Metropolitan State University Mission Statement

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population. The university will provide accessible, high quality liberal arts and professional education to the citizens and communities of the metropolitan area with continued emphasis on underserved groups, including adults and communities of color. Within the context of lifelong learning, the university will build upon its national reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals. The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship and services designed to support an urban mission.

In the spirit of the Metropolitan State mission statement, the Financial Aid Office offers students access to higher education through assisting families in meeting the costs of attending Metropolitan State University. Through educational programming, technology and customer services, the Financial Aid Office continues to promote the Metropolitan State mission in helping students to achieve academic success.

Academic Success

Students can enjoy a variety of activities, events and functions while attending Metropolitan State. Research has shown that students who are involved in out-of-class activities and programs experience a higher degree of academic success. The most important activity for students is their academic work. Metropolitan State offers many different support services to students who may experience academic difficulties. Students can explore these services to assist them in ensuring successful completion of their degree.

The Financial Aid Office is one of the first safety nets students may encounter if experiencing academic difficulty. Through Satisfactory Academic Progress requirements, the Financial Aid Office monitors student academic progress, as failure to meet certain academic requirements can affect a student’s financial aid eligibility. The Financial Aid Office staff are experienced professionals who can help students discover what services Metropolitan State University offers to help them achieve academic success.

Financial Planning/Money Management

Attending college is an expense that may at first seem overwhelming. Through financial planning and proper money management, students can help themselves by keeping their spending and loan indebtedness to a minimum. The Financial Aid Office staff can help students with their budgets, advise on loan indebtedness and other money management topics through educational programming and advising services on such topics as budgeting and credit card usage.

Family Education Rights and Privacy Act (FERPA)
In 1974, the Family Education Rights and Privacy Act (FERPA) was established. FERPA guidelines prohibit institutions from releasing student data to anyone without expressed written permission from the student.

The Financial Aid Office strictly adheres to FERPA policies and regulations. Financial Aid Office staff are not allowed to give out student information to anyone but the student; information cannot be shared with parents, siblings, spouses and/or friends without expressed written authorization from the student. Contact the Financial Aid Office for more information regarding this policy or to request the Authorization for Release of Information Form. This form is also available on the Financial Aid web site under Forms.

Applying for Financial Aid

A. Academic Year

The Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA is the basic application required each year to be considered for all financial aid programs. The FAFSA and Renewal FAFSA are available on-line beginning the first week of January. Minnesota State Grant rules say that students may be considered for Minnesota State Grant funding only if the student has completed the FAFSA prior to the 30th day of the term. Students who apply after the 30th day of the term cannot be considered for Minnesota State Grant for that term. The processing time for the various financial aid programs varies. Students should note the financial aid deadline dates listed on the Financial Aid Office home page. Students who have not received a valid award notification by the posted deadline dates should make payment arrangements with the Business Office to ensure that their courses are not dropped.

B. Summer Term

The summer term is considered the last term of an award year. Therefore, the financial aid for the 2006 summer term is based on the 2005-2006 FAFSA data. The 2005-2006 FAFSA must be on file and the institution’s Summer Application must be completed and submitted to the Financial Aid Office for determination of financial aid eligibility. The institution’s Summer Application is available on the Financial Aid web site beginning March 1.

Summer funding is primarily “left-overs”. Since most campus-based funds are exhausted during the academic year (fall and spring semesters), summer term awards consists of aid not used during the academic year. No new funding is available.

Determining Eligibility

A. Cost of Attendance

Most financial aid offices at colleges and universities determine the Cost of Attendance (COA) for their particular institution. The COA for financial aid will often be higher than
the cost of attendance provided by the institution’s Admission’s Office because it includes not only the direct educational costs such as tuition, fees, books and supplies, but room and board and personal living expenses as well.

The financial aid COA at Metropolitan State University includes the direct educational costs, room and board (rent and food), transportation, laundry, clothing and miscellaneous expenses. The Financial Aid Office averages these costs for all students. Any differences in COA are a result of the student’s residency status and grade classification (i.e. Minnesota resident or non-resident, undergraduate or graduate student).

The COA used for financial aid includes more than the direct educational costs because the Financial Aid Office recognized that without assistance for living expenses, many of our students would not be able to afford to attend college. By including indirect educational and living expenses in the COA, the Financial Aid Office hopes to assist all students to access higher education.

