If you have any questions after reading your award notice and this information, use the following information to determine which office to contact. January 1, 2017 is our priority deadline for applying for financial aid.

Questions regarding the following areas should be directed to the Financial Aid Office.

- Financial aid application process/FAFSA
- Award notice
- Eligibility amounts for each award type
- Loan application process
- Satisfactory Academic Progress Policy for financial aid recipients
- Entrance and exit counseling for Federal Direct Loans
- Financial aid disbursement

Questions regarding the following areas should be directed to the Business Services Office.

- Billing/account balance
- Payment of tuition, fees, room and board
- Registration and cancelation for non-payment
- Late fees
- Refunds
- Payment plans
- Direct Deposit

Financial Aid Office
Deputy Room 114
Bemidji State University
1500 Birchmont Drive NE, #14
Bemidji, MN 56601
218-755-2034 or 1-800-475-2001
FAX: 218-755-4361
Email: financialaid@bemidjistate.edu
Website: http://www.bemidjistate.edu/mybsu/finances/aid/

Business Services Office
Deputy Room 203
Bemidji State University
1500 Birchmont Drive NE, #5
Bemidji, MN 56601
218-755-2183; FAX: 218-755-2160
Email: businessoffice@bemidjistate.edu
Website: http://www.bemidjistate.edu/offices/business/
What Is the Cost of Attendance (COA) at Bemidji State University?

Estimated direct school costs for the 2017-2018 academic year (Fall & Spring) are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12-18 credits/semester)</td>
<td>$7630</td>
</tr>
<tr>
<td>Fees</td>
<td>$1046</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$890</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$8164</td>
</tr>
<tr>
<td><strong>Total Direct School Costs</strong></td>
<td><strong>$17,730</strong></td>
</tr>
</tbody>
</table>

Included in the student COA is $3000 for transportation and other miscellaneous personal expenses, bringing the total COA to $20,730.

Expected Family Contribution/Financial Need

The Expected Family Contribution (EFC) represents the student and parent contribution to educational expenses. It is derived by applying a formula used by the U.S. Department of Education to the data supplied on your Free Application for Federal Student Aid (FAFSA). This is the amount provided on your Student Aid Report after completing the FAFSA process. Need is defined as the difference between the institution’s COA and the EFC that was determined from the FAFSA.

When is Financial Aid Available?

Financial aid awards are applied to outstanding charges after the drop/add period. Any aid that exceeds institutional charges is refunded to the student for education related expenses. It is recommended that direct deposit to the student’s checking or savings account be set up to expedite the process. This can be done through e-Services. Checks will be mailed to the permanent address on file if direct deposit is not confirmed. If enrolled at another institution it is your responsibility to pay all charges at that institution, with the exception of Northwest Technical College.

The Business Services Office at BSU disburses financial aid funds. Questions regarding disbursement of funds should be directed to: Business Services, Deputy 203, businessoffice@bemidjistate.edu or call 218-755-2183.

Fee Payment and Billing

BSU will not mail you a bill. You may view your bills and payments through your e-Services account at www.bemidjistate.edu/mybsu/.

All payment transactions are handled through the Business Services Office at BSU located in Deputy 203. Please contact them at 218-755-2183 or businessoffice@bemidjistate.edu with any questions you may have regarding your bill or fee payment.

Book Charging

All students are eligible to charge their books at the on-campus bookstore, as long as they are registered for one credit. Book charging begins approximately one month prior to classes starting and will end on the fourth day of classes for Fall and Spring Semester.

Registration Requirement

Federal Pell Grant recipients must finalize all registration within the first 30 days of the semester. A student who withdraws from a course within the first 30 days of the semester will have their Pell award reduced to the adjusted level of enrollment and will be required to repay a portion of the Pell Grant.

When determining enrollment levels for financial aid, only undergraduate credits are included for undergraduate students and only graduate credits are included for graduate students.

What Is An Overaward?

Federal and state regulations prohibit students from receiving financial assistance that exceeds their calculated financial need or the COA of attending Bemidji State. If you receive additional assistance that the Financial Aid Office was unaware of, you may be overawarded and your aid may be reduced, canceled or it may be necessary for aid to be repaid. Examples of additional assistance that might affect your eligibility include:

- Scholarships
- Vocational Rehabilitation Services Assistance
- MN GI Bill
- MN Indian Scholarship Program
- Tribal Assistance
- Athletic Grant
- TEACH
- Tuition Waiver
- JTPA or CEP
- Graduate Tuition Assistance

Graduate Students

Graduate students are eligible to receive assistance under the Federal Direct Unsubsidized Loan. Graduate students must be enrolled in a minimum of five graduate credits per semester to be considered half-time for financial aid purposes. Loan eligibility may be reduced if the student receives a Graduate Assistantship (GA). Contact the
Financial Aid Office for additional information regarding how an assistantship may affect your aid eligibility.

