OFFICE OF FINANCIAL AID
ORIENTATION

OFFICE OF FINANCIAL AID

- 1st Floor, *Student Services Building*

- Phone: 972-883-2941

- Email: financial-aid@utdallas.edu

- Web Page: http://www.utdallas.edu/student/finaid

OFFICE OF FINANCIAL AID

- Office Functions
  - Process federal and state financial aid applications

  - Award financial aid for new and continuing students

  - Coordination of Veterans Benefits

  - Process institutional scholarship awards

  - Advise students and their families

APPLYING FOR FINANCIAL AID

The FAFSA (Free Application for Federal Student Aid) must be submitted each year for consideration of federal aid, state aid, and need-based institutional aid.

- This application can be completed at the [FAFSA on the Web](#) site.
  - Students who do not meet federal eligibility requirements regarding citizenship but have been classified as a Texas resident may still be eligible for state or institutional aid. Applicable students should submit a Texas Application for State Financial Aid (TASFA), which can be downloaded and printed from the Office of Financial Aid's [forms page](#).
  - All students planning to attend in a summer term should submit an institutional Summer Aid Application for consideration of institutional need-based aid.

The state of Texas priority deadline to apply for aid (FAFSA or TASFA) is March 15th for the upcoming year. Please see **Deadlines**, https://www.utdallas.edu/student/finaid/Application/deadlines.htm .

A percentage of all FAFSAs submitted are selected by the federal government for a process called "verification". Please see **Verification**, https://www.utdallas.edu/student/finaid/verification.html .

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FINANCIAL AID ELIGIBILITY

For financial aid eligibility, students must:

- For federal aid, be a U.S. citizen or eligible non-citizen.

- For state aid, be a resident of Texas.

- Be admitted to a degree-seeking program.

- Be registered with Selective Service (if applicable).
    - Students may register online or check their status on the Selective Service System Web site.

- Not be in default on a federal loan or owe a refund or repayment of a federal grant.
    - Students may check their federal loan or grant history via the National Student Loan Data System (NSLDS) for Students Web site and select the Financial Aid Review option (you will need your FAFSA PIN to view your history).

- Maintain Satisfactory Academic Progress towards their degree.

- For additional details, see **Eligibility Requirements** https://www.utdallas.edu/student/finaid/Eligibility/eligibility.htm

FINANCIAL AID ELIGIBILITY

- The Federal Pell Grant program is limited to six years of full-time enrollment, or its equivalent.
  - Students can check how much Pell Grant eligibility they have used by visiting nslds.ed.gov.

- The Federal Stafford Loan program limits eligibility for the subsidized loan to 150 percent of the program's required hours.
  - Additional information regarding this limit can be found at www.studentloans.gov.
  - See **Loans**, https://www.utdallas.edu/student/finaid/dirlending.htm for annual and aggregate loan limits.

- Please see Types of Financial Aid for further details regarding eligibility limits specific to each program.

FINANCIAL AID DISBURSEMENTS

Financial Aid disbursements to the student's Bursar Account are scheduled to begin by the 1st day of class of each term. **In order for financial aid to disburse, students must:**

- Be registered at the same academic level as their financial aid award
  - Students who enroll at a level different than their award should submit an Hours Adjustment Request Form online once their registration is complete. The Office of Financial Aid will then adjust the student's aid based on the actual enrollment .

- Make sure they do not have outstanding Financial Aid Checklist items
  - See "To Do List" items through Orion Self-service.

- Meet the *Satisfactory Academic Progress* policy after their 1st term at UT Dallas.
  - See http://www.utdallas.edu/student/finaid/SAP.htm

- Once classes have begun, begin attendance in classes.

FINANCIAL AID - ENROLLMENT

- With the exception of the Federal Pell Grant, students must be enrolled and attending at least half-time for financial aid eligibility.
    - For undergraduate students, half-time for financial aid purposes is at least 6 semester credit hours (SCH) in the fall, spring, and summer term.
        - Undergraduate three-quarter time is 9-11 SCH and full-time is 12 SCH and above.

    - For graduate students, half-time for financial aid purposes is at least 5 semester credit hours (SCH) in the fall and spring term and at least 3 SCH in the summer term.
        - Graduate full-time is 9 SCH and above in the fall and spring and 6 SCH and above in the summer.

- Students' enrollment as of the end of Census Day of the term is the basis for their financial aid eligibility.
        - Census Day dates can be found on the [Academic Calendar](#).

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FINANCIAL AID - ENROLLMENT

- To be considered for financial aid eligibility, the classes taken must be required for the student's degree program.
    - Courses required for a minor or a certification do not count unless they are fulfilling specific major requirements or unmet elective credit requirements.

- Concurrent enrollment at other colleges and universities is not considered when determining a student's enrollment level for financial aid eligibility.

- Students may repeat a course they have *previously passed* <u>once</u> and it will count toward their financial aid enrollment status.
    - Attempts beyond the one allowable repeat are not considered eligible for financial aid.

Financial Aid - Enrolling, Dropping, and Withdrawing

- Students who are registered in a later session of a term must be registered by the full-term session Census Date as listed on the term's Academic Calendar in order for the course(s) to count toward the student's financial aid eligibility.

- Dropping below full-time or withdrawing from courses may affect financial aid eligibility.
  - Adjustments to financial aid will be done to reflect the number of credit hours for which a student is enrolled as of the end of Census Day of the term.
  - See Eligibility Requirements, https://www.utdallas.edu/student/finaid/Eligibility/eligibility.htm for additional information regarding financial aid enrollment status.

- In order for enrollment in a course to count toward a student's financial aid enrollment status, attendance must begin in the course.