B. Financial Need/Eligibility

To determine your eligibility for financial aid (specifically need-based aid), financial need must be calculated. Financial need is determined by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Unmet Need}
\]

**Cost of Attendance (COA)** refers to the total cost of attending the university for one academic year (fall and spring semesters), which includes tuition and fees, books and supplies, room and board, transportation, laundry, clothing and a modest allowance for personal/miscellaneous expenses.

**Expected Family Contribution (EFC)** is derived from the federal formula developed by the U.S. Congress, known as Federal Methodology. The EFC represents the parent and student contributions.

a. *the parent contribution* (for dependent students) – an amount, based on their income and assets, that the parents are expected to contribute toward the cost of attendance for the academic year; and

b. *the student contribution* (for dependent and independent students) – an amount, based on student income as assets, that students are expected to contribute toward the cost of education.

Ultimately, it is the family’s responsibility to pay for higher education. Parents of dependent students are required to submit income/asset information. (See the section on “Determining Independent Status”). Because the student is the primary beneficiary of the college education, students are also expected to contribute toward meeting their educational costs. Often, parents and/or students are already contributing toward the cost of attendance by paying for rent, food, laundry, transportation expenses, etc.
Unmet Need is the total Cost of Attendance (COA) minus the Expected Family Contribution (EFC). If the EFC is less than the COA, the student has demonstrated financial need.

2005-2006 Cost of Attendance Figures:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Room &amp; Board</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$20,423</strong></td>
</tr>
</tbody>
</table>

C. General Eligibility Requirements

Students must be admitted to Metropolitan State University before the Financial Aid Office can process their application for financial assistance. Upon receipt of the initial Free Application for Federal Student Aid (FAFSA) information from the Federal Processor, a determination will be made as to whether any additional information is required to determine the financial aid eligibility. The Federal Processor randomly selects 30% of all applicants to go through a process called verification. During verification, the Financial Aid Office may require additional information before making a determination of eligibility. Such additional information could include 2004 Federal Income Tax Returns and W-2 Forms, Selective Service registration card, citizenship documentation, etc. A review of the student’s eligibility for funding occurs after all required materials are received. Responding immediately to requests for information is essential to prevent delays in awarding a student’s financial aid.

In order to be considered for financial aid, student recipients must:

- Have a high school diploma, or a GED and be accepted for admission;
- Enroll as a regular student in an eligible degree, certificate or licensure program;
  1. **Undergraduate students must be enrolled for at least six credits per semester.** (Exception: Some undergraduate students may be eligible for a portion of their Minnesota State Grant and/or Pell if enrolled in less than 6 credits. This is not the case for all Minnesota State Grant and Pell Grant recipients).
  2. **Graduate students must be enrolled in at least four graduate-level credits per semester.**
  3. Students must be enrolled in a degree or certificate seeking program to be eligible for federal or state aid;
- Be a US citizen or eligible non-citizen:
Only students who are US citizens, nationals, permanent residents, US citizens of certain Pacific Islands or eligible non-citizens are eligible to apply for federal and state financial aid;

- Be registered with Selective Service:
  If required to do so by law, you must be registered with the Selective Service. This federal regulation applies to males at least eighteen years old, born after December 31, 1960, who are not current members of the active armed forces;
- Maintain Satisfactory Academic Progress standards.

D. Determining Independent Status

The Financial Aid Office is required to adhere to the standard criteria defined by the United States Department of Education when determining independent student status. According to this definition, students will be considered independent if the student can answer yes to at least one of the following questions:

- Were you born before January 1, 1982?
- During the 2005-2006 academic year will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, Ph.D, or EdD, etc)?
- As of today, are you married? (Answer “Yes” if you are separated, but not divorced).
- Do you have children who receive more than half of their support from you?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2006?
- Are you an orphan, or are you or were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the US Armed Forces?

Students who qualify as independent are not required to provide parent information on the 2005-2006 FAFSA. The Financial Aid Office does reserve the right, however, to request additional documentation to verify a student’s independent status.

