



2009-2010 Financial Aid Award Notice Information

READ YOUR AWARD NOTICE CAREFULLY AND KEEP FOR YOUR RECORDS

If you have outside scholarships or other program funds for your education which are not listed on your award notice, regulations require that you report these to the Financial Aid Office.

REGISTER FOR CLASSES

Register for the exact number of credits upon which your aid was based. Your registration must match your enrollment on your financial aid application or your aid may not be available without delays. Credits from audit, CLEP, and testing out of a class are not eligible credits for federal or state aid or for determining your enrollment level.

| Enrollment categories: | Undergraduate (Bachelor's degree) | Graduate (Master's degree) |
|-------------------------|--------------------------------------|-------------------------------|
| Full-time credits..... | 12 or more credits | 9 or more |
| Three-fourths time..... | 9-11 credits | 7-8 credits |
| Half-time..... | 6-8 credits | 5-6 credits |
| Below Half-time..... | 1-5 credits | (no aid) |

Important: Contact the Financial Aid Office immediately if you change enrollment categories from what you originally indicated when you applied for aid. Your exact credits determine your eligibility for certain programs. Do not accept aid if you are in the drop or add process.

MnSCU System-wide Payment Policy:

Tuition and fees should be paid in full no later than the first day of the term or your classes will be canceled. However, you will not be dropped for nonpayment if any of the following criteria is met:

1. You have applied for Federal Financial Aid and the university has received the FAFSA results from the U.S. Department of Education.
2. You have made a minimum down payment to tuition and fees of 15% or \$300, whichever is less.
3. You have a scholarship or other third party award that meets the minimum down payment amount.

4. You have an active payment plan contract with FACTS Management Company.
5. Your tuition and fees are deferred due to a special hardship situation such as sudden illness, a death in the family or natural disaster.

Payment procedure: "E-Services" is a new web portal to be used to access all your important student information, including registration, account management, bills and payment, financial aid, and grades. Go to the Bemidji State University Website at: www.bemidjistate.edu and select myBSU, then e-services. Enter your Student ID number and PIN number. It is your responsibility to access your invoice for tuition, fees, room/board, and other direct school costs through E-Services. All online credit card payments should also be made through E-Services. Compare your fall semester financial aid awards with your fall semester school costs to determine the amount of your own funds that you will need to meet your charges or to determine the amount of excess funds you may be receiving. If you are anticipating having financial aid funds in excess of your direct school costs, you should sign up for direct deposit. If you will be paying for school costs over and above your financial aid funds, you should consider enrolling in FACTS e-Cashier Automatic Payment Program available online at: www.bemidjistate.edu/offices/business/cashiers.cfm. All financial aid funds, including grants, loans, scholarships, and other third party awards, are first applied against direct school costs immediately following the fifth class day of each semester. The Direct Deposit of excess funds should be reflected in your bank account by the ninth class day of a semester. Again, it is your responsibility to check the status of your account and ensure proper payments are made accordingly. It is important that you have funds of your own to purchase books and other essentials to start each semester.

Financial aid budgets: The institutional budget on your award notice includes your approximate school costs as well as a standard allowance for other educational related expenses. An institutional budget is not intended to represent a student's actual room, board, transportation or other personal expenses. The allowable portion for educational related expenses is the same for all students to assure that all are treated equally and fairly in the processing and awarding of federal and state financial aid. Expenses in excess of the standard institutional budget amounts will need to be financed with non-educational funds such as savings, earnings from off-campus employment, or a personal loan from a family member or private lender.

Sample Budget: (Undergraduate Estimates)

| | |
|---------------------------------------|--------|
| Tuition..... | \$3146 |
| Fees..... | \$455 |
| Books and supplies..... | \$420 |
| Room and board..... | \$3120 |
| Miscellaneous personal expenses | \$1150 |

Total Budget = \$8,291 X 2 Semesters = \$16,582 annual institutional budget.