Students who receive an assistantship after their loan(s) have been disbursed may have future loan disbursements reduced or canceled.

Graduate students who are a Minnesota resident, meet income guidelines and have out of pocket child care expenses may apply for the MN Child Care Grant.

**Repeating Courses**

A student may generally receive aid for a course as many times as needed to pass the course. Once a course has been passed, a student may receive aid for only one additional attempt to improve the grade.

**Withdrawing from All Courses (Return of Title IV Funds Policy)**

Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of their enrollment period (including courses with a grade of “F” for non-attendance) are subject to the federal Return of Title IV funds rules for any federal aid not earned and the refund calculation for the Minnesota State Grant and SELF loan. A student who does not complete all days they are scheduled to complete in modular courses (this is, courses that do not span the entire length of the semester) are also considered withdrawn and subject to this policy.

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. In the event that a last date of attendance cannot be determined, the midpoint (50%) of the semester will be used.

The Business Services Office will determine the repayment based upon federal and state procedures, the last date of attendance, type of aid awarded and the tuition, fees and residence hall charges.

The repayment amount is considered unearned aid 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 the student.

If BSU returns funds that were applied to the student’s account, a balance due will result. The student will owe that balance to BSU. Failure to repay the balance in full will prevent future registration at BSU and initiate delinquent collection procedures, which will adversely affect the student’s credit rating.

For additional information, please read the policy at: [http://www.bemidjistate.edu/mybsu/resources/forms/](http://www.bemidjistate.edu/mybsu/resources/forms/).

If you are considering withdrawing from all of your courses and would like to find out how this will impact your financial aid, contact the Financial Aid Office, Deputy 114, financialaid@bemidjistate.edu or call 218-755-2034.

**Satisfactory Academic Progress Policy for Financial Aid Recipients**

To be eligible for continued financial assistance, all students are expected to meet the satisfactory academic progress standards of BSU, which are measured at the end of each semester. Your progress will be measured by:

1. Grade point average (GPA), calculated from using only BSU credits.
2. Completion percentage.
3. Length of time it takes you to complete your program, regardless of whether aid has been received.


**Summer Aid**

Summer is considered the third term of the academic year. The Financial Aid Summer Supplemental Application is available on-line at the beginning of March. Awards are processed in late March. Once processed you will be able to view your awards on e-Services.

**Consumer Information**

The Higher Education Act requires institutions to provide information to all students on various topics. Collectively this is referred to as Consumer Information. BSU makes these disclosures available at the following website: [http://www.bemidjistate.edu/offices/development-enrollment/handbook/student-consumer-information/](http://www.bemidjistate.edu/offices/development-enrollment/handbook/student-consumer-information/).

**TYPES OF AWARDS**

**Federal Pell Grant:** Your Pell Grant eligibility was determined by the Federal Need Analysis System from the data on your FAFSA. You must be an undergraduate degree seeking student who has not earned a prior bachelor’s degree. You must finalize your registration within the first 30 days of the semester.
Full-time for this program is 12 or more credits per semester. Students enrolling in 9-11 credits generally receive 75% of a full-time award, and those enrolling in 6-8 credits generally receive 50% of a full-time award. Student may be eligible to receive funds at less-than-half-time enrollment status. Federal Pell Grant Program regulations prohibit a student from receiving funds from more than one school during the same term.

Federal regulations stipulate that a student may receive Pell Grant for a maximum of six full-time award years. You will not be eligible to receive additional funds, even if you have not completed your bachelor’s degree.

**Federal Supplemental Educational Opportunity Grant (SEOG):** This grant is 75% federal funds and 25% BSU funds awarded to undergraduate students who are Pell Grant eligible and apply by the priority deadline. Funds are limited to Pell Grant recipients and are awarded to early applicants until funds are exhausted.

**MN State Grant:** You must be a MN resident working toward your first baccalaureate degree to be considered for this grant. Also, you may not have attempted more than four years of full-time enrollment at any institution of higher education. To be eligible for a MN State Grant, the Federal Aid Processing Center must receive your FAFSA within the first 30 days of the semester. For this program only, 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 notice 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 MN 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.

Students who have attended post-secondary institutions for the equivalent of four full-time years are not eligible.