E. Verification Requirements

Each year approximately 30% of all financial aid applicants are selected by the Federal Processor to verify information provided on the FAFSA. As a result, applicants selected for verification may be asked to supply additional information and documentation in order to verify the original data supplied on the 2004-2005 FAFSA or Renewal FAFSA application. This may include submission of the student’s, and if applicable, the student’s spouse and/or parent(s)’ Federal income tax returns, W-2s and other documents. Verifications procedures must be completed or you will not be eligible to receive any federal or state funds and other funds requiring budget and financial need eligibility.

F. Circumstances and Costs That May Change Your Financial Aid Eligibility
The Financial Aid Office recognizes that families may experience changes in their income from year to year. Changes due to loss of employment, changes in the marital status of the parents of dependent students or marital status of independent students, loss of a parent, loss of a spouse and/or the loss of other benefits may impact a student’s financial eligibility.

The Financial Aid Office staff may utilize Professional Judgment in these types of situations. If your family has experienced such changes in income or family situation, please contact the Financial Aid Office to request a Petition for Consideration of Special Circumstances. This form is also available on the Financial Aid web site under Forms.

Special Circumstances evaluation is a process that takes place after a student has submitted a FAFSA to the Federal Processor and an initial ISIR has been received by the Financial Aid Office. The Financial Aid Office can then take the information on the Special Circumstances form and determine the changes in family income and/or other eligibility items. This may result in eligibility for additional need-based funding. If your financial aid eligibility changes, a revised award letter will be generated. The Special Circumstances evaluation process may take up to 10 business days.

The cost of attendance at Metropolitan State University is based on average direct and indirect educational expenses that most students incur while attending Metropolitan State (see section A under Determining Eligibility).

Financial Aid Programs and Eligibility Criteria

Types of Financial Aid Available


Non-need based aid (student’s FAFSA data does not demonstrate financial need) is funded by loans. Examples of non-need based loans include the Federal Unsubsidized Stafford Loan, SELF Loan and Federal PLUS Loan.

Undergraduate Students:

The Metropolitan State University Financial Aid Office offers four types of financial aid.

- **Grants:** funds based on financial need and not requiring repayment.
- **Institutional Scholarships:** funds based on financial need, talent, and/or academics and generally not requiring repayment.
- **Work-Study Employment:** jobs on or off campus; wages are earned hourly and paid directly to the student.
- **Loans:** low-interest loans which **must** be repaid
Graduate Students:

**Graduate students are not eligible for State or Federal grant funds.** They may only be considered for the Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, the SELF loan program and Work-study programs depending on eligibility and availability of funds.

A number of graduate assistantships may also be available to qualified graduate students. Please note that some of these assistantships may be funded through the Work-Study program and require a FAFSA.

The graduate program will provide packets of materials to students who indicate an interest in applying for assistantships. Packets include the position description, Assistantship Application Form, Metropolitan State Application for Aid, and the Free Application for Federal Student Aid, and application instructions, dates and requirements as set by the college or program. Submission of the Metropolitan State Application for Aid and the Free Application for Federal Student Aid is required for the student to qualify for work study funds. Graduate Assistants must:

- Have earned a bachelor’s degree
- Be admitted to a graduate degree program or have submitted the required materials so that eligibility for admission can be determined prior to the beginning of the graduate assistantship.
- Have completed all of the application materials for a graduate assistantship, including financial aid materials, when appropriate.
- Be continuously enrolled in the graduate program, carry an adequate course load, and maintain satisfactory academic progress.

Graduate students may qualify for graduate assistantships based on a full-time or half-time enrollment.

- Full-time means students are enrolled in a minimum of eight (8) graduate credits per semester and two (2) graduate credits during the summer term. Note: under certain conditions, the Director of International Student Services may make exceptions
- A half-time graduate student must be enrolled in at least four (4) graduate credits per semester and two graduate credits during the summer in order to be considered for an assistantship.
- The maximum credit load for all graduate student assistants is 12 credits per semester during the academic year.
- The summer term maximum is six (6) credits. Students enrolled for fewer than four (4) graduate credits each semester are not eligible for graduate assistantships.