Keep records: You should keep your account statements, receipts, financial records, award notices and enclosures until you graduate. These records constitute your proof of payment and aid received. Student loan promissory notes and disclosure statements should be kept in a safe place until all loans are paid in full.

Extended Learning Program students: Enrollment for six BSU classroom credits (on campus, ITV, Web CT, Desire2Learn, or extension) and six Guided/ Self Directed credits each semester will allow for full federal aid eligibility. Aid eligibility will be severely reduced or eliminated if you register for less than six classroom credits.

Graduate students: Only graduate credits will be used to determine your enrollment status at the time of payment.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for continued financial assistance, all students are expected to meet the satisfactory academic progress standards of the institution, which are measured at the end of each term. Your progress will be measured by (1) grade point average, (2) completion percentage and (3) length of time it takes you to complete your program. The entire Financial Aid Satisfactory Academic Progress Policy is available at www.bemdijisitate.edu/financial_aid/policies/.

RETURN OF TITLE IV FUNDS POLICY

Repayment requirements for students who cease attending all of their classes: Financial aid recipients, who withdraw or cease attending all of their classes prior to 60% of the term being completed (including courses with a grade of "F" for non-attendance), are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term. The calculation of Title IV funds unearned has no relationship to the student's incurred institutional charges as determined by the university's refund schedule for students that officially withdraw from a term. The Records Office is the university's designated office to accept notification of official withdrawals. In the event that the last date of attendance cannot be determined, the mid-date (50%) of the semester will be used. The Business Office will determine the repayment based upon federal and state procedures, the last date of attendance, type of aid awarded, and charges for tuition, fees and residence hall. The repayment amount is considered unearned aid that a student was not eligible to receive because of not completing the term, necessitating the repayment of funds. The university may have an obligation to return funds to an aid program that was previously applied to the student's account. The student may have an obligation to repay funds that were

paid directly to him/her. If the university returns funds that were applied to the student's account, a balance due the university by the student will result. Federal student aid may not cover all unpaid institutional charges due to the university upon withdrawal. Failure to repay will prevent future registration at the university and initiate delinquent collection procedures, which will adversely affect the student's credit rating. A student may contact the Accounting Office in Deputy Hall 202 to receive an estimation of the required financial aid repayment, if any. Actual Sample Withdrawal Case: (1) Student received \$1970 Federal Direct Loan and \$2025 Federal Pell Grant. (2) Student completed only 27% of the semester. (3) Student was required to repay \$2535 of the \$3995 total aid received.

Non Federal Funds: Repayments to state aid programs and non-state aid programs will be calculated on a proportional basis using the institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant, SELF Loan program, and other aid programs, the OHE Refund Calculation Worksheet will be utilized.

ADDITIONAL INFORMATION FOR PROGRAMS WHICH MAY BE LISTED ON YOUR AWARD NOTICE

Federal Pell Grant: Your Pell Grant eligibility was determined by the Federal Need Analysis System from the data on your FAFSA. If you withdraw from one or more of your courses within the first 30 days of the semester, your Pell Grant award will be reduced to the adjusted level of enrollment. Full-time for this program is 12 credits per semester.

Federal Supplemental Educational Opportunity Grant (SEOG): This grant is 75% federal and 25% BSU funds for exceptionally needy undergraduate students. Funds are limited to Pell Grant recipients and are awarded to early applicants until funds are expended.

Minnesota State Grant: You must be a Minnesota resident working toward your first baccalaureate degree to be considered for this grant. Also, you may not have attempted more than nine semesters of full-time enrollment at any institution of higher education. To be eligible for a State Grant, the Federal Aid Processing Center must receive your FAFSA within the first 30 days of the semester. For this program, full-time is defined as 15 credits per semester, and awards change with each credit between 3 and 15. Your final award may be different than the amount listed on your official award letter due to a change in enrollment level and cost. You are required to report to the Admissions Office all terms of attempted enrollment and provide academic transcripts from all institutions (even those terms you withdrew or earned no credits). You will have to repay State Grant if you are found to be ineligible because of unreported terms of attempted enrollment and/or corrections in the calculation of your award.

