Your award letter outlines your financial aid award for the academic year. Please retain a copy for your files. By accepting the award, you agree to and acknowledge the terms and conditions set forth in this document. Your grants and scholarships are automatically accepted unless you submit the Financial Aid Revision Form indicating that you wish to decline the offer. You must accept loan and Federal Work-Study awards on UNCGenie 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 UNCGenie. Return the Revision Form to our office only if you need to notify us of required changes (see below for additional information on the Revision Form).

The Financial Aid Office (FAO) 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. (See the enclosed “UNCG Refund Policy from the Cashiers’ and Student Accounts Office” for information on refunds and return of Title IV aid).

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 Financial Aid Office, 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 Financial Aid Office); changes in residency; changes in enrollment; receipt of other aid; withdrawal from classes; changes of major; failure to comply with university immunization requirements; changes in reported financial status, registration in courses for which you have already received a grade, or ceasing to attend before the end of the payment period (Ex: being enrolled in only one module).

Financial Aid at UNCG is awarded based on the expectation of full-time enrollment for the established payment periods of fall and spring semesters. For summer, sessions 1 and 2 are combined to make a single summer term. Parts of terms (modules) are incorporated in the standard payment period and the student is expected to be enrolled for the entire payment period. A cessation of enrollment is synonymous with a financial aid withdrawal so a student should enroll and complete the full semester to earn all aid that is awarded.

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 UNCG Financial Aid Office immediately if you are attending another institution simultaneously to UNCG and are receiving aid there as well. Failure to notify us may jeopardize your eligibility for aid at UNCG.

When to Complete the Financial Aid Revision Form

Return the Financial Aid Revision Form to the Financial Aid Office only:

- **To notify us of enrollment changes.**
  
  We award you assuming full time status. If you will be less than full time you need to complete the “Enrollment Status” section of the Revision Form. You will also need to complete this section if you do not plan to attend UNCG, if you will graduate after Fall 2014, if you will be going from an undergraduate program to a graduate program after fall 2014, or if you will be less than full time for either the Fall and/or Spring semesters.

  **Note:** If you are awarded a Federal Direct Loan your loan funds will not pay to your student account until you are either enrolled in full time hours or complete the Financial Aid Revision Form indicating you will be less than full time.

- **To decline or reduce any of the aid listed on your award letter.**
  
  Complete the “Declining Awards” section if you wish to completely decline an award. If you wish to reduce/revise the amount of an award that you are receiving you need to complete the “Reducing/Revising Awards” section indicating the reduced/revised amount that you actually want to receive. If you or your parent wish to decline a loan you or they have already accepted, please complete the Direct Loan Change Form and sign it.

  **Note:** If you decline or revise certain awards, those funds may not be available for you later.

- **To notify us that you will not be enrolled in a full term** because you will take some module classes but not complete the entire payment period.
To notify us of any outside aid.
If you are receiving any forms of aid from outside of the University that are not listed in your award letter, you must submit notification of your awards that you receive from your donor. All outside aid must be reported. Be aware that receiving outside aid may result in revisions to your award.

Disbursement of Funds
You must accept the Terms and Conditions on your UNCGenie account in order to accept your loans and work study. You are required to complete this in order for your financial aid to be applied to your account and, if applicable, for you to receive a refund check. You may view instructions at http://fia.uncg.edu/faq/answers.htm#requirements-5. To determine if you have already satisfied this or any other requirement, please go to http://www.uncg.edu and check your Financial Aid status on UNCGenie. To receive your aid, you must have met all disbursement requirements, including completion of university immunization requirements.

UNCG Refund Policy
If your enrollment status is affected by a change in residency status, change in credit hours enrollment in a course for which you have earned a grade, or withdrawal from the university, your financial aid may be adjusted. You may receive a refund from the Cashiers and Student Accounts Office and/or be required to repay funds that you have already received. Refer to the UNCG Return of Funds Policy enclosed in this packet for more information. Contact the Cashiers and Student Accounts Office at (336) 334-5831 with any questions about the refund policy and its implementation.

Federal Student Aid (FSA) Loan Program
Your award package may contain a loan under the Federal Direct Loan Programs. These loans include:

- **Subsidized FSA Loan** - This student loan is need-based. The federal government pays the interest on this loan while you are enrolled at least half-time. Repayment is scheduled to begin six months after you graduate or drop below half-time enrollment (this is your grace period).

- **Unsubsidized FSA Loan** - This student loan is not need-based. The federal government does not pay this loan’s interest while you are in school. Students must pay the interest while they are enrolled unless they elect to have the interest capitalized. Capitalized interest, however, results in higher loan payments later. Repayment is scheduled to begin six months after you graduate or drop below half-time enrollment.

- **Combination of Subsidized and Unsubsidized funds**

- **PLUS Loan** - This loan is a non-need-based loan available to parents of dependent undergraduate students. Your parents must actually apply for the PLUS loan. They must sign a Master Promissory Note, and be approved for the loan before PLUS loan funds can be disbursed. If the loan is approved your parents may borrow up to the total amount of your Cost of Attendance minus any other aid or resources that you will receive. Repayment of the loan can be deferred until 6 months after the student graduates or drops below half-time status. If your parent is denied a PLUS Loan, you may be able to receive an additional Unsubsidized FSA Loan.

- **Graduate PLUS Loan** – This loan is available to Graduate students who have borrowed their annual or aggregate limit under the FSA Loan program. While Graduate students of all income levels are eligible, this is a credit-based loan. Students must apply and be approved for the loan. Repayment of the loan can be deferred until 6 months after the student graduates or drops below half-time status.