Graduate assistants may receive a 50% tuition remission for the number of credits for which they enroll. Students paying nonresident tuition must pay the difference. No tuition remission will be paid during the summer term. Assistantships may be paid on an hourly basis at the rate of $11.22/hour. Full-time students may work up to 20 hours/week and part-time students may work up to 14 hours/week. During the semester break, full-time students may be assigned to work up to 40 hours/week.
Assistantships may be paid on a stipend basis, rather than hourly, for special projects. The amount of the stipend will be determined by the nature or extent of the project and will be based on the estimated amount of time needed for completion. The graduate assistant hourly rate shall be used as the basis for calculating the amount of the stipend. Work study funds may not be used to pay stipends but may be used to pay hourly assistantships. In order for a student hired for a stipend-based assignment to also qualify for a tuition remission, the project must begin by the second week of the semester and last until the end of the semester. Stipends shall be paid in three installments during the semester. The supervisor reviews the graduate assistant’s progress on the project and determines if sufficient progress has been made to authorize payment.

The Financial Aid Award

A. Awarding

Every effort is made to meet a student’s financial need. Financial need can be met from a variety of sources with grants and scholarships considered first, followed by loans. You must notify the Office of Financial Aid of any scholarships or other educational funds you will receive from external sources. If you have been offered a scholarship or other source of funding by the university or some other organization, it will be counted as a resource when your eligibility for aid is calculated.

B. Award Notification

When students have been packaged, they will receive an email notification that their award letter can be viewed on-line. Returning students will also be mailed a copy of their award letter. New students will receive an award packet containing their award letter and a number of other pieces of information about Metropolitan State financial aid processes and policies. This information can also be viewed on-line on the Financial Aid web site under Award Packet Info.

C. Adjustments to Financial Aid Awards

Students must notify the Financial Aid Office of the receipt of any external funding, scholarships, graduate assistantships, tuition waivers, Veteran Benefits or 3rd Party awards, etc. Receipt of external funding will result in a review of the student’s financial aid package to ensure that no over-award of federal or state funds exists.

An over-award is generally any amount of financial aid that exceeds the student’s financial need and/or cost of attendance. Loan and work-study awards will, in most circumstances, be reduced before grant aid is affected. Therefore, if a student will be receiving external funding and is receiving financial aid, the financial aid award may be reduced. If an over-award occurs due to external funding after aid has been disbursed, the student may have to repay some of their aid.
A student’s financial aid is disbursed each semester based on the number of credits the student is liable to pay for at the time funds are processed. Disbursement dates are listed on the Financial Aid web page under Award Packet Information. If you are awarded a Pell Grant, the amount of Pell Grant you receive will be based on the number of credits that you are registered for as of the last day of the drop/add period. Registrations after the drop/add period will not increase your Pell Grant. Students who believe that there were extenuating circumstances that prevented them from registering for courses prior to the drop/add date may appeal to have their Pell Grant eligibility re-evaluated.

If students withdraw, drop and/or add courses after financial aid has been disbursed, the financial aid will be adjusted and students may need to repay financial aid. If a student withdraws or drops from ALL classes for the term, they may be required to repay all of financial aid applied to tuition, fees and books and/or sent to the student.

The federal “Return of Title IV Aid” formula is mandated by the Reauthorization of the Higher Education Act of 1998. This formula is applicable to any student receiving federal aid who withdraws from ALL classes on or before 60 percent of the term for which aid was paid has expired. The formula assumes that students must complete 60 percent of the term in order to “earn” 100% of the funds received. Since financial aid is usually disbursed early in the term, withdrawal before the 60th percentage point-in-time means that a student has not earned 100 percent of the aid the student was paid. Therefore, the student has unearned aid which must be returned to the federal programs in an order prescribed by the U.S. Department of Education, who oversees all Title IV financial aid programs. 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 return policy applies to the Federal Pell Grant, Federal SEOG, Federal Stafford Loans (both subsidized and unsubsidized) and Federal Parent Loans. Metropolitan State University may have an obligation to return funds that were applied to the student’s account. The student may have an obligation to return funds that were paid to the student. When the university returns funds that were applied to the student’s account, a balance due may result. The student will owe that balance to the university. A refund of tuition and fees could be used to reduce the balance or pay it in full. Students who owe the university will not be allowed to register for additional courses until the debt has been paid.

