



Financial Aid Supplemental Information

Enrollment

Your financial aid awards are based on your enrollment at the time you register. Should you subsequently drop a class your aid may be reduced.

Undergraduate Students

Federal loans and work-study funds require at least half-time enrollment (6 credit hours) each semester. If you qualify for Indiana State aid, you must be enrolled full-time each semester and complete 30 credit hours a year for the 21st Century Scholarship or 24 credit hours for the Frank O'Bannon Grant. If you enroll in less than 6 hours per semester you may only be considered for a Federal Pell Grant.

Graduate Students

Graduate students must be enrolled in at least 4 credit hours to receive federal loans and work study.

Withdrawing from Classes

You must attend your classes to be eligible for the aid awarded to you. If you never attend, withdraw, or stop attending any of your classes, your aid will be reviewed and funds may be returned to the federal or state government. Because of this, you may be required to repay funds to the institution. You will be notified in writing whether or not you must repay all or a portion of the aid you received.

Verification

The US Department of Education (ED) selects certain applications for verification. For selected applicants, IU South Bend is required to collect further information from you. If selected, you will be notified via your Student Aid Report (SAR) and email notification from the IU South Bend Office of Financial Aid and Scholarships. In addition, all required forms or documentation will be on your One "To Do" list.

Student Responsibilities in the Verification Process

- View the verification tutorial at <http://apps.usss.iu.edu/verificationTutorial/>
- If all documentation is not received within two weeks of the date of the letter, processing will stop.
- Your file must be complete in order to continue processing. Applications are reviewed in the order files are completed.
- All paperwork you submit must include your full name and student identification number (NOT your social security number).
- **You are responsible for checking the status of your financial aid by reviewing the financial aid section of your One account. Click on the item details link of your "To Do" list to verify documents have been received.**

Once verification has been completed, any required corrections will be submitted to ED. You will receive a corrected SAR from ED after processing has been completed. Do not make corrections to data changed by the Office of Financial Aid and Scholarships as a result of verification.

Applying Financial Aid to Your IU South Bend Bill

- Financial aid funds will disburse to Bursar accounts for the first time after the end of the first week of classes each term.
- Loans do not automatically apply to your account. You must:
 - Accept the amount you need via One
 - Complete Entrance Counseling and a Master Promissory Note (MPN) at studentloans.gov (first time borrowers only)

- Undergraduate students must be enrolled in at least 6 credit hours
- Graduate students must be enrolled in at least 4 credit hours
- If you are a first-time freshman borrower, there is a mandated 30-day delay in the initial disbursement of your loan(s).
- Loans must have 2 disbursements. If you are enrolled for a single term, half the loan will be disbursed after the first week of classes and other half at the mid-point of the semester.
- Without your permission, financial aid can only apply to tuition, mandatory fees and housing. If you would like your aid to pay for a parking pass or book fees, a Title IV Authorization is required. To complete the authorization, go to One and search "Title IV Authorizations".
- If your aid does not cover your fees, you are responsible for the remaining balance. Please refer to your bill for payment options.

Satisfactory Academic Progress (SAP)

All students who receive aid must maintain Satisfactory Academic Progress. This means that you must attend all your classes and meet the following requirements:

- Maintain a minimum 2.0 **program** undergraduate GPA (students in the Schools of Education and Social Work will need to contact their advisor for the GPA required to graduate) or a 3.0 graduate **program** GPA,
- Complete 67% of all courses attempted, **and**
- Complete your degree within 150% of the published length of the program.

All students undergo an academic progress review at least once per academic year. Students not meeting the above criteria will be ineligible for aid. You may appeal a discontinuation of aid should an extenuating circumstance exist. For more information about the SAP process, visit financialaid.iusