

**Understanding Your Financial Aid Award 2011-2012**  
The University of Texas at San Antonio  
Office of Student Financial Aid & Enrollment Services (SFAES)

We understand the financial aid process can be difficult. In an effort to help you through the process, we have created these pages to offer as much detail as concisely as possible. Please read everything carefully and visit our website for the <http://www.utsa.edu/financialaid/pdf/1112/UnderstandingYourAward.pdf>.

### **Determining your Financial Need and Aid Package**

We follow the federal methodology 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) derived from your FAFSA to determine your remaining need. You will find your Estimated Cost of Attendance, Resources, EFC and Remaining Need listed on your award letter. Resources such as veteran's benefits, tuition exemptions and waivers, and employer reimbursements can and will affect your financial aid package.

### **Determining your Cost of Attendance**

The Cost of Attendance (COA) is the first component of the financial aid process and is determined each year based on the average costs a student will incur for each semester. Included in the COA are average tuition and fee costs, a book allowance, a room and board allowance (on-campus, off-campus or at-home), transportation and personal/miscellaneous expenses. The COA assigned to you will be based on full-time enrollment and augmented by your answers to the student housing question on the FAFSA. Based on federal guidelines, we cannot offer more financial aid than to which you are entitled. Your COA may be higher than your actual direct cost. Please use the following links to see the chart for the components of the various Cost of Attendance budgets at UTSA: Net Price Calculator (<http://collegeforalltexas.com/apps/CollegeMoney/index.php>), Budget Chart and Worksheet (<http://www.utsa.edu/financialaid/cost.html>).

### **Accepting your award & completing your financial aid file**

You can accept or decline your financial aid and scholarship awards online by logging on to your Automated Student Access Program (<http://www.utsa.edu/financialaid/asapservices.html>) account by the deadline indicated on your award letter.

1. Accept or decline your financial aid and scholarship awards by logging onto your ASAP account (<https://asap.utsa.edu>). Click on Financial Aid > Award > Award by Aid Year > Accept Award Offer
  - a. For scholarship awards, please refer to your scholarship award letter for instructions on accepting awards, deadlines and additional required documentation.
2. Review ASAP for outstanding documents, requirements, and/or holds that will prevent disbursement of aid. In ASAP, click on Financial Aid > Eligibility > Student Requirements & Financial Aid > Eligibility > Holds.
  - a. If you need a document, download it from Financial Aid Forms <http://www.utsa.edu/financialaid/forms.html>
  - b. Outstanding documents must be processed by our office in order for aid to disburse. To meet the established **Roadrunner Express Deadlines**, your fall documents should be submitted **NO LATER** than July 1; spring documents should be submitted **NO LATER** than December 1; and summer documents should be submitted **NO LATER** than May 1. If all required documents are not submitted to our office by these dates, we cannot guarantee that your financial aid will be applied on time to pay your tuition and fees. You can research the installment plan or tuition and fee loan options at the Fiscal Services website: (<http://utsa.edu/fiscalservices/payments.htm>).

### **Stafford Loan Requirements**

1. Accept your loan on ASAP, and then,
2. Wait three business days and proceed to [www.studentloans.gov](http://www.studentloans.gov)
  - a. Complete a Stafford Loan Entrance Counseling session
  - b. Electronically sign your Master Promissory Note (MPN) - you will need your FAFSA PIN to sign your MPN

### **Federal Parent PLUS Loan Requirements**

1. Parent PLUS loans are credit-based loans that parents can choose to borrow on behalf of their student.
2. The PLUS loan awarded is an eligibility fund only. If your parents are interested in borrowing this, they must apply and be approved for credit. For more information, please visit our website ([www.utsa.edu/financialaid/loans/parentplus.html](http://www.utsa.edu/financialaid/loans/parentplus.html))

### **Disbursement of Financial Aid**

Federal, state and institutional aid is disbursed 10 days before the start of the fall and spring semesters provided that all paperwork and requirements are complete. This is the earliest date, by law, that UTSA can disburse aid. Please note that some scholarships and financial aid for students with consortium agreements with other schools will not disburse until after census date (12<sup>th</sup> class day). Students must be enrolled for the required number of hours before aid will be disbursed. To guarantee that your classes will be held and to have your funds available to you early, you must submit all requested documentation **NO LATER THAN** the Roadrunner Express Deadline. Additional detailed information concerning disbursement schedules can be found at <http://www.utsa.edu/financialaid/disbursing.html>.

