

Winston-Salem State University Terms and Conditions of Financial Aid

Introduction

The terms, “you” and “your” refer to the student. Per federal regulations, parents, spouses and other individuals are prohibited to accept, cancel, adjust, manage or receive financial aid on behalf of the student. This also includes the completion of entrance and exit loan counseling and completion of the master promissory note (MPN). Failure to adhere to these prohibitions is a criminal act and may result in revocation of financial aid and financial penalties.

Your acceptance of financial aid indicates that you have read and understand all related terms and conditions of your award. You are encouraged to read the entire document. You may accept your estimated financial aid award by logging into your Banner RAMS Online account. Retain this copy of the Award Terms and Conditions of Financial Aid.

By accepting your financial aid award, you agree to and acknowledge the terms and conditions set forth in this document. Your grants and scholarships are automatically accepted. You must accept loan and Federal Work-Study awards on Banner RAMS Online or your awards may be canceled. Loan certifications will not be processed until the award has been accepted. Some aid may require the submission of additional documents to our office so you should check your outstanding requirements on Banner RAMS Online.

The Office of Scholarships and Financial Aid (the OSFA) reserves the right to make policy changes that may affect your eligibility for future financial aid. Failure to comply with financial aid policies may result in the need for you to repay aid that you have already received.

Financial Aid Awards Subject to Change

The financial aid awards listed in your award letter are subject to change at any time based upon the availability of funds and any updated information provided to or received by the OSFA, including notification of additional aid granted to you. There are many reasons why you may become ineligible for funds. Some of these factors include, but are not limited to:

- Your total award package including outside assistance exceeds your “cost of attendance” (the estimated total of tuition, fees, room, board, books, supplies, transportation, and personal expenses for the award period, as determined by the OSFA)
- Changes in residency (your status changed from non-North Carolina Resident to North Carolina resident or vice versa)
- Changes in enrollment status (from full-time to part-time or other status changes)
- Receipt of other aid
- Withdrawal from classes
- Not meeting the requirements of Satisfactory Academic Progress for Financial Aid (SAP)
- Failure to comply with university immunization requirements
- Changes in reported financial status

Please note: It is your responsibility to repay any disbursed monies for which you have become ineligible. It is also your responsibility to pay any current term charges that your aid does not cover. You must notify the WSSU the OSFA immediately if you are attending another institution simultaneously to WSSU and are receiving aid there as well. Failure to notify us may jeopardize your eligibility for aid at WSSU.

Enrollment Status and Financial Aid Awards

You understand that most awards are based on the assumption that you will enroll full-time (twelve (12) hours for undergraduate and nine (9) hours for graduate) for each semester. If you enroll less than full-time (1) the tuition and fees component of your cost of attendance will be adjusted accordingly and (2) your award amount will be reduced accordingly and in some cases it may be cancelled.

Financial aid for graduate students will not cover enrollment in undergraduate courses. Conversely, financial aid for undergraduate students will not cover enrollment in graduate courses.

Block Enrollment – Terms Less than Standard

If you are enrolled in block courses e.g. five (5) weeks, eight (8) weeks and etc., please note that the terms are nonstandard/accelerated. Thus, aid is disbursed differently.

As noted above, awards are based on the assumption that you will enroll full-time for each semester. However, according to federal regulations, the disbursement of Title IV (e.g. grants and loans) funds for students enrolled in nonstandard terms must be prorated based on the number of weeks of instruction and the hours that they are enrolled per block. This regulation is also mirrored in the awarding and disbursing of most state and institutional aid.

Due to the previously mentioned regulations, if you are enrolled in a nonstandard term e.g. five (5) or eight (8) week block session course, you may notice a difference in the amounts of Title IV funds disbursed on your account. The OSFA will disburse the appropriate prorated amount of funds at the beginning of the term and/or each week block. Please note: This applies to all students enrolled in a block session course.

Substantially Different Non-Standard Term Enrollment – Enrollment (Borrower Based Aid Year 3)

You understand that students in certain programs (Doctorate of Physical Therapy and Accelerated Nursing) are enrolled in Borrower Based Aid Year 3 (BBAY3). BBAY3 applies to programs that mix nonstandard terms and standard terms that do not have a Standard Academic Year (SAY). BBAY3 floats with the student's enrollment and begins with the student's enrollment on at least a half-time basis. BBAY3 must meet at least the minimum requirements for hours/weeks of program's Federal Student Aid (FSA) academic-year, typically 30 weeks.

