseling during the last semester of attendance, at the time of withdrawal or at any time enrollment status falls below halftime (six semester hours). Information concerning indebtedness, rights and responsibilities and repayment/deferment options are available.

### **Employment Opportunities**

There are a variety of employment opportunities offering competitive wages for students on and off campus. Awards are made from the financial aid office. Job openings are posted in the Office of Financial Aid and it is the student's responsibility to seek out appointments within the various offices for an interview.

*All students working on the SWU campus must complete an employee data sheet, an I-9 Employment Eligibility Verification Form and a current year IRS W-4 form.*

Do not begin working unless you have completed the required forms. You will not be on the student payroll (and you will not be paid) until these steps have been completed. Students are paid on the 28th day of the month for hours worked during the payroll period. Checks will be sent to the Student Accounts Office.

If a Federal Work-Study (FWS) award is listed on your award letter, the amount is the maximum amount you may earn during the 2010-2011 academic year (August-May).

**FWS awards to students who have not obtained a campus job by September 30 (for fall semester) and February 1 (for spring semester) may be rescinded.**

### **Refunds and Repayments**

University charges are to be paid in full on the date they are incurred. Tuition and fee refunds are calculated according to the appropriate University refund policy based on federal regulations. There are two types of withdrawals; (1) complete withdrawal from the University, and (2) partial withdrawal which occur when a student withdraws from one or more courses but remains enrolled for at least one hour. Please see the University catalog for specific information.

### **Refund Policy for students who have received TITLE IV funds and withdraw from the University**

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn a percentage" of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or a designated period of enrollment, federal regulations require SWU to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has completed more than 60% of the enrollment period, they are considered to have earned all funding received. This calculation may have the effect of requiring the student who withdraws before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and /or meals. Students are encouraged to meet with a counselor in the Office of Financial Aid, prior to making the decision to withdraw for school.

### **Return of Title IV Funds Distribution**

If a student receiving federal Title IV financial assistance completely withdraws from the University, other than Federal Work-Study earnings, a portion of the tuition and fees refund must be returned to the program or programs that provided the funds. If the student received Title IV funds from more than one source, the Federal Higher Education Act requires that the Title IV portion of the refund be distributed according to the following priority list (not to exceed the original amount disbursed from each source):

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins
4. Federal PLUS Loans
5. Federal Pell Grant
6. Federal ACG
7. Federal SMART Grant
8. Federal SEOG
9. Other Title IV Programs
10. State Grants / Scholarships
11. Institutional aid programs
12. Private aid program
13. Student

The University administers refund policies for Title IV financial aid recipients as required by the Federal Higher Education Act. Specific refund dates are published in the course schedule for each semester.

## University Refunds Policy for Partial Withdrawals

SWU considers the acceptance of a registration slip as a contract binding student and parents for charges for the entire semester. However, when withdrawal or dropping of courses is necessary, reduction in charges (tuition only) will be made according to the following scale for the semester:

- 1) First week – 100%
- 2) Second week – 75%
- 3) Third week – 50%
- 4) Fourth week – 25%

After the fourth week there will be no reduction of charges. There is no refunding of fees. Board will be adjusted on a weekly basis with any part of the week counting as a week. Room will be adjusted by the month with any part of the month counting as a whole month (4 weeks equals one month). No refunds will be made on rooms after 8 weeks (two months). No refunds will be issued for students compelled to leave for disciplinary reasons. One day of summer session is computed as equal to one week of regular session. Summer school refunds are at the rate of 25% per day. No refunds will be made for private music lessons missed unless the student has made proper arrangements ahead of time.

Withdrawal forms must be obtained from the Office of Retention and First Year Experience and returned there when all required signatures are collected. No financial adjustments will be made if the student fails to properly withdraw and a grade of zero will be assigned for each course not successfully completed.

### Additional refund/Repayment Information

If a student partially withdraws from courses and is enrolled for less than six hours in a semester, or completely withdraws, the University is required to notify the current and/or prior lenders that the student is no longer enrolled as at least a half-time student. **Financial aid for subsequent semesters may be cancelled if a student drops below half-time.** Ceasing to be enrolled on at least a half-time basis affects loan repayment. Review your copies of signed promissory notes provided to you by your lender to determine how this will affect your repayment requirements.

### Satisfactory Academic Progress (SAP)

All students who received federal, state, or institutional assistance at SWU are expected to maintain satisfactory progress toward completion of their programs of study in a reasonable period of time. Students not meeting these standards are not eligible for federal, state, or institutional financial aid. A student must meet the following minimum guidelines to be eligible for federal and state financial aid:

- Be eligible to enroll under the University's academic policies.
- Attain an institutional GPA of 1.8 by the end of the freshman year and maintain a 2.0 GPA thereafter. In determining eligibility, the cumulative GPA will be calculated on all work attempted.
- Complete 75% of the total credit hours attempted. For each term, the number of hours attempted is based on the total cumulative credit hours for which the student was enrolled at the end of the drop period. The number of hours for which the student received a passing grade as noted on the academic transcript.
- Complete the program of study in a timeframe not to exceed 150% of the published length of the program (measured in credit hours). For example, if the academic program requires 128 hours to graduate, a student may not exceed 192 credit hours attempted.

Student's not meeting satisfactory academic progress standards have the right to appeal. Appeal procedures will be mailed to each student not meeting SAP.

### Information Discrimination Policies

The names of governing bodies, associations, and agencies, which accredit SWU are listed in the University catalog. Statistics on athletically related student aid, revenue and expenses information relating to inter collegiate athletics, and athletic participation and financial support are on file in the Department of Athletics.

Campus security policies and crime statistics are distributed annually to all current and prospective students by the Student Life Office and is available on the University website at [www.swu.edu/student\\_life/index.htm](http://www.swu.edu/student_life/index.htm).

Services for students with disabilities are available. Please contact Martha Mishoe in the Center for Transformational Learning at 864.644.5337 or at [mmishoe@swu.edu](mailto:mmishoe@swu.edu).

### Tax Notes

The reporting of your scholarship award for income purposes is your responsibility. Please consult a tax advisor to inform you of your reporting obligations.

(U.S. recipients only) Scholarships are not taxable to the student so long as they do not exceed expenses incurred for tuition, fees, books and supplies, and required equipment (not including room and board). Each scholarship recipient is responsible for determining whether the total amount of all scholarships received by one individual is greater than such tuition and fees and for reporting any excess amount as taxable income to the Internal Revenue Service. Please access [www.irs.gov](http://www.irs.gov) for more information.