

Understanding Your Financial Aid Award
Office of Student Financial Aid & Enrollment Services (SFAES)
<http://www.utsa.edu/financialaid>

Accepting Your Award and Completing Your Financial Aid File

- You may accept or decline your financial aid and scholarship awards online by logging on to your ASAP account. (For scholarship awards, please refer to your scholarship award letter for instructions on accepting awards, deadlines and additional required documents.)
- Please review your award letter or check ASAP for outstanding documents that must be submitted to our office. You can download Financial Aid Forms at <http://utsa.edu/financialaid/downloadfinaidforms.html>.
- To guarantee that your classes will not be dropped for non-payment and to have your funds available to you early, you must submit all requested documentation NO LATER THAN the Roadrunner Express Deadline of **July 1, 2009**.
- If all required documents are not submitted by July 1st you may be required to set up the payment installment plan or apply for an Emergency Tuition and Fee Loan to hold your classes until your financial aid has been applied to your account.

Determining Your Financial Need and Aid Package

SFAES follows the federal methodology and regulations established by the Department of Education to determine your need and eligibility for financial aid. We are required to establish a cost of attendance for each student and then subtract your Expected Family Contribution (EFC), a figure provided to us from the information you provided on the FAFSA to determine your remaining need. Your Estimated Cost of Attendance, Resources, EFC and Remaining Need will be listed on your UTSA Award Letter.

Disbursement of Student Financial Aid

Federal, state and institutional aid is disbursed 10 days before the start of each semester provided that all paperwork is complete. Please note that some scholarships and financial aid for students with consortium agreements with other schools will not disburse until after census date (12th class day).

- All of your financial aid will first be applied towards your tuition and fees and other education charges. Once your billed charges have been paid, a credit will be available on your account and issued to you as a refund.
- Direct Deposit is the fastest method for obtaining your refund. Direct Deposit can be set up on your student ASAP account. Your funds will be available within 1-2 days after disbursement. Paper refund checks may take up to a week to reach you and will be mailed to your permanent address unless you have indicated a different mailing address on ASAP.

If You Are Selected for Verification

- The 1st page of your award letter will indicate if you were selected for Verification.
- If your file was selected for verification, please visit <http://www.utsa.edu/financialaid/verification.html> for detailed information on what you must submit to our office. Your financial aid will not disburse until your verification is complete.

Withdrawals

If you decide not to attend UTSA and you have registered for classes, you will need to officially withdraw through ASAP if classes for the semester have not started. If classes for the semester have started then you will need to withdraw in person at the Enrollment Services Center. If your financial aid information is complete and you do not officially withdraw, your classes will be held and financial aid will be credited to your account. If you officially withdraw, your financial aid will either be cancelled or a calculation will be computed to determine the percentage of aid unearned and those funds will be returned to the original source. If you plan on attending another institution and have not officially withdrawn from UTSA, no other school will be able to award you financial aid. For more information visit <http://www.utsa.edu/financialaid/withdrawing.html>

Contact Us

If you have questions about your financial aid award, please call us at toll free at 1-800-669-4638 or at (210) 458-8000, email us at financialaid@utsa.edu, or visit our website at www.utsa.edu/financialaid.

***IN ACCORDANCE WITH UNIVERSITY POLICY, PLEASE NOTE THAT ALL EMAIL CORRESPONDENCE MUST ORIGINATE FROM YOUR "my.UTSA.edu" EMAIL ACCOUNT IN ORDER FOR US TO RESPOND.**

Accepting a Stafford Loan- Direct Stafford Loan Program

Getting Started:

1. **Important:** You will need your Department of Education issued PIN (the same PIN used for the FAFSA) in order to complete and electronically sign your electronic Master Promissory Note (eMPN) under the Direct Loan Program. If you have forgotten your PIN or do not yet have one, please go to www.pin.ed.gov to have your PIN sent to you.
2. Have your SSN, date of birth, and driver's license number accessible.
3. You will also be required to provide information of two personal references (full name, address, and telephone number) that you have known for at least three years. Each reference provided must reside at a different U.S. address as well as a different address from the student.

Part One: Accepting Your Stafford Loan

You will need to log in to your ASAP account and click on Financial Aid to view your award. Please note that once you accept your loans, you will have to wait three (3) business days before proceeding to the Direct Lending's website to complete your electronic Master Promissory Note (eMPN).