Students who do not officially withdraw and subsequently receive a grade of “F” in all their classes may also have their financial aid recalculated. Instructors will be contacted and recalculation will be based on the last date of attendance according to the instructors. If it is determined that a student did not attend any class, all financial aid for the term may be returned to the funding sources.

It is important that students contact the Financial Aid Office if they have questions regarding this policy.
D. Financial Aid Disbursement

Disbursement dates are listed on the Financial Aid web page under Award Packet Information. On disbursement day, financial aid is applied to students’ accounts. If financial aid is more than the charges for the semester, the Business Office will disburse by Direct Deposit to the account you have indicated or by paper check which will be mailed to the current address on file in the Records Office. Direct Deposit forms are available through the Business Office. If financial aid is less than the charges for the semester, an invoice will be mailed by the Business Office.

Students must be registered for classes to receive financial aid. Undergraduate students must be enrolled for a minimum of 6 credits. Graduate students must be enrolled for a minimum of 4 graduate-level credits. In some instances, students who have been awarded a Pell Grant or Minnesota State Grant may receive proceeds from those programs at a credit level of less than 6 credits. Financial aid will be adjusted if the student is enrolled for less than full-time credits at the time of disbursement.

E. Grants, Scholarships and Work-Study

The Federal Pell Grant, Federal SEOG and Federal and State Work-Study provide students with assistance in meeting the cost of attendance at eligible institutions. These programs are funded through the Federal and State Governments. To apply for these programs you must complete the Free Application for Federal Student Aid (FAFSA) annually.

Federal Pell Grant
Eligibility for the Federal Pell Grant is based upon your Expected Family Contribution (EFC) determined from the FAFSA data. Students whose EFC is less than 3850 may receive Pell Grants. The Federal Pell Grant is funding that does not have to be repaid. Funds are available to students pursuing their first undergraduate degree. Students may not receive Federal Pell Grant payments for the same term from more than one institution, even if enrolled part-time at each institution. Federal Pell Grant awards range from $400 - $4,050 per year (subject to congressional appropriations). The amount of Federal Pell Grant is prorated for students who are in less than 12 credits per semester. The prorated amounts are shown on the Financial Aid Award letter.

Federal Supplemental Educational Opportunity Grant (SEOG)
The Federal SEOG is funding that does not have to be repaid. The Federal SEOG is awarded on a first-come, first-served basis and is awarded to undergraduate students whose EFC is 0. The amount of SEOG awarded will be prorated if the student is enrolled for less than 12 credits. The prorated amounts are shown on the Financial Aid Award letter.

Scholarships
Metropolitan State University offers a number of institutional scholarships. The purpose of these scholarships is to assist students in meeting the cost of attendance at Metropolitan State University. Each scholarship has specific requirements. The scholarships are listed on the Financial Aid Web page under the “Scholarships and Grants” link on the left side of the
home page. Generally, applications are available in the spring. Recipients are chosen during the summer and aid is awarded for the subsequent fall and spring semesters.

Generally, students are required to be enrolled in a minimum of 12 credits each term. If a student drops below 12 credits, they may no longer be eligible for the scholarship.

**Alliss Scholarships** are funded by an annual gift from the Charles and Ellora Alliss Foundation to the Minnesota State Colleges and Universities (MnSCU) system. Recipients must be juniors or seniors who are Minnesota residents, have a cumulative GPA of 3.25 or better and have indicated that they will enroll in a minimum of 12 credits. These funds are awarded on a first-come, first-served basis. Students who are enrolled in less than 12 credits are not eligible for Alliss.

**Federal and State Work-Study**

Students earn income from these programs by working in Federal or State Work-Study positions. Students should check with the Financial Aid Office to see if they are eligible for work study prior to obtaining a position. Students must secure a job on campus or in one of the approved off campus positions. The Federal and State Work-Study programs are awarded on a first-come, first-served basis, depending on financial need. The average Metropolitan State University work study award ranges from $2,500 – 4,000 per year. Funding for both programs is awarded to eligible students until the funds are exhausted. The Federal and State Work-Study programs are identical in award amounts, work opportunities and the application process. State Work-Study funding may only be awarded to students who fit the Minnesota residency criteria. However, some students who fit the Minnesota residency criteria may be awarded Federal Work-Study due to the exhaustion of State Work-Study funding.