**Federal TEACH Grant:** The federal Teacher Education Assistance for College and Higher Education (TEACH) Grant is for students who agree to serve full-time as a highly qualified teacher, at a school serving low-income students, for at least four years within eight years after completing a course of study for which the TEACH Grant was received. For additional information please visit: [http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/](http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/).

**MN Indian Scholarship & Tribal Grants:** MN residents with documented one-fourth or more Indian ancestry may be eligible for the MN Indian Scholarship Program. Students of Indian ancestry may also be eligible for a Tribal Grant. Students should contact their individual Tribal Education Office for additional information. Additional information and application materials are available at: [http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/](http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/).

**MN Postsecondary Child Care Grant Program:** To be eligible for a child care grant, you must be a MN resident working toward your first baccalaureate degree or graduate degree, not receiving MFIP, and have a child 12 years of age or younger in daycare. Students who have attended post-secondary institutions for the equivalent of four full-time years are not eligible. The grant amount is determined by the student’s family size and income. Additional information and application materials are available at: [http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/](http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/).

**BSU Scholarships:** Scholarships are awarded by the Office of Admissions and Scholarships, as well as various academic departments. Awards are based on full-time attendance. Scholarships are disbursed equally between Fall and Spring semester and credited directly to your bill along with other financial aid. Additional information and application materials are available at: [http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/](http://www.bemidjistate.edu/mybsu/finances/aid/categories/grants/).

**BSU Athletic Grants:** Athletic grants are awarded by each sport 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.

**STUDENT EMPLOYMENT**

**Federal and MN State Work Study:** Awards may be made to students with remaining unmet need after all grants and scholarships have been awarded. Late outside scholarships and monetary awards will reduce loan eligibility first before affecting work study. Work study funds are limited and awarded to early applicants until funds are exhausted.

If you are awarded work study, you will need to accept your award in e-Services. Print the Work Study Authorization Form available at: [http://www.bemidjistate.edu/students/services/employment/employment_procedures.cfm](http://www.bemidjistate.edu/students/services/employment/employment_procedures.cfm). Take this form with you when applying for a work study position. The Authorization Form does not guarantee you a position or that you will earn the awarded amount specified.
Regular Payroll: If work study is not a part of your aid package, you may seek on-campus employment under the Regular Payroll Program. These are non-financial aid positions. For a listing of work study and regular payroll positions please visit: http://www.bemidjistate.edu/mybsu/finances/employment/. Click on the links under “Find a Job.”

Your work study or regular payroll earnings will be processed bi-weekly on the student payroll system. Please sign up for direct deposit in e-Services. Earnings are not credited to your student account unlike other aid programs.

The wage scale for 2017-2018 is:
0 – 350 hours $ 9.50
351-700 hours $ 9.80
701-1000 hours $ 10.10
1001+ hours $ 10.50

LOANS

Loans are funds that must be repaid with interest.

Different loans have various interest rates and terms of repayment. Be sure to carefully read the loan agreement before you sign. All federal loan programs require students to be enrolled at least half-time (undergrad – six credits per term; grad – five credits per term) to be eligible to borrow.

Federal Perkins Loan: This loan is awarded to students whose EFC indicates high need and have applied by the priority deadline. Funds are limited. A Perkins Loan is interest free while you are in college and has 5% interest charged during repayment. No additional Perkins loans will be awarded after the academic year 2017-2018. Perkins loans awarded and disbursed by September 2017 will allow for the disbursement of Spring 2018 funds.

Students who have been awarded a Federal Perkins Loan on their official award notification will be sent an email to their BSU student email account from Heartland ECSI within a few days of receiving the award. It is imperative you read and complete the online process immediately to ensure timely disbursement of your loan. If you have questions, please contact ECSI at 1-888-549-3274.

Additional information is available at: http://www.bemidjistate.edu/mybsu/finances/aid/categories/loans/federal-perkins-loan/

Federal Direct Loans: There are two types of Direct Loans.

Subsidized Direct Loan: This loan is available to undergraduate students, is an interest free loan while you are enrolled at least half-time and is based upon the financial need of the student less grants, scholarships, 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. The interest rate as of July 1, 2016 is 3.76%.

Unsubsidized Direct Loan: This loan is a non-need based loan that accrues interest while you are enrolled at least half-time in college and is available to undergraduate and graduate students. The interest rate as of July 1, 2016 is 3.76% for undergraduate students and 5.31% for graduate students.

You must accept your Federal Direct Loan through your e-Services account.