FINANCIAL AID WITHDRAW POLICY

Return of Title IV calculation:

- A calculation, using a formula provided by the federal government, must be performed for students who receive Title IV financial assistance (Pell, FSEOG, and Direct Loans) and who officially withdraw from all courses, drop all courses after beginning attendance, or stop attending all classes prior to the 60 percent date of the semester.
  - How the calculation works:
    - Number of days attended ÷ Days in semester = percent of semester completed
      - Total $ disbursed X percent completed = Earned $
        - » Total $ disbursed - Earned $ = $ to be returned
- Students who do not earn at least one passing grade at the end of the term are also subjected to a Return of Title IV calculation.
- Financial aid recipients should notify their financial aid counselor of changes in enrollment status.

Satisfactory Academic Progress

- Minimum cumulative GPA, evaluated each term
  - undergraduate students, 2.0 cumulative GPA
  - graduate students, 3.0 cumulative GPA

- Minimum overall completion rate, evaluated each term
  - Total earned hours ÷ total attempted hours = completion rate
  - undergraduate students, see http://www.utdallas.edu/student/finaid/SAP.htm for graduated scale by overall attempted hour ranges
  - graduate students, 67% completion rate

- Maximum timeframe, the overall cap on hours attempted per degree
  - undergraduate students, 125% of the hours required to complete the degree program
    - *Minors do not increase the allowable number of hours toward a degree program*
  - graduate students, 150% of the hours required to complete the degree program

SATISFACTORY ACADEMIC PROGRESS

Attempted Hours for Financial Aid SAP:

- Passed courses
- Incompletes (I), failing grades (NC, F)
- Academic/non-academic withdrawals
- Transfer and test credit applied toward a student's degree
  - A student's transfer grade-point average does not count toward the UT Dallas term or cumulative GPA.
- All repeated courses count as attempted hours

Earned Hours for Financial Aid SAP calculation:

- All coursework with earned semester credit hours
  - Withdrawals, non-passed courses, incompletes, and prior attempts of a class all count as attempted hours but not completed (i.e. not earned) hours

SATISFACTORY ACADEMIC PROGRESS

Financial Aid statuses for students who fail to meet Satisfactory Academic Progress (SAP):

- **Financial Aid Warning:** The first time a student fails to meet the standards of academic progress, he/she will be placed on a financial aid warning status for the next term of enrollment. Students in a warning status are eligible for financial aid for that term--the student must make satisfactory progress to remain eligible for aid.

- **Financial Aid Suspension:** A student on warning or a probation status who fails to meet the standards of academic progress or a student who meets the maximum timeframe for his/her degree program is placed on Financial Aid Suspension for the next term of enrollment and will not be eligible for financial aid.

- **Financial Aid Probation:** For a student on suspension to be considered for reinstatement of financial aid, he/she must enroll for at least one term at UT Dallas, pay the expenses related to that enrollment and meet all term and cumulative requirements of satisfactory academic progress for financial aid. Once the terms of reinstatement have been met, the student is placed on financial aid probation. Students in a financial aid probation status are eligible for financial aid for that term and must make satisfactory progress to remain eligible for aid.

Financial Aid warning, suspension, and probation notices are sent to students' UT Dallas email address after the grading processes are finalized each term. Please see https://www.utdallas.edu/student/finaid/SAP.htm for additional details regarding the SAP standards and financial aid statuses.

FINANCIAL AID COMMUNICATIONS

- The Office of Financial Aid will send important student specific notices as well as general updated via student's UT Dallas email address.

- Students can view missing financial aid related documents via their "**To Do List**" in Orion Self-Service.

- Students can view current **Financial Aid Award** through Orion Self-Service.
  - Awards offers are accepted and/or declined through Orion Self Service.
  - Loan offers can be accepted, accepted at a lesser amount, or declined through Orion Self Service.

- The Office of Financial Aid Website at https://www.utdallas.edu/student/finaid/ will have updates, current deadlines, and required forms.

FINANCIAL AID

Office of Financial Aid Website, http://www.utdallas.edu/student/finaid/
- Additional information regarding eligibility, applying for aid, deadlines, and forms
- Please see Types of Financial Aid for further details regarding eligibility requirements specific to each program.

Veterans Benefits, https://www.utdallas.edu/student/finaid/veteran/index.html
- Provides information regarding VA Certification, the Hazlewood Exemption program, and contact information.

Scholarships, https://www.utdallas.edu/student/finaid/scholarships/
- This is the central listing of all institutional scholarships.

IN CONCLUSION

- Check UT Dallas email accounts for school-related notices and use UT Dallas email account when contacting administrative offices.

- Check Orion Self-service for outstanding To Do List Items.

- Both GPA and overall attempted hours are important. Although there are times when withdrawing from a course or repeating one may be necessary, doing so could have academic and financial impacts. Students should contact their academic advisor and financial aid counselor before doing so.

- Refer to the Academic Calendar and the Payment and Refund Calendar each term. Students are responsible for knowing and adhering to the deadlines listed.

- Review the Catalog online. Students are responsible for knowing and adhering to the policies listed. It is also a valuable guide and resource for information.

- Reach out to UT Dallas offices (i.e., via telephone, email, and/or website) with questions.

CONTACT INFORMATION

- **Office of Financial Aid**
  - Phone: 972-883-2941
  - Email: financial-aid@utdallas.edu
  - Web page: http://www.utdallas.edu/student/finaid/

- **Office of the Registrar**
  - Phone: 972-883-2342
  - Email: records@utdallas.edu
  - Web page: http://www.utdallas.edu/student/registrar/

- **Bursar's Office**
  - Phone: 972-883-2612
  - Email: bursarsoffice@utdallas.edu
  - Web page: http://www.utdallas.edu/bursar/

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