You understand that disbursement of loans for BBAY3 is different than normal disbursement (see the Financial Aid Disbursement and Refunds section for details).

Allowable Uses of Financial Aid

You understand that any federal funds received during the award period(s) covered by this award will be used solely for expenses related to your attendance at WSSU (Higher Education Act of 1965 SEC. 472. [20 U.S.C. 1087I]). These expenses include:

- Tuition and fees. This includes the cost of required equipment, supplies and materials.
- Room and Board
- Books and Supplies
- Transportation (does not include the purchase of an automobile, truck or etc.) Disability-related Expenses. This includes services, personal assistance, transportation, equipment and supplies related to the disability
- Loan Fees, including origination and guarantee fees.
- Cost of First Professional Credentials. (licensing/certification fees)

You understand that may request the addition of a cost of attendance component for a one-time computer purchase per program term – four years under graduate, three years graduate, doctoral. This includes: desktop, laptop tablet and etc. The request is made via the Office of Scholarships and Financial Aid.

Financial Aid Misuse

Purchases of items or the use of funds for other expenses not directly related to your (the student's) educational expenses are prohibited. Such purchases include automobiles. Such uses include paying living expenses or financial support for other persons – including family members. Failure to adhere to this prohibition is a criminal act and may result in revocation of financial aid and financial penalties.

Financial Aid Fraud

Federal regulations (34 CFR 668.16(g)) require an institution to refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. The regulations require only that the institution refer the suspected case for investigation, not that it arrives at a firm conclusion about the propriety of the applicant's conduct.

Persons determined to have committed fraud may be fined up to \$20,000, sent to prison, or both. Additionally, Title IV, state and institutional financial aid may be cancelled, resulting in the repayment of the affected awards.

Satisfactory Academic Progress

You understand that all students (full time, part time, graduate and undergraduate) who wish to qualify for financial aid while attending WSSU must meet certain standards of satisfactory academic progress (SAP) for financial aid. Student progress is assessed according to qualitative and quantitative measures as they apply. The qualitative measure (grades) is very similar to the academic standards applied to all WSSU students. The quantitative measure (number of credit hours successfully completed) is used to monitor progress toward degree completion. SAP is reviewed at the end of each semester/term including the end of the two, five week summer term. Students not meeting SAP requirements and whose financial aid has been suspended must make arrangements to pay for their courses.

Please see the [SAP policy](#).

Withdrawals

You understand that students withdrawing from WSSU should follow the WSSU Withdrawal Policy and Procedures. The federal government has implemented a withdrawal policy for institutions called the Return of Title IV Funds. If you receive financial aid and withdraw before the sixty (60) percent point of the semester/term, you may be required to repay any refund received and other aid disbursed on your account. You will be notified, in writing, of the amount that must be repaid. You should contact University College at 336-750-2260 to begin the withdrawal process.

The Potential Impact of Additional Aid Awards

You are responsible for reporting changes in your financial status. If you receive additional funds or financial support from any source, you are required to report this to the OSFA. Adjustments to your financial aid package may occur as a result of these additional funds because the financial aid office is required by law to consider all sources of aid when determining your eligibility for federal student aid funds.

If you are receiving an award from an outside agency and it is not on the award notification, please send a copy of the award letter from the donor to the OSFA.

Other financial assistance includes, but is not limited to the following: private scholarships, state veterans benefits, tuition assistance, stipends (including resident assistant/advisor), graduate assistantships, vocational rehabilitation and university scholarships not listed. Additional awards may cause a reduction or cancellation in federal and state aid and/or university scholarship funds.

Change in Grade Level Classification

You understand that classification during the fall semester is used in awarding financial aid for the academic year. Your financial aid will not be revised to reflect grade level changes until the end of the academic year. If you are classified as an undergraduate in the fall semester, but will continue as a graduate student in the spring, you are required to notify the OSFA for revision of the aid awarded.

Financial Aid Disbursement and Refunds

You understand that “disbursement” is the date the aid is expected to be credited to your student account and the “refund” date is the date the funds are direct deposited into your bank account or mailed to your permanent address. You further understand that financial aid for full-time undergraduate and graduate students is generally disbursed at the end of the Drop/Add period provided you have validated your bill and your financial aid file is complete; unless you are in an accelerated program when the disbursement dates may be different.

