

Basic Eligibility for Financial Aid Programs

1. A student must be enrolled or accepted for enrollment in a program leading to a degree or certificate. Students admitted as “regular” (degree seeking) meet this requirement. Those admitted as temporary, special, accelerated, transient, and non-degree do not meet this requirement.
2. All students receiving financial aid must be making satisfactory academic progress toward graduation, as defined in this packet.
3. A student must not owe a repayment on a grant received at JSU or any other institution.
4. A student must not be in default of an education loan received at JSU or any other institution.
5. A student must be classified as one of the following:
 - a) a citizen or national of the United States
 - b) a permanent resident of the United States
 - c) in the United States for other than a temporary purpose and be able to provide evidence from the INS of his/her intent to become a permanent resident
 - d) a permanent resident of the Trust Territory of the Pacific Islands, Guam or the Northern Mariana Islands
6. A student must demonstrate financial need for all programs except the Federal Stafford Unsubsidized Student Loan, Parent Loan for Undergraduate Students (PLUS) and most academic scholarships.
7. A Student must enroll at least half-time to participate in the Federal Stafford Student Loan Programs.
 - a) 6 hours for undergraduate student
 - b) 6 hours for graduate students (6 graduate hours)
 - c) audit courses are not considered

Note:

For Pell Grants, a student must take at least 12 undergraduate hours for full payment, 9–11 undergraduate hours for three-fourths payment and 6–8 undergraduate hours for one-half payment. A student who is less than half-time may be eligible for a partial Pell Grant. If this pertains to you, contact the Financial Aid Office.

Loans, Work-Study, Supplemental and Leveraging Educational Assistance Partnership Program (LEAPP) all require at least 6 hours of attendance each term.

Help!

In order to assist students in completing financial aid applications our office is open Monday–Friday, 8:00 am to 4:30 pm. You may call or come by the Financial Aid Office if you need additional assistance or have questions pertaining to your financial aid.

Application Procedures

1. Read the information in this packet to develop a general understanding of the policies and procedures governing student financial assistance programs. This packet should be maintained for future reference.
2. Complete the Free Application for Federal Student Aid (FAFSA) according to the instructions on the form. Students may complete the 2004–2005 Free Application for Federal Student Aid (FAFSA) via the internet at: www.fafsa.ed.gov (please list our JSU Title IV school code on your FAFSA—001020). Note: The FAFSA form and filing is absolutely free, please be aware of any information that may lead you to believe otherwise. Those who submitted an application in the past year should receive a renewal application from the US Department of Education. If you have not received a Renewal FAFSA by January 1, 2004, contact the Financial Aid Office. Submit the FAFSA as soon as possible after January 1, 2004. The JSU Title IV Code is 001020. *Once the FAFSA is processed, both - the student and JSU, will receive a Student Aid Report provided that JSU's Title IV school code (001020) is listed.*
3. Complete the Financial Aid Data Sheet (FADS) and submit it to the Financial Aid Office. The FADS is located on the last page in this application packet and on the web at www.jsu.edu/depart/finaid.
4. Students who are applying for financial aid (Pell Grants, Federal Stafford Loans, etc.) must complete the required sections on the Financial Aid Data Sheet. An Offer of Financial Aid will be mailed to you, along with instructions for completion of the entrance counseling and master promissory notes if applying for a Federal Stafford Loan. You will be required to sign the Offer of Financial Aid and return it to the Financial Aid Office, as well as, complete the entrance counseling and master promissory notes before your loan can be processed. Read the “Policies Governing Financial Aid” on the Acceptance Letter. You will have 14 days to accept or reject any/all of the assistance offered to you. Once the Financial Aid Office receives your acceptance letter, you may use the scheduled aid for confirmation purposes (see section on confirmation).
5. Parents of dependent undergraduate students who wish to apply for a Parent Loan for Undergraduate Students (PLUS) must contact the Financial Aid Office. An application can be found on the web (www.jsu.edu/depart/finaid) under the student forms section or one will be mailed to you. Note: No faxed copies will be accepted. PLUS applications must be original.
6. If you are selected for verification by the US Department of Education, you will be required to submit certain documents. You can determine if you have been selected by reading your Student Aid Report or contacting the Financial Aid Office.
7. After reviewing the requested documents, we often need to request additional information. We regret having to do this, but we must satisfy federal requirements, eliminate discrepancies and ensure the integrity of the application data.
8. The deadline to receive financial aid for the Fall or Spring term is 50 days once class begins. At that time your file must be completed and ready to process.