- **Requirements for all FSA Loans:**
  - Students must be enrolled at least half-time (6 hours for undergraduate and graduate licensure only students, 3 hours at 500 level or above for graduate students).
  - Students must meet all other eligibility requirements including satisfying UNCG Student Health immunization requirements.
  - Must complete online authorization of Terms and Conditions.
  - First time borrowers must sign a Master Promissory Note and complete Entrance Counseling at www.studentloans.gov.
  - Accept your award on UNCGenie.
Note: If you are awarded an FSA Loan your loan funds will not pay to your student account until you are either enrolled in full time hours or complete the Financial Aid Revision Form indicating you will be less than full time.
Also Note: If your grade level will change mid-year from Freshman to Sophomore, or from Sophomore to Junior, you may be eligible for an increase in your FSA Loans. Contact the Financial Aid Office to find out if you have additional eligibility. Loan increases due to grade level changes cannot be awarded before you have earned the necessary credit hours.

### Applying for FSA Loans, PLUS Loans, and Graduate PLUS Loans

All first time borrowers of FSA loans at UNCG will need to:

1. Accept online Terms and Conditions and accept the amount of loans you wish to borrow.
2. Complete and submit a Master Promissory Note online at www.studentloans.gov.
3. Complete on-line FSA Loan Entrance Counseling online at www.studentloans.gov.

After accepting your awards online, you can reduce or decline awards on the Direct Loan Change Form.

PLUS Loan and Grad PLUS Loan borrowers must complete an application online at www.studentloans.gov.

The UNCG Financial Aid Office will transmit loan requests to the Department of Education. First time borrowers will need to

### FSA Loan Entrance and Exit Counseling

Complete a Master Promissory Note (MPN) at www.studentloans.gov. Once a valid MPN is on file you do not need to complete another MPN for 10 years.

UNCG requires all students who are first-time FSA Loan borrowers to complete online Loan Entrance Counseling at www.studentloans.gov before loan funds will be disbursed to their student account. Students who are graduating or drop below half-time enrollment status and received an FSA Loan while attending UNCG are also required to complete an Exit Counseling session at www.studentloans.gov.

### FSA Loan Interest Rates and Origination Fees

If you receive a federal student loan, you will be required to repay that loan with interest. Most federal loans have loan fees that are deducted proportionately from each loan disbursement you receive as well. It is important that you understand how interest is calculated and the fees associated with your loan. Both of these factors will impact the amount you will be required to repay. For more information about current interest rates and origination fees for federal student loans refer to http://studentaid.ed.gov/types/loans/interest-rates.


### Federal Perkins Loan

If you have been awarded a Federal Perkins Loan, you must accept the award on UNCGenie and you must return the completed Perkins Loan Master Promissory Note and the Borrower Data Form to the Financial Aid Office before loan funds can be disbursed to you. To receive this loan, you must be enrolled at least half time and meet all other eligibility requirements. Repayment of your Perkins Loan is scheduled to begin nine months after you leave school or drop below half-time enrollment. The interest rate for Perkins Loans is 5%. Perkins borrowers are not charged any fees and do not accrue any interest on the loan until (s)he goes into repayment.

If the financial aid office does not receive the Perkins Loan master promissory note within four weeks from the date of the award the loan may be cancelled.

Loans must be repaid! Read all terms & conditions of your loan information carefully.

### Repaying your Loans

- Loans must be repaid on time.
- Failure to repay may result in default and in an adverse credit rating.
- Borrowers must notify their lender/servicer of any changes in status, such as changes in name, address, or enrollment status.
- Borrowers must notify their lender/servicer of any situation affecting the repayment of their loan.
Federal Work-Study

Federal Work-Study is a federally funded program that provides subsidized part-time employment to students with financial need. If you have been awarded Federal Work-Study, the amount listed in your award letter is the allotment of money that you may earn during the academic year. Federal Work-Study awards will not be credited to or defer your bill. You will be paid an hourly wage and will receive a monthly paycheck for any hours you work in a work-study position within a UNCG department or eligible community service organization.

Please review the Federal Work-Study information included with your award letter. It is your responsibility to find a work-study job. For a complete list of available work-study positions, visit the Student Employment Office’s website at http://www.uncg.edu/csc and click on the “Spartan Careers” link. If you do not find a work-study position within the first three weeks of class, your award will be cancelled. If you were not awarded work-study and you would like to be considered for it, contact the Financial Aid Office to see if you are eligible to be placed on the waiting list.

The Financial Aid Office will cancel your FWS award if you have not accepted it within four (4) weeks of receiving your award letter or once enough people accept their award. Please see the enclosed FWS information for instructions on how to accept or decline your work study on line.

Financial Aid Application Status

You may check your financial aid application status, account and registration information, number of locked hours for Satisfactory Academic Progress, and holds on your account via UNCGenie at http://www.uncg.edu. Please contact the UNCG Financial Aid Office with any questions concerning your eligibility for any awards. See the Satisfactory Academic Progress Policy for information on how your number of locked hours affects your eligibility.

Your Contact Information

The Financial Aid Office often sends information regarding students’ financial aid status via e-mail and direct mail through the United States Postal Service so it is imperative that the university have your current contact information on record, particularly your local, permanent, and e-mail addresses. Please update your information as necessary by going to the UNCG web site at http://www.uncg.edu, clicking on UNCGenie and following the instructions to update your personal information.

PLEASE NOTE: The Financial Aid Office sends all e-mail communications to your UNCG e-mail address. It is your responsibility to keep your UNCG e-mail address activated and to check your messages.