Federal Academic Competitiveness Grant (ACG): A new grant program for high academic achieving first and second year students that are U.S. citizens, Pell Grant recipients, enrolled at least half-time in a degree program, and have completed a rigorous secondary school program of study.

Federal SMART Grant: A new grant program for high academic achieving third and fourth year students that are U.S. citizens, Pell Grant recipients, enrolled at least half-time in a qualifying program such as: physical, life, or computer science, mathematics, or technology.

Federal TEACH Grant: This grant provides up to \$4000 per year to undergraduate and graduate students who intend to teach full-time in high-need subject areas in designated low income schools. Students must be formally admitted to a BSU Education Program identified as a "high-need" area, and have a cumulative GPA of 3.25 or higher. Within 8 years of completing/ceasing their program, graduates must teach full time in their "high-need" area in a designated low income school for 4 years or their TEACH Grant will become an unsubsidized loan with accrued interest.

ACHIEVE Grant: A new state grant program awarded by MOHE for MN residents who attend an eligible public or private postsecondary institution in MN; are a U.S. citizen or eligible non-citizen; complete the FAFSA; are eligible for a Federal Pell Grant or MN Grant; enroll in 15+ credits the first year after high school graduation; apply for the scholarship no later than 30 days after the term starts; and have completed a rigorous secondary school program of study.

BSU Scholarships: Scholarships are awarded and authorized by the Office of Admissions and Scholarships, as well as various academic departments. Scholarships are disbursed equally between the two semesters and credited directly to your bill along with other financial aid on the ninth class day of the semester.

BSU Athletic Grants: Athletic grants are awarded by the individual coaches in accordance with strict NCAA regulations and are based on full-time attendance. If you receive an Athletic Grant Certificate from your coach, the amount on the certificate should match the amount on your financial aid award notice.

Post-Secondary Child Care Grant: To be eligible for a child care grant, you must be a Minnesota resident working toward your first baccalaureate degree, not receiving MFIP, and have a child 12 years of age or younger in day-care. State child care funds must be used to pay the child care provider named on your application. Child care funds are disbursed to the student beginning the ninth class day of each semester.

STUDENT EMPLOYMENT

Work-Study Program awards may be made to students with remaining unmet need after all scholarships and grants have been considered. Late outside scholarships and monetary awards will reduce loan eligibility first before affecting Work-Study. Work-Study funds are limited and awards are made until funds are exhausted. If Federal or State Work-Study is awarded, you will receive a "Student Work-Study Eligibility Certificate" as part of your award notice. This certificate allows you to seek Work-Study employment on campus for the amount indicated. It is your responsibility to apply for and secure a Work-Study position. The certificate does not guarantee you a position or that you will earn the awarded amount specified. If Work-Study is not a part of your aid package, you may still seek on campus employment under the Regular Payroll Program. These are non-financial aid jobs. To obtain a regular payroll job, you must contact the various departments directly. Regular Payroll and Work-Study earnings are paid to students on the bi-weekly student payroll system based upon an hour's pay for an hour's work. The starting wage rate is currently \$7.50 per hour. Pay increases are given after accruing 250, 500, 750, and 1000 hours of work. After working on campus for 1000 hours, you will reach the top of the pay scale, which is currently \$8.50 an hour. Helpful information on how to find a job on campus as well as vacancy postings may be found at our website: www.bemidjistate.edu/students/services/employment/. The vacancy postings are also listed on the Student Employment Bulletin Board near the Payroll Office of Deputy Hall 202. You may contact these departments directly to inquire about vacancies. If you are unable to find a job or do not have time to work, you should contact the Financial Aid Office. Students may consider a loan as an alternative to work. All student employees must provide verification of eligibility for employment in the United States. This is a requirement of the U.S. Department of Justice, Immigration and Naturalization Service. Within the first three days of work, each student employee must complete an "I-9 Form," "Equal Opportunity Form," "W-4 Form," and the "State Child Support Form." New employees will be asked for an original U.S. Social Security Card, a state issued driver's license or an ID card with a photograph, and information including name, sex, date of birth, height, weight, and color of eyes. A social security card indicating "not valid for employment" is unacceptable. The above forms are required of first time employees when placed on the State of Minnesota Payroll by the Payroll Office.