Part Two: Completing the Stafford Loan Entrance Counseling

- To receive the Federal Stafford Loan with UTSA, you will need to complete the Stafford Loan Entrance Counseling at <https://www.dl.ed.gov/>.

STOP! Reminder: You can only complete the next step after you have accepted your Stafford Loans on ASAP and have waited three (3) business days in order for Direct Lending to receive your information from UTSA.

Part Three: Completing Your Electronic Master Promissory Note (eMPN)

Once you have waited the designated three (3) business days after accepting your loan for UTSA to send your loan information to Direct Lending, then you will be able to complete the electronic Master Promissory Note (eMPN).

To complete your eMPN, you will need to go to The Direct Loan eMPN website at <https://dlenote.ed.gov/empn/index.jsp> and click on "Complete New MPN for Student Loans". Remember that you will need your Department of Education issued PIN to begin the process.

An eMPN can be completed in 9 steps. We estimate that it will take 30 minutes to complete the eMPN process. Make sure you allow enough time to complete the entire process in a single session. If you exit the web site before submitting your signed MPN in Step 8, you will have to start over beginning with Step 1.

- Step 1 - PIN Registration
- Step 2 - Disclosure and Consent
- Step 3 - Provide Name and School
- Step 4 - Complete MPN
- Step 5 - Review/Read Draft MPN
- Step 6 - Sign Your MPN
- Step 7 - Review signed MPN/Enter Confirmation Code
- Step 8 - Confirm Acceptance of MPN Terms and Submit MPN
- Step 9 - Success! Now Print Your MPN

Once you complete the eMPN process, UTSA will receive notification electronically that you have completed your MPN. This will allow the UTSA Financial Aid Office to continue working on your loan disbursement process.

Federal Parent PLUS Loan

The Federal Direct Parent Loan for Undergraduate Students (PLUS) helps parents assist with their student's educational costs. PLUS loans enable parents with good credit histories to borrow to pay for education expenses. Plus loans are applicable to parents of dependent undergraduate student enrolled at least half time (six credit-hours).

- For information on how to apply for the Federal Parent PLUS Loan please visit <http://www.utsa.edu/financialaid/loans/parentplus.html>

IMPORTANT!

YOU HAVE OBLIGATIONS YOU MUST MEET TO CONTINUE TO RECEIVE FINANCIAL AID

1. This financial aid package was determined using information from the FAFSA you completed. The University of Texas at San Antonio reserves the right to modify, reduce, or cancel your award if any of your FAFSA information changes due to your revisions, the verification process, federal regulations that are amended or when any funds are withdrawn or exhausted.
2. You must maintain Satisfactory Academic Progress (SAP): This is an important requirement for financial aid recipients. Students must meet certain GPA and credit completion requirements to continue to receive financial aid. For more information please visit <http://www.utsa.edu/financialaid/sap.html>.
3. **You must notify our office of any enrollment changes.**
 - Students must be enrolled at least half-time for most financial aid. Most scholarships require full-time enrollment.
 - Please note that students' budget will be based on the expected enrollment on their FAFSA. Students who responded "Three-Quarter", "Half-Time", "Less Than Half-Time", or "Don't Know" will be budgeted at part-time.
 - All students who indicated full time status on their FAFSA will have a full-time cost of attendance and full-time award.
 - All students will receive grants equal to full-time enrollment, but grants will be prorated to 75% or 50% (3/4-time or half-time) based on the number of credits for which you actually register. With the notification of your full grant potential, you may wish to reconsider and want to attend full-time. If so, you will need to contact us and indicate your intention of full-time status.

Credit hours required for Full-time, three-quarter-time & half-time status

	Undergraduate Enrollment Requirements			Graduate Enrollment Requirements		
	Full Time	¾ Time	½ Time	Full Time	¾ Time	½ Time
Fall/Spring	12	9	6	9	6	4
Summer	12	9	6	5	4	3

4. **Students who drop below half-time or withdraw during the semester can have their financial aid award cancelled in part or in whole and may owe the University, their lender, or the federal government money. Any student who drops below half-time status for the semester will go into repayment of any Stafford loans and may have the subsequent semester's loans cancelled.**
5. If you are receiving outside scholarships or any other funding from outside sources (including VA benefits and employer reimbursements), you will need to complete the Additional Scholarships and Outside Sources form. It is important to submit this information early to avoid over-awarding of financial aid. Failure to do so could jeopardize your financial aid eligibility. Additional information can be found at <http://utsa.edu/scholarships> and the <http://utsa.edu/va>.