Metropolitan State University offers a variety of general work-study opportunities for students. On-campus work-study positions include a wide array of duties such as clerical, customer service, lab assistants, IT support and tutoring. Current openings can be found through the NetDirect portal under Visit HR – Student employment.

America Reads is a federal program, funding through the Federal Work-Study Program. It is designed to increase reading literacy in the elementary schools. This program will allow the opportunity to tutor reading skills to school children in grades K through 6 in the surrounding area school districts.

Students enrolled in 12 or more credits may work up to 20 hours per week during the semester and up to 40 hours per week during semester breaks and summer (based on availability of funds and financial need). Students enrolled in 4 – 11 credits may work up to 14 hours per week during the semester and during semester breaks and summer (based on availability of funds and financial need).

**F. Financial Aid Satisfactory Academic Progress Standards**

Satisfactory Academic Progress Standards (SAPS) is a set of criteria students must meet and maintain in order to remain eligible for student financial aid. The criteria include cumulative
Grade Point Average (GPA), cumulative completion rate and maximum timeframes for degree completion.

- Undergraduate students must meet and maintain a cumulative GPA of at least 2.00. Graduate students must meet and maintain a cumulative GPA of at least 3.00.
- Undergraduate and Graduate students must meet and maintain a cumulative completion rate of no less than 66.666%.
- Undergraduate students will not be considered for financial aid once they have attempted 186 semester credits including transfer credits that apply to the degree. Graduate students will not be considered for financial aid once they have attempted 64 semester credits including transfer credits that apply to the degree.

During the first term that students do not meet and maintain the cumulative GPA and/or completion rate will be placed on probation. They will receive a probation letter which indicates that they have one additional term to remedy the deficiency.

If, in the next successive term, the deficiency is not rectified, the student will be suspended from receiving any future financial aid, including educational loans.

Students who exceed the maximum number of attempted credits will be suspended effective at the end of the semester in which they meet that maximum.

Suspended students will not be awarded financial aid. Suspended students who have been awarded aid prior to their suspension will not be disbursed any financial aid after the suspension has occurred.

Students are notified by mail of the suspension after grades are posted for the term they failed to meet the criteria. This means that students may not be notified until after classes for the next semester have begun. Students have the option to formally appeal the suspension. Appeal forms are available on the Financial Aid web page. Students will remain ineligible until an appeal has been approved. Appeals must be submitted to the Financial Aid Director.

G. Reporting of false application information

Metropolitan State University’s Financial Aid Office is required to refer for investigation any instance in which the review of Federal Title IV aid applications turns up information indicating that an applicant may have engaged in fraud or other criminal misconduct in connection with the application. The following examples are given in the regulations as instances that should be referred to the appropriate authorities:

- False claims of independent student status
- False claims of citizenship
- Forgery of signatures or certifications
- False statements of income
- Use of false identities
According to the Department of Education, errors resulting from omission or misunderstanding are not considered evidence of fraud.

Student Rights and Responsibilities

In accepting a financial aid award from Metropolitan State University, students should acknowledge certain rights and responsibilities.

As a student who receives financial aid, **you have the right:**

- To know your financial aid award is based on calculated financial need. As defined by the U.S. Department of Education, financial need is the difference between Metropolitan State University’s cost of attendance (COA) and your ability to contribute toward your education (EFC);
- To receive your financial aid award as long as you are eligible and meet your responsibilities;
- To be informed of details of each aid program that you are offered;
- To be informed of the terms of any loan program that you are offered;
- To be informed of the terms of any work program that you are offered;
- To accept, reject or seek adjustments to your financial aid award without prejudice;
- To know how much financial aid you will receive each term and when financial aid payments will be disbursed;
- To privacy of information regarding your financial aid files. Information from your file will not be released to anyone outside of the university without your permission.
- To seek financial aid counseling

You also have the responsibility:

- To complete an application for financial assistance annually to demonstrate continued need;
- To provide accurate and factual information on all financial aid forms. You must notify the Financial Aid Office of any change in information submitted including your withdrawal from school, your reduction in number of credits, your change in address, name or marital status and your change of financial information provided on the FAFSA;
- To accept responsibility for all agreements that you sign;
- To read and understand all financial aid forms and keep copies of them;
- To read and understand all information on the Financial Aid web page;
- To activate, and use, your NetDirect account;
- To repay all loans according to the terms outlined in your truth-in-lending and promissory note forms;
- To use your financial aid award for educational purposes and to carefully manage the funds that you receive;
- To refund a portion or all of your financial aid upon full withdrawal (either formal or informal) from school;
- To submit forms by the deadlines
Financial Aid Glossary of Commonly Used Terms

A. General Aid Types

Federal aid: Aid that comes from the U.S. government. This is usually disbursed through the college.