FEDERAL AND STATE LOANS

Note: You may cancel your Federal loans within 14 days of receiving the funds by returning 100% of the loan funds you received to Accounting Services.

Federal Perkins Loan: This loan may only be awarded to exceptionally needy students and funds are very limited. A Perkins Loan is interest free while you are in college and has 5% interest charged during repayment. You may reject the loan without it affecting other aid;

however, reinstatement at a later date may not be possible. If you are a new borrower, a Master Promissory Note and a "Statement of Borrower Rights and Responsibilities" will be mailed to you at a later time. Perkins Loans will be credited to your unpaid bill along with other aid, starting the ninth class day of each semester.

Federal Direct Subsidized and Unsubsidized Loan:

The William D. Ford Federal Direct Subsidized Loan is now a 5.60% fixed interest rate loan for undergraduate and 6.80% for graduate students. A subsidized loan is interest free while you are in college and is based upon the financial need of the student less all scholarships, grants, work-study, tuition waivers, and applicable resources. If your need has been met with other types of assistance, you will not receive a subsidized loan. Late notices of additional awards may reduce a subsidized loan.

Unsubsidized Direct Loans are non-need based loans that accrue interest (6.80%) while the student is attending college. The total of all of your aid, including an unsubsidized loan, may not exceed the standard financial aid budget of the institution. The institutional budget is indicated on your award notice.

Besides the need limitation for subsidized loans and the budget limitation for unsubsidized loans, federal maximums for each grade level apply. A freshman dependent student may not receive more than \$5,500; a sophomore student, \$6,500; and a junior or senior student is limited to \$7,500 annually. Summer school and mid-year transfer students should be aware they are not allowed to exceed these limits between all schools attended during the academic year.

Student Loan Request Form: To receive a Federal Direct Loan, you will need to complete and return the Student Loan Request Form, which is included with your award notice. You may request a lesser amount than is indicated on your award notice but not a greater amount. A 1.50% federal loan fee (less 1.00% interest rebate) will be deducted from each disbursement.

Master Promissory Note: New Federal Direct Loan borrowers must complete an electronic Master Promissory Note on-line at: www.dlenote.ed.gov. You must use your Federal PIN and follow the directions very carefully. A student who has previously received a Direct Subsidized or Unsubsidized Loan at BSU since Fall Semester of 1999, has already completed a Master Promissory Note and will not need to complete one again. You will receive a "Disclosure Statement" from the Direct Loan Servicing Center listing the disbursements to be made to you. Keep this for your records. Direct Loan funds are divided equally over your terms of enrollment. Your loan will be credited to your unpaid bill along with your other aid, starting the ninth class day of each semester.

Important Federal Regulations for Loan Recipients:

1. You must complete the entrance loan counseling requirement prior to receiving your loan funds. This requirement should be completed in advance by using the Federal Direct Loan Entrance Counseling web site at: www.dl.ed.gov. By selecting Bemidji State University as your institution of choice, the results will be sent electronically to the BSU Financial Aid Office. Entrance loan counseling at BSU is required of all new borrowers, including those who may have had loan counseling at another institution.
2. Federal educational loans are not consumer loans and may not be used to purchase non-educational related items or be directed to individuals who are not eligible themselves. The funds must be used to fund the institutional budget items.
3. You must meet the institution's satisfactory academic progress criteria.
4. You may be denied this loan based upon the professional judgment of the Financial Aid Officer.
5. You must be enrolled at least half-time to receive a loan.
6. You must complete an Exit Loan Counseling session before leaving BSU.