All aid is disbursed in two payments (one-half fall semester and the other half spring semester). Students who are enrolled for one semester e.g. spring only, will receive two disbursements (one half at the beginning of the semester and the second disbursement after the mid-point of the semester).

Summer enrollment is optional (except for certain health professional programs). Aid may disburse in two parts (summer 1 and summer 2).

First time undergraduate borrower’s first disbursement of a Federal Direct Loan will not occur until thirty (30) days after the first day of classes.

You understand that students in certain programs (Doctorate of Physical Therapy and Accelerated Nursing) are enrolled in a Borrower Based Aid Year 3 (BBAY3) term. The total of all loans received within a BBAY3 may not exceed the annual loan limit. A student becomes eligible for new annual loan limit only after successfully completing the credit hours AND weeks of instructional time in BBAY3. A student may not become eligible for the next grade level annual loan limits until after successful completion of weeks and hours in the BBAY3. After the original loan, student may receive additional loans within BBAY3 only if the student did not receive maximum annual loan amount and has remaining eligibility or the student changes from dependent to independent.

Any refund due will be issued from the Office of Student Accounts and Cashiering.

Loans

You understand that you are responsible for repaying your loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation may adversely affect your credit.

As a student loan borrower, you have the right to decline, or reduce your loan within fourteen (14) days of disbursement. Your bill from WSSU indicates the date the loan proceeds are credited to your account.

If you borrow the maximum annual federal loan amount available to you during the school year, you will not be able to use a student loan during the following summer. Summer financial aid is very limited. If you receive a student refund of financial aid during the academic-year and plan to enroll during the summer sessions, you should plan to save some of the funds from your student refund to help you pay for your future summer tuition charges.

Federal Direct Loan Disbursement: All completed documents must be on file for your loan to be disbursed. To be eligible for a Federal Direct Loan, you must enroll at least half-time (six (6) hours for an

undergraduate student and six (6) hours for a graduate student). All loans will be disbursed in two (2) payments, one-half the first semester and the remainder the second semester.

Students who are borrowing for one-semester will receive two disbursements (one half at the beginning of the semester and the second disbursement after the mid-point of the semester). First time undergraduate borrower's first disbursement will not occur until 30 days after the first day of classes.

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Additional Information

Federal Work-Study Students: All Federal Work-Study recipients are required to attend a Federal Work-Study Orientation Workshop after enrollment to obtain his/her job assignment. You are not allowed to begin work until the agreement form has been signed by your supervisor and returned to the OSFA. Work-study students are not permitted to work more than twenty (20) hours per week to ensure that you do not exceed the amount of the award. The Federal Work-Study award is generally based on approximately twelve (12) hours per week. It is your responsibility to monitor your hours and award. The award amount is found on the award notification and the Federal Work-Study Agreement form.

Summer Financial Aid: The OSFA typically awards financial aid for the normal academic-year of fall and spring. Summer term(s) are optional, meaning that there is typically no gift-based financial aid e.g. grants and scholarships available. Students are encouraged to plan for summer by reserving some of their financial aid award from the previous fall and/or spring. Students may also apply for private/alternative loans for summer as well.

Summer loan disbursement required enrollment of half-time six (6) hours for an undergraduate student and six (6) hours for a graduate student. Students enrolled in one (1) to five (5) credit hours first summer session and one (1) to five (5) credit hours second summer session will receive half of their loan disbursement in the first session and the other half in the second session. However, students who fail to attend the second session, will have a loans for that term cancelled.

Re-admittance to the University: Re-admittance to WSSU does not ensure that financial aid will be immediately available or in the case of not meeting SAP requirements, be reinstated. Students readmitted, must complete the appropriate FAFSA for the year which he/she will be returning. Students not meeting SAP requirements at the time of their re-admittance must complete a SAP appeal packet including a Plan for Academic Success.

Please note: You should make payment arrangements to pay for the term which you are re-admitted and needing to complete the requirement of a SAP appeal packet and Plan for Academic Success.

For the complete SAP policy, Academic Plan for Success information, appeals procedures, and deadlines, please see the enclosed policy.

Reapplication: The continuation of your financial aid from year to year is not automatic. All recipients must reapply for aid each academic year. Students may apply on-line [at the FAFSA website](#) after January 1 each year.

Should you have any questions, please contact the OSFA at 336-750-3296. Additional information concerning financial aid can be obtained by visiting our website at www.wssu.edu. Information can be faxed to 336-750-3297.