Refunds: All of your financial aid will 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 way to get your refund! Please go to the Fiscal Services Office website at [www.utsa.edu/fiscalservices](http://www.utsa.edu/fiscalservices) for information on how to set up Direct Deposit through ASAP. If you do not use Direct Deposit, make sure your address on ASAP is correct. Checks are mailed to the permanent address unless a mailing address exists on your account. Please remember that mailing time may take up to a week. If you set up Direct Deposit, your funds generally will be available within 2 business days of disbursement.

Withdrawal: If you decide not to attend UTSA and you have registered for classes, you will need to officially withdraw through the Enrollment Services Center. If you do not officially withdraw, your classes may 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 are trying to attend another institution and have not officially withdrawn from UTSA and cancelled your financial aid, no other school will be able to disburse your financial aid since you cannot have financial aid disburse at two different institutions.

Exceptional Circumstances: Certain situations, including the loss of employment and unexpected costs, can affect your financial aid. Please review our Special Circumstances site (<http://www.utsa.edu/financialaid/specialcircumstances.html>) for additional information.

### 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. UTSA reserves the right to modify, reduce, or cancel your award if any of your FAFSA information changes due to your revisions, the verification process, any laws 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 the following three criteria to continue to receive most types of financial aid:
  - GPA requirements evaluated at the end of each Spring semester: undergraduate freshman must have a 1.8 cumulative GPA; undergraduate sophomore through senior levels must have a 2.0 cumulative GPA; graduate students must have a 3.0 cumulative GPA.
  - The number of credit hours a student attempts may not exceed 150% of the number of credit hours required for graduation in his or her program of study (typically 180 credit hours for undergraduate students and 54 for graduate students).
  - Students must successfully complete a minimum of 67% of all attempted course work. Grades of F, IN, NR, W, RP and EX are not adequate grades for completion.
3. You must notify our office of any enrollment changes. Please see grid below for official enrollment requirements.
  - Students must be enrolled at least half-time for most financial aid. Most scholarships require full-time enrollment.
  - Undergraduate students are automatically awarded full-time and Graduate students are automatically awarded part-time.
  - Any grants awarded are based on 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 students actually register.

#### **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
<b>Fall/Spring</b>	12	9	6	9	6	4
<b>Summer</b>	12	9	6	5	4	3

4. Students who drop below half-time or withdraw during the semester may 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 may go into repayment of any Stafford loans and will have the subsequent semester's loans cancelled.
5. Additional criteria for maintaining eligibility of grants, scholarships, and other funding sources can be found on our website: Student Financial Aid and Enrollment Services.
6. If you are receiving outside scholarships or any other funding from outside sources (including VA benefits, Hazlewood exemptions, and employer reimbursements), you will need to complete the Additional Scholarships and Outside Resources form. It is important to submit this information early to avoid over-awarding of financial aid, which could jeopardize your financial aid. More information can be found at Scholarships (<http://utsa.edu/scholarships/>) and the VA website (<http://www.utsa.edu/VA>).

### Contact Information:

Ask Rowdy for instant responses to general questions: <http://utsa.edu/intelliresponse.com>

Follow us on Facebook or Twitter: [www.utsa.edu/financialaid](http://www.utsa.edu/financialaid)

Email: [financialaid@utsa.edu](mailto:financialaid@utsa.edu) from your preferred email account as you indicated on ASAP

Phone: 800-669-0919 (toll free) 210-458-8000 (local)