Federal Direct PLUS Loan: The Parent Loan for Undergraduate Students (PLUS) is a non-need based, 7.9% fixed interest rate loan for the parents of dependent students. The purpose of a PLUS Loan is to enable parents with good credit histories to borrow to pay the education expenses of a dependent undergraduate student. A parent credit check is required prior to approval. The loan may be used to assist with the expected parent contribution from the federal need analysis. PLUS Loans are disbursed each semester with a 4% federal loan fee (less 1.5% interest rebate) deducted from each disbursement. Repayment begins 60 days after the final disbursement. Complete the electronic Master Promissory Note for PLUS Loans and credit check at www.dlenote.ed.gov and request the application from the BSU Financial Aid Office.

State of Minnesota SELF Loan: The Student Educational Loan Fund (SELF) is a loan program that provides non-need based, variable interest rate loans to students. A SELF Loan may be used to assist with the expected family contribution; however, combined with other aid and educational resources, one cannot exceed the institutional budget. A credit worthy cosigner is required. The required SELF loan entrance counseling for new BSU borrowers may be completed at: www.selfloan.org, the same site as the online application. SELF Loans will be credited to your unpaid bill along with other aid, starting the ninth class day of each semester. Quarterly interest payments begin 90

days after disbursement. SELF Loans cannot be consolidated with Federal educational loans after graduation.

LEGAL LIABILITIES

1. Accepting financial aid funds for which you are not eligible is a violation of Federal and State laws subjecting you to strict penalties, which may include a fine and/or imprisonment.
2. If your registration changes after receiving funds, your eligibility will be recalculated and you may become liable for aid received for which you are no longer eligible.
3. You are required to use all funds received for educational purposes as agreed.
4. Caution: Do not accept funds if there is any doubt about your completing the term, enrollment process or your eligibility.
5. Funds disbursed to you as a result of an error, regardless of the source of error, must be repaid in full by the student, including collection agency costs, if necessary.
6. If you owe a refund of Federal or State financial aid to an institution or are in default (past due) in the repayment of a Federal or State educational loan, you must contact the Financial Aid Office immediately.
7. Withdrawing from school or dropping below 1/2 time initiates the start of your grace period and repayment process for your student loans. You are required to notify the servicer of your loans, including prior lenders, of your change in enrollment. Please refer to your promissory note for details.
8. If you accept grant, loan and other aid and then move up your graduation to the start of that term, you become ineligible for the aid you received including Pell, SEOG, and State Grant. You must contact the Financial Aid Office immediately and return all funds which you were ineligible to receive. The aid used to pay your tuition for the term will be returned to the proper accounts and you will be liable for all school costs incurred.
9. Withdrawing, ceasing to attend, or failing to pass courses, may require the repayment of financial aid funds as determined by Federal, State and institutional regulations and policies.

PLACES TO CALL IF YOU HAVE QUESTIONS

| | | |
|---|---------------------------------------|----------------|
| Admissions, transcript evaluation, residency and scholarships | Office of Admissions and Scholarships | (218) 755-2040 |
| Academic advising & registration | Office of Admissions | (218) 755-2040 |
| On-campus housing | Office of Residential Life | (218) 755-3750 |
| Class schedule changes | Records Office | (218) 755-2020 |
| Financial aid eligibility & awards | Financial Aid Office | (218) 755-2034 |
| Loan counseling | Financial Aid Office | (218) 755-2034 |
| Account statements | Accounting Services | (218) 755-2039 |
| Payment of tuition and fees | Cashiers Office | (218) 755-2045 |



A member of the Minnesota State Colleges and Universities system, Bemidji State University is an equal opportunity educator and employer.