



**Financial Aid Award Terms & Conditions
2016-2017**

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 2016-2017 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. 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 academic year (If you are enrolled for less than a full academic year, costs are prorated appropriately). 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 2016-2017 follow:

	Undergrad	Grad
Tuition & Fees	\$11,200	\$14,400
Room/Board/Misc	14,400	14,400
TOTAL	25,600	28,800

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; 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

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 and for most you must be enrolled as an undergraduate student. 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 award year and be meeting satisfactory academic progress.

*SC 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. Summer enrollment may be counted toward the minimum 30 hours and to meet GPA requirements.

*SC Palmetto Fellows must complete 30 credit hours by the end of the academic year (summer), with a minimum institutional 3.0 GPA.

SC 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 for complete information.

*** Disclaimer: You may access the CHE website @ 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:

AGS students must be enrolled in 24 hours and 45 weeks to be defined as full-time.

ACADEMIC REQUIREMENTS

All students receiving federal or state financial aid must adhere to the federal, state and 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 your eligibility for federal aid. This includes the value of any waiver/reimbursement 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.studentloans.gov. Once on the site go to the student entrance counseling link and click. This will allow you to complete the counseling.

Exit Loan Counseling

All recipients of Federal Stafford and/or SC Teacher Loans will be required to complete loan exit 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 will be available

For complete information on annual loan limits for students, you may access www.ed.gov

Proration Requirements for Federal Stafford Loans

Students enrolled or graduated in less than an academic year 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.

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. 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 contact a counselor in the Office of Financial Aid,

prior to making the decision to withdraw from school.

Return of Title IV Funds Distribution

If a student receiving federal Title IV financial assistance 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. Federal PLUS Loans
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal Perkins
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Programs
8. State Grants / Scholarships
9. Institutional aid programs
10. Private aid program
11. Student

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

University Policy for Partial Withdrawals

If withdrawal or dropping of courses is necessary, reduction in charges (tuition only) will be made according to the following scale:

- 1) First week – 100%
- 2) Second week – 90%

After the second week there will be no reduction of charges. No adjustment of charges will be issued for students compelled to leave for disciplinary reasons.

Withdrawal forms must be obtained from the Student Services Coordinator 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. Refer to the AGS Handbook concerning information on Leave of Absence (LOA).

Additional Refund/Repayment Information

If a student partially withdraws from courses and is out of attendance for more than 29 days, 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. 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 that meets the requirements for continuing enrollment and graduation as defined in the SWU catalog. In determining eligibility, the cumulative GPA will be calculated on all work attempted. SAP GPA requirements are as follows:
 - FR – 1.6
 - SO – 1.8
 - JR – 2.0
 - SR – 2.0
- Complete 67% 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 120 hours to graduate, a student may not exceed 180 credit hours attempted.

Students who are not meeting satisfactory academic progress standards have the right to appeal. Appeal procedures will be mailed to each student not meeting SAP at the end of each term. If the student is not meeting SAP after a term, he will be placed on financial aid warning. If the student is not meeting SAP after a subsequent term, he will be ineligible for federal and state financial aid. If an extenuating circumstance exists he can appeal, and if approved, he will be placed on an Academic Plan and must meet the Plan's academic requirements or meet the SAP minimum standards each semester. If the student does not meet the requirements of the Academic Plan or SAP minimum standards at the end of the semester, he will become ineligible to receive Title IV aid and the SC Tuition Grant (if a SC resident).

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- <http://www.swu.edu/life-at-swu/student-life/campus-safety/>.

Services for students with disabilities are available. Please contact Martha Mishoe in the Student Life Office at 864.644.5036 or at 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 for more information.

FEDERAL AID PROGRAMS & RENEWABILITY

- 1) **Pell Grant** – renewable with a FAFSA each academic year, assuming an eligible expected family contribution (EFC) and provided that the student meets federal SAP standards.
- 2) **Supplemental Educational Opportunity Grant** – renewable with a Pell eligible EFC, provided that the student meets federal SAP standards and provided that the fund has not been exhausted.
- 3) **TEACH Grant** (has repayment provisions) – renewable with an eligible major (special education, math education, or science education) and a 3.25 institutional GPA, provided that a student meets the federal SAP standards and completed the ATS/Entrance counseling yearly.
- 4) **Federal Work-Study** - renewable with a FAFSA each academic year and an eligible need for the fund and provided that the student meets federal SAP standards.
- 5) **Direct Stafford Subsidized and Unsubsidized Loans** - Renewable with a FAFSA each academic year provided that a student has not borrowed his collegiate aggregate maximum and provided that the student meets federal SAP standards. Amounts of loans increase with grade level. Entrance Loan Counseling and a Master Promissory Note must be completed.
- 6) **PLUS Loans** - Renewable with a FAFSA and approved PLUS application each academic year provided the student meets federal SAP standards.

You may access www.ed.gov or www.studentaid.ed.gov for complete information on federal programs.

STATE AID PROGRAMS & RENEWABILITY

- 1) **Palmetto Fellows Scholarship** – renewable with 30 credit hours earned by the end of the

academic year (including summer) and with a 3.0 institutional GPA.

- 2) **LIFE Scholarship** – renewable with collegiate GPA of 3.0 and with an average of 30 hours (non-remedial) for each academic year of collegiate enrollment. Summer enrollment may be counted toward the minimum 30 hours and to meet GPA requirements.
- 3) **HOPE Scholarship** – FR year award only; non-renewable
- 4) **SC Tuition Grant** – renewable with at least 24 credit hours earned in prior academic year (fall, spring, and summer semesters) and by meeting federal SAP standards. FAFSA must be submitted by 6/30.
- 5) **SC National Guard CAP Grant** – renewable with continued participation in the Air National Guard or Army Nations Guard
- 6) **SC Teacher Loan / SC Career Changers Loan** – renewable as undergraduate students, including enrolled freshmen (2nd term of freshman year) with a cumulative 2.75 GAP and with a passing Praxis I Exam score. *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.*

Access www.che.sc.gov for state merit-based and NG CAP programs. Access www.sctuitiongrants.org for SC Tuition Grant information. Access www.scstudentloan.org for SC Teacher/Career Changer loan information.

INSTITUTIONAL PROGRAMS

- 1) AGS Presidential Scholarship
- 2) Hospital Employee Discount

Access www.swu.edu for additional information.

FINANCIAL AID DISBURSEMENTS

All financial aid is disbursed directly to student accounts. Aid will be disbursed after drop/add each semester. All aid will be disbursed in two equal payments (beginning and mid-point of the academic year). Disbursements of aid are made when the student's application file is fully complete.

FSA CREDIT BALANCE

The Student Accounts Office will refund to students on any FSA funds (only) that exceed allowable charges (tuition, fee's, room, and board). If the credit balance is from the Parent PLUS loan, the parent will receive the credit balance.

VERIFICATION

Verification is a process which authorizes the University to certify that all the information reported on your application (FAFSA) is correct. Each year the U.S. Department of Education selects a group of applications for verification. Additionally, the University may use its discretion to choose applications for this process. Documents requested to complete the verification process include, but are not limited to, the U.S. Department of Education Verification Form, signed copies of student and parent/spouse tax returns and W-2 statements. The Financial Aid Office may also request supplemental information from a family if clarification or documentation of a situation is required. Any requested documents should be submitted within 10 days of receipt of notification to avoid cancellation of financial aid. Any changes to the financial aid award as a result of verification will be communicated to the student in a revised award letter. Financial aid proceeds will not be credited to the student's account until the verification process is complete.