Gift Aid: Financial aid that does not need to be paid back:
- Grants: Typically based on financial need.
- Scholarships: Typically based on achievement or talent

Loans: Funds that must be paid back later, with interest. A loan can be from a private lender (such as a bank) or your college (federal loans are guaranteed by the government).

Private Aid: Financial aid that comes from non-government sources.

Work-Study: Provides students with part-time employment.

B. Federal Aid Programs

Pell Grant: Gift aid that is given based on financial need. How much aid you will be eligible to receive is based on your FAFSA results. Current max/yr is $4,050.

Federal Work-Study: Provides jobs for students with financial need, allowing them to earn money to help defray college expenses. Jobs are available both on and off campus.

Stafford Loan: Variable interest rate loan. Stafford loans may be obtained from a private lender or your college. They can either be subsidized (no interest accrues while in school at least half-time) or unsubsidized (interest accrues while in school). Interest on unsubsidized loans may either be paid in periodic payments or can accrue and be added to the principle once repayment begins.

C. Loan Terms

Annual percentage rate (APR): Amount of interest (fee for borrowing money) associated with a loan. It can change or remain the same during the year and term of the loan. If the interest rate is variable, the rate can change; if it is fixed, the rate will not change.

Consolidation loan: Loan that allows borrowers to lower their monthly payments by combining their original federal loans into a single loan. You may only consolidate once. Check out www.loanconsolidation.ed.gov

Co-Signer: A credit worthy person besides the borrower who signs a credit agreement and is legally obligated to repay the loan if the borrower does not make payments.
**Default:** Failure to repay your loan; it may lead to legal action to recover the money and can affect your credit rating.

**Delinquent:** When at least one loan payment is late or missed. Serious delinquency may result in default.

**Disbursement:** Release of funds by a lender to the borrower.

**Grace period:** The time between when you leave school and before repayment begins.

**Principal:** The full amount borrowed. During repayment, it refers to the portion of the original amount still owed (not including interest).

**Promissory note:** A contract between the borrower and lender that reflects the terms and conditions under which the borrower promised to repay the loan. Students apply for the Master Promissory Note (MPN) through the Financial Aid web site.

### D. Financial Aid Terms

**Dependency Status:** If you are considered a dependent student, colleges will consider parent income, assets and circumstances when awarding financial aid.

**FAFSA:** Free Application for Federal Student Aid. The form that is used by the Federal processor to determine the amount of federal and state aid that you are eligible for.

**Financial Need:** The difference between your educational costs and the EFC (Expected Family Contribution: amount your family is expected to pay) as determined through federal methodology.

**Financial Aid Package:** The total financial aid you are offered, including scholarships, grants, work-study and loans. This information is typically summarized in an award letter. You may choose which aid you would like to accept.

**Professional Judgment:** Financial aid administrators may adjust your aid package and contribution when extenuating circumstances exist (e.g., loss of a parent (for dependent students), unemployment, extraordinary medical expenses, etc.).

**Verification:** Review process in which the financial aid office requests documentation to verify the accuracy of FAFSA data. On average, approximately 30% of applicants are randomly selected by the Federal Processor for verification.

### Contact Information

Metropolitan State University
Admissions: 651-793-1300
Business Office: 651-793-1880
Financial Aid Office: 651-793-1414 (phone)
              651-793-1410 (fax)
              finaid@metrostate.edu (email)

Minnesota Office of Higher Education (formerly Minnesota Higher Education Services Office)

651-642-0567
(800) 657—3866

Great Lakes Educational Loan Services

651-290-8750
(800) 676-8732

Education Assistance Corporation

605-225-6423
(800) 592-1802

U.S. Department of Education

312-886-8767