Terms and Conditions of Your Offer of Financial Assistance

General Terms and Conditions

General Eligibility Requirements: In order to be eligible to receive Federal or State financial aid, you must meet the following conditions. If you fail to meet one of these conditions at any time during the period covered by this offer, your financial aid may be revised or canceled:

1. Be a U.S. Citizen or Eligible Non Citizen,
2. Not be in default on a prior education loan or owe a repayment on a prior education grant,
3. Have earned a HS diploma, G.E.D. or have been determined to have “Ability to Benefit,”
4. Be admitted as a regular student in an eligible program,
5. If male, be registered with the Selective Service Administration,
6. Not have been convicted of a drug offense resulting in termination of eligibility for federal benefits,
7. Must maintain satisfactory academic progress,
8. Not be incarcerated in a federal or state penal institution, and
9. (Minnesota State Aid Only) Meet the Minnesota Residency requirements for each type of financial aid.

Acceptance of Awards:

1. Grant awards are considered accepted if you are still registered for a sufficient number of credits to receive an award amount following the end of the Add/Drop period for a semester covered by this offer of financial assistance.
2. Loan awards must be accepted by completing the loan application process required by the Financial Aid Office and your lender.
3. Student Employment awards must be accepted by obtaining a student employment position which has been pre-approved for Federal or State funding, and completion of all required documents for employment and payment of wages.

Application for Financial Aid: You must apply for financial aid each academic year (Fall Semester through Summer Semester.) We recommend that you complete the FAFSA no later than 45 days before the start of your first term for the academic year. The Financial Aid Office publishes annual recommended application filing dates on the Financial Aid web site.

Additional Financial Aid: You are required to notify the Financial Aid Office in writing if you are awarded or receive any additional grants, scholarships, loans or other financial assistance not shown on your offer of financial aid for the academic year.

Conditional Reinstatement: Students who fail to meet the Financial Aid Satisfactory Academic Progress Standards may request consideration of conditional reinstatement based on unusual or extenuating circumstances. If granted conditional reinstatement, the student must meet the stricter academic progress standards stated in the conditional reinstatement letter in order to continue eligibility for financial aid. See the Financial Aid Satisfactory Academic Progress Policy for more information.
**Fees on Federal Stafford Loans:** Lenders may charge origination and guarantee fees of up to 4% of the principal amount of the Federal Stafford loan. These fees are deducted from your loan disbursements. Your lender will notify you of these fees in the Loan Disclosure statement. Your Offer of Financial Assistance shows the amount of your original principal balance. An allowance for these fees is made in the annual Cost of Attendance.

**Fraudulent Activities:** If you are suspected of fraudulent activities in connection with your application for financial aid, your education records may be provided to (without your prior consent) the U.S. Department of Education, the Minnesota Office of the Legislative Auditor, the Minnesota State College and Universities Internal Auditor, and other federal and/or state agencies as required for investigation and possible prosecution.

**Liability for Over-Awards:** Metropolitan State University will use its best efforts to insure that student records and systems upon which the financial aid office relies are free of errors. However, if financial aid funds are disbursed to you that are later determined to have been based on erroneous information or system errors, you may be liable to repay to the University the amount of financial aid you received in excess of your correct eligibility. Furthermore, if the University takes actions against you that result in an administrative withdrawal or drop from some or all of your courses, you may be liable to repay any funds the University is required to return on your behalf.

**Maximum Financial Aid Eligibility:** Your total Cost of Attendance reflects the maximum amount of financial aid you may receive for the period covered by your offer of financial aid.

**Right to Revise Awards:** Metropolitan State University reserves the right to revise the amount and type of financial aid offered to you due to:

- Changes in laws, regulations or policies;
- Changes in your eligibility status;
- Disciplinary actions as determined by the University’s Student Conduct Officer;
- Errors that result in your being offered or receiving program funds to which you were not entitled;
- Inability to confirm your participation in academic activities related to your course(s);
- Requirements of Federal, State or Institutional auditors;
- Withdrawal or cessation of attendance in courses after the term has begun.