How Financial Aid is Determined

The Cost of Attendance (COA) minus the student's expected family contribution (EFC) equals financial need. The Financial Aid Office uses direct institutional charges and estimates of other expense to determine the COA. An estimate of the COA for three different living arrangements is given below. Each student is assigned a COA based on his or her general circumstances. The student's EFC is determined from information provided on the FAFSA, and is reported to the student on the Student Aid Report. The US Congress established the formula, which determines the EFC.

The total amount of financial assistance received by any student cannot exceed the student's Cost of Attendance. All financial aid commitments, including scholarships, may be adjusted to ensure that total assistance does not exceed total cost.

ESTIMATED COST OF ATTENDANCE

2004 -2005 ACADEMIC YEAR

(Fall and Spring Semesters)

	Resides on Campus	Off Campus	Resides off With Parents
Tuition/Fees*	\$3,540	\$3,540	\$3,540
Books & Supplies	\$900	\$900	\$900
Room & Board	\$2,876	\$6,000	\$2,400
Personal**	\$2,400	\$2,400	\$2,400
Transportation	\$1,100	\$1,800	\$1,800
TOTAL	\$10,816	\$14,640	\$11,040

* Based on in-state, full-time attendance, undergraduate (12-16 hours).

** If you have child care expenses, notify the Financial Aid Office in writing of your exact costs per month. If you have expenses related to a handicap, do the same.

Note: The budgets indicated above are estimates only. Your actual expenses will vary. Prices are subject to change without notice.

Try Our Internet Home Page for More Information

For latest information on costs, programs of study and admission requirements, use the Jacksonville State University Home Page. You can also check the status of your financial aid on the Student Access System of the JSU Home Page. Our internet address is www.jsu.edu. Select the registration or student access system icon. The Student Access System is a wonderful tool that may be used not only to check the status of your financial aid, but also to register for classes, view DARS reports, see checks that have been applied and written, and any other information that is important to the student.

Our Motto: *Get out of line by being online!*

Check Student Access

at www.jsu.edu select the registration/student access icon.

Other Internet

Information Available

There are several internet sites that offer information on various programs of assistance. One service also offers a “financial aid estimator” by utilizing components of the Free Application for Federal Student Aid. The address of this site is www.studentservices.com/fastweb/

Academic Year General Procedures and Policies

Disbursement/Confirmation

Loans, grants, and scholarships may be used for confirmation of classes and housing if all the necessary paperwork has been completed by the confirmation due dates, which are listed in each Class Schedule.

Most students who apply and have a completed file by the preference deadline, March 15, 2004, will have their financial aid applications processed and approved by the confirmation due dates and their scheduled aid will appear on their statements from the Bursar’s Office. Please compare your scheduled financial aid to charges and pay the Bursar’s Office, if needed, by the confirmation due date.

All assistance is credited to the student’s account and if aid exceeds cost, a refund check will be disbursed to the student in his/her campus mail box, in the Mail Center in the Theron Montgomery Building (TMB), on or about the third day of class. Disbursements of PLUS checks will vary. Regular disbursements will be made each Wednesday with the exception of year-end closeout in late September, which takes approximately two weeks.

Note: Students who pre-register and have scheduled financial aid should contact both the Financial Aid Office and the Registrar’s Office prior to the beginning of a term for which they do not plan to attend. Failure to do so will result in both academic and financial penalties.

Refunds and Repayment

Students who withdraw may have to repay a proportionate amount of funds received. Students who receive financial aid who withdraw and are due a refund will have the refund recovered back to the source(s) from which they were issued. Detailed information on refund/repayment is located in the JSU Class Schedule.

Employment Procedures

Students awarded Federal Work Study are notified in their award package. If you qualify for Federal Work Study but are not assigned a job, it is your responsibility to interview and secure employment. Job openings are located on the student employment board in the Financial Aid Office.

Payment Policy

In order to receive a financial aid check, you must be enrolled and attending classes at the time of check disbursement. Payment will not be made retroactively for terms in which the student was classified as ineligible.