If you borrow under the Subsidized or Unsubsidized Direct Loan program, and you have not previously borrowed under either of these programs, you must complete a Federal Direct Loan Master Promissory Note (MPN) and Entrance Counseling at: www.studentloans.gov.

Direct Loan Proration: Undergraduate students graduating during this academic year and attending less than a full academic year are required by federal law to have their Direct (Subsidized and Unsubsidized) Loan amounts prorated. Contact the Financial Aid Office for additional information regarding Direct Loan proration.

Federal Direct PLUS Loan: PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can borrow to help pay educational expenses. Students must be enrolled at least half-time. A credit check will be performed, and the applicant must not have an adverse credit history. The maximum amount an applicant may borrow is equal to the student’s cost of attendance minus any other aid. The interest rate as of July 1, 2016 is 6.31%.

Additional information regarding Federal Subsidized, Unsubsidized and PLUS Direct Loans is available at: http://www.bemidjistate.edu/mybsu/finances/aid/categories/loans/

Private Loans: These loans should be considered as a last resort after you have exhausted your other funding options. The amount listed in your award notice as “Other Loan Options” is the maximum amount for which you may be eligible and is the COA minus all other forms of financial assistance.
Additional information on private loan options is available at:
http://www.bemidjistate.edu/mybsu/finances/aid/categories/loans/private-loans/

RIGHTS AND RESPONSIBILITIES

By accepting a financial aid award from Bemidji State University students acknowledge certain rights and responsibilities.

Students have the right to:
• Know what financial assistance is available, including all federal, state and institutional aid programs and what policies and regulations govern these programs.
• Apply for additional assistance when increased financial need can be demonstrated and funds are available.
• Obtain information regarding student loan indebtedness, repayment obligations and options, and a projected repayment schedule.
• Expect and receive complete confidentiality regarding financial aid awarded and the use of the application data.
• Know that financial aid is awarded by semester for a period of up to one academic year. You have the right to reapply for aid for the succeeding year. The summer term requires the BSU Summer Supplemental Financial Aid Application.
• Accept all or any portion of your BSU aid award, however, the reduction of one aid program will not necessarily be a basis for an increase in another aid program and may affect the type of aid you receive.

Students have the responsibility to:
• Read all directions thoroughly, complete all application forms accurately, and comply with all applicable deadlines.
• Provide any supplemental information or documentation requested.
• Regularly monitor both your BSU e-Services and email account.
• Report to the BSU Financial Aid Office the receipt of any private funding source, such as scholarships and third-party agencies.
• Notify the Financial Aid Office of any change in your enrollment status.
• Satisfactorily complete coursework attempted each term you receive financial aid.
• Accept only financial aid funds for which you are eligible and use all funds received for educational expenses.
• Know and comply with all requirements to remain eligible for financial aid; including compliance with the Satisfactory Academic Progress and Return of Federal Title IV Funds Policies.
• Complete entrance loan counseling and a master promissory note (www.studentloans.gov) as required for receiving a Federal Direct Loan.
• Notify the servicer of your student loans of any change in your mailing address.
• Repay all student loans received as agreed, regardless of program completion.

FREQUENTLY ASKED QUESTIONS

I am not going to attend full-time. What aid am I eligible to receive?
This information is available by signing into the Financial Aid section of your e-Services and clicking on “Estimated Award Levels.” Your aid eligibility online includes award amounts at full-time, three quarter time, half-time and less than half-time enrollment.

What do I need to do to accept my financial aid?
You can accept your financial aid by signing into the Financial Aid status of e-Services and completing the “Review and Respond to Award Notification” section.

What is BSU’s drop/add period?
BSU has a drop/add period of the first five (5) class days fall and spring semesters, or before the second class session for classes that only meet weekly.

My parents do not claim me as a tax exemption. Can I be an independent student?
IRS and Department of Education definition of a “dependent” are not the same. Tax exemption status and your resources are not considered when determining your independent status. Your status as a dependent or independent student is determined by your responses in the student status section on the Free Application for Federal Student Aid (FAFSA).

Do I need to apply for aid for each year of attendance?
Yes. The FAFSA should be submitted as soon as possible after October 1 (beginning in 2016 for the academic year 2017-2018) for fall and/or spring attendance of the upcoming academic year. January 1 is BSU’s priority date for FSEOG, Work Study and Perkins Loan.

Who has access to my financial aid data?
Only the student, authorized federal and state agencies, and college officials who process financial aid or need access for reporting purposes. The student can authorize BSU to exchange information with parents, a spouse or others by signing the Authorization to Release Information and Miscellaneous Charge Form available at: http://www.bemidjistate.edu/mybsu/resources/forms/