**Satisfactory Academic Progress:** In order to continue to receive financial aid, you must make Satisfactory Academic Progress according to the Financial Aid Office policy. If your cumulative prior academic performance does not meet the standards set for the in the Financial Aid Satisfactory Academic Progress policy, you may not receive additional financial aid unless you have been granted “Conditional Reinstatement” by the Financial Aid Office. In order to qualify for full reinstatement of financial aid eligibility, your prior cumulative academic performance must meet the required standards. For more information, please see the “Financial Aid Satisfactory Academic Progress” policy.

**Student Employment Awards:** An award of Federal or State Work Study provides you with an opportunity to work in a position eligible for need-based student employment. These award amounts are estimates of what you could earn based on your financial need, expected hours of work and hourly pay rate. Student Employment funds are earned over the course of the academic year and are paid to you according to the University’s payroll schedule. You are not guaranteed to earn this award amount, and this award amount may be reduced or canceled if you cease employment.

**Summer Term Financial Aid:** Summer financial aid consists of unused financial aid eligibility from the prior Fall and Spring terms. If you are offered and accept the annual maximum limit of the
amount of grants and loans for the academic year, your financial aid eligibility for Summer term will be limited to credit-based private educational loans.

**Terms and Conditions Related to Course Attendance:**

**Dropping Courses after the Add/Drop Period:** If you are granted a “retroactive drop” from a course for the current or any prior semester, your eligibility for financial aid for the semester will be re-evaluated and any financial aid disbursed to you may be retroactively adjusted or canceled for that semester.

**Course Attendance and Participation:** This offer assumes you will attend and/or participate in academic activities for each course for which you register in a semester covered by this award (except for “dropped” courses.) If for any reason the Financial Aid Office cannot document your attendance and/or participation in some or all of your courses, your financial aid offer may be adjusted and/or revoked.

**Failure to Attend Courses or Participate in Course-Related Academic Activities:** In order to establish your eligibility for the financial aid offered and disbursed to you, you must participate in academically related activities for each course for which you are registered. If you receive a satisfactory grade for the course, your participation is the course is documented by the receipt of a passing grade. If you receive an unsatisfactory grade for the course (e.g. “F”, “I”, “IP”, “NC”, “W” or other unsatisfactory grade) your professor(s) must provide documentation to the financial aid office that you either attended the course or that you participated in an academic activity related to the course. If your professor(s) cannot document your course participation, your financial aid offer may be adjusted and some or all of the financial aid disbursed to you may be returned.

**Failure to Complete Any Courses in a Term:** If you fail to successfully complete any courses for a semester covered by your offer of financial assistance, your financial aid is subject to adjustment and return as described in the “Return of Funds” policy and procedure.

**FDIS/SDIS and other Alternative Learning Opportunities:** Independent studies and other alternative learning opportunities do not necessarily have class attendance as a required component of the course. It is therefore the responsibility of the student to establish with the professor participation in an academically-related activity for the course. Students who receive unsatisfactory grades and for whom the professor cannot document participation in academically-related activities will lose some or all of the financial aid awarded or disbursed for the semester.

**Multiple School Enrollments:** You must notify the financial aid office if you have attended another college during the term(s) covered by this offer of financial aid, so that we may coordinate any financial aid you have been offered or received from both schools. You may not receive more than the annual award limit for any financial aid program at any combination of colleges in a single academic year. You may only receive a Pell Grant from one college in a term.

**Pell Grant Registration “Census” date:** Your maximum Pell Grant will be based on your registration as of the “census date” which is the end of the Add/Drop period for the term (typically the 7th calendar day of the term.) You may not qualify for additional Pell Grant by registering for courses after this date, although if you substitute courses after the census date (simultaneously dropping and adding a similar course) we may permit you to retain the original Pell Grant award for the number of credits for which you were registered on the census date. Your Pell Grant may be adjusted downward if the Financial Aid Office cannot verify your participation in academically related activities for any or all courses (or substitute courses) for which you were registered as of the census date.