

School of Graduate and Professional Studies (GPS) Important Information for Financial Aid Recipients

General Policies

- Financial aid should be used for direct and indirect educational expenses as approved by the federal government.
- **Changes** in your schedule or program **will** affect your financial aid disbursements and future eligibility. Aid eligibility is based on the current year FAFSA, cohort calendar, and degree program.
- The billing schedule occurs by term and financial aid disbursements are scheduled by course start dates, satisfactory academic progress, and attendance validation.

Academic Year

- An academic year is determined by degree program. Academic year for undergraduate programs consist of a minimum of 24 credits and at least 30 weeks. Academic year for graduate programs consist of 30 weeks with no credit requirement. Students must complete all credits and weeks of attendance in an academic year before they are eligible to receive additional funding for the next academic year.
- Half the credits and weeks in an academic year determine the student's award period. An academic year consists of two award periods. Satisfactory Academic Progress is checked each award period. Please see the "Attendance and Satisfactory Academic Progress" section for additional information.
- After the Financial Aid Office receives notification of individual plan revisions, the Office will adjust student academic year accordingly. Doubling up courses or adding additional general education courses (undergraduate only) does not increase aid. Adding courses to set individual plan will increase cost and not aid.

PHEAA State Grant (Undergraduate Students Only)

- Students in non-term degree programs are normally considered part-time and award will be adjusted based on cost and number of credits in set disbursement periods determined by the state.

Fall Term	July 16 to November 15	<i>Disbursement:</i> December
Spring Term	November 16 to March 15	<i>Disbursement:</i> April
Summer Term	March 16 to July 15	<i>Disbursement:</i> August

Attendance and Satisfactory Academic Progress

- Student must attend all class sessions to ensure timely disbursement of aid.
- If student is recorded as absent for first two class sessions of a course, the student will be withdrawn from University and unearned aid will be returned to the government.
- If student is out of attendance for **14 days**, student's financial aid and potential refund will be administratively suspended. Student will be required to contact the Financial Aid Office for reinstatement. Reinstatement does not happen automatically, so student must follow-up with the Office.
- A break in attendance of **45 days or more** requires an approved Leave of Absence (LOA). In accordance with University policy, student must complete the Course Withdrawal/Leave of Absence Request form prior to last date of attendance. Unforeseen circumstances will be handled on an individual basis.
- A break in attendance **under 45 days** requires written documentation that notes scheduled reentry date. In accordance with University policy, student must contact Adult Advising via GMercyU email account or letter prior to last date of attendance.
- You must maintain good academic standing to receive aid that has been awarded. Course failure, withdrawal, grade incompleteness will delay pending disbursements and affect academic progress.
- Successful completion of course is determined by earned credits. A grade of an "I", "W" or "F" does not meet the minimum grade requirement in any course.
- Successful completion of an academic year is defined as completing all courses and weeks as noted on individual plan and earned credits must be at least 67% of attempted credits. Student must also maintain a cumulative GPA of at least a 2.0.
- If satisfactory academic progress is not achieved for current award period, student will be given a warning and current award period will be extended until credits are earned. Student must complete current award period before additional aid is disbursed. If satisfactory academic progress is not achieved in subsequent award period, student will be placed on probation and subsequent award period will be extended until credits are earned. If progress is not achieved, financial aid eligibility will be suspended until student completes one award period successfully. Student will not receive financial aid for this award period and will be required to meet this goal prior to receiving any additional aid.

By signing this form, the student acknowledges that he/she have read and fully understood the above information.

Printed Name

Signature

Last 4-digits of SSN

Date