Now that you’ve been admitted, one of the next steps is determining how to pay for your education. While the process can seem complicated, we are here to guide you along the way. For this reason, we offer you this information as detailed and concisely as possible. Please read everything carefully and visit our website for more information.

**Determining your Cost of Attendance**

The Cost of Attendance (COA) is the first component of the financial aid process and represents an estimate of what UTSA has determined to be average expenses that a student might incur while attending school for each semester. Included in the COA are average tuition and fee costs, a book allowance, 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 (12 hours or more) and cost of living expenses based on your answers to the student housing question on the FAFSA. You may be required to confirm your housing status as indicated on your FAFSA. Federal guidelines prohibit us from offering more financial aid than you are entitled to receive. This established COA may be estimated higher than what your actual direct costs may be. It is up to the student and parent to determine the actual direct costs. UTSA has created a Financial Literacy Program and a money management website, called Rowdy Cents, to help you understand your finances. Please use the following links to see the components of the various COA budgets at UTSA: Net Price Calculator, Budget Chart and Spending Plan. We strongly encourage you to review the Budget Charts and to complete a Spending Plan before attending college. Additionally, we highly recommend you to attend UTSA’s Rowdy Cents money management workshops throughout the year. More information about Rowdy Cents workshops will be shared during Orientation.

**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 COA, as mentioned above, for each student and then subtract your Expected Family Contribution (EFC) derived from information you provided on your FAFSA to determine your remaining financial need. Your estimated COA, Resources, EFC and remaining need are listed on your award letter. Resources such as outside scholarships, exemptions, waivers, and employer reimbursements can and will affect your financial aid package. If any of these apply, please submit either the External Scholarship or External Resource form, so we can revise your award package.

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

In order to view your financial aid and scholarship awards online, log on to your Automated Student Access Program (ASAP), click on the Financial Aid Tab and click Award→Award by aid year→2014-2015. For further information on how to utilize ASAP, visit our tutorials page.

1. Accept or decline your financial aid and scholarship awards. You may choose to leave awards as “undecided” or accept a partial amount. Keep in mind you are accepting for both the fall and spring semesters. Award packages can contain a combination of grants, scholarships, loans, and work-study eligibility. Please note that awards that state “eligibility” will not disburse until you have completed the requirements to receive this fund. Additional information and requirements for specific awards can be found under the Understanding Aid section on the website.

2. Review ASAP for unsatisfied requirements, and/or holds that will prevent disbursement of aid.
   a. If a form is required, download it from the Financial Aid Forms website. All of our forms must be filled out online, printed, and physically signed prior to submission via the methods listed on the form.
   b. Outstanding documents must be processed by our office in order for aid to disburse. Our processing times are typically 5-7 business days. However, documents submitted in peak times (July, August or January) will have a much longer processing time, which may require you to submit payment or make alternate payment arrangements. You can review the tuition and fee loan option on our website or installment plan option at the Fiscal Services website.
Federal Direct Stafford Loan Requirements
1. Accept your Stafford loan on ASAP.
3. Electronically sign your Master Promissory Note (MPN) at www.studentloans.gov.

Federal Parent PLUS Loan Requirements
Parent PLUS loans are credit-based loans that parents can choose to borrow on behalf of their dependent student. The Parent PLUS loan awarded on ASAP is an eligibility fund only. If your parents are interested in borrowing this loan, they must submit a Parent PLUS Request Form, apply on www.studentloans.gov and be approved for credit.

Disbursement of Financial Aid
Federal, state and institutional aid is disbursed ten 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. Keep in mind you may receive notifications that your bill is unpaid prior to the disbursement of your aid. For information on how specific funds disburse, please visit our website for fall and spring disbursements or for summer disbursements. Financial aid will only disburse if you are enrolled in the required number of hours, have accepted your aid, completed all requirements and do not have any holds.

Refunds
All of your financial aid will be applied towards your tuition and fees and other education charges at UTSA. If your financial aid amount is in excess of your tuition and fee charges, the remaining amount will be issued to you as a refund. Refunds will be sent via US Mail (paper check) or via direct deposit approximately three business days after your account balance on ASAP shows zero. We recommend that you sign up for Direct Deposit on ASAP, as this is the fastest way to get your refund!

Withdrawal
If you decide not to attend UTSA and you have registered for classes, you will need to officially withdraw from those classes by withdrawing on ASAP prior to the first day of classes or by visiting Enrollment Services in person if classes have started. International students and Athletes must have prior approval from their respective offices before they can withdraw. 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. Please review additional information about withdrawing from the institution and how it can affect future aid. If you are registered at another institution and have not officially withdrawn from UTSA courses 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. To cancel your aid before it disburses, you may use the Request to Cancel All Aid form on our website.

Exceptional Financial Circumstances
Certain situations, including the loss of employment and unexpected costs, can affect your financial aid and your ability to pay. If you feel you have an exceptional circumstance, please review our Special Circumstances site for additional information.

YOU HAVE OBLIGATIONS TO CONTINUE TO RECEIVE FINANCIAL AID
1. This financial aid package was determined using information from your FAFSA. UTSA reserves the right to modify, reduce, and/or cancel your award because of FAFSA information changes due to your revisions, the verification process, laws that are amended or when 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 students 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 coursework. Grades of F, IN, NR, W, RP, EX and repeated courses are considered hours attempted, but not completed.

Enrollment Requirements
Undergraduate students are automatically awarded a full-time budget (12 or more hours) and Graduate students are automatically awarded a part-time budget (4-8 hours). Grants are awarded based on full-time enrollment (for both undergraduate and graduate students), but grants will be prorated to **75% (3/4 time) or 50% (1/2 time)** based on the number of credits for which students are actually registered. Most scholarships require full-time enrollment. Students must be enrolled at least half-time for most financial aid to disburse. There are specific enrollment requirements for Stafford Loans and grants which can be found on our website. If you are an undergraduate and plan to be enrolled part time, you will need to notify our office so we can adjust your COA. You can notify us by submitting an Enrollment Change Form.

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

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<tr>
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<th>Undergraduate Enrollment Requirements</th>
<th>Graduate Enrollment Requirements</th>
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<tbody>
<tr>
<td>Fall/Spring</td>
<td>Full Time 12+ ¼ Time 9-11 ½ Time 6-8</td>
<td>Full Time 9+ ¼ Time 6-8 ½ Time 4-5</td>
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<tr>
<td>Summer</td>
<td>Full Time 12+ ¼ Time 9-11 ½ Time 6-8</td>
<td>Full Time 5+ ¼ Time 4 ½ Time 3</td>
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UTSA Financial Aid Shopping Sheet
The Financial Aid Shopping Sheet is a consumer tool designed by the Department of Education to simplify information that prospective students receive about costs and financial aid so that they can make informed decisions about which postsecondary institution to attend. The Shopping Sheet is designed to give you a snapshot of your award package for comparison to other institutions. Your full UTSA award package will be available on ASAP and explanation of Cost of Attendance, Grants and Scholarships, Expected Family Contribution, Work Study, Loans, and other special programs are included on our website. Graduation rates include only first-time freshmen graduating in six years and do not include transfer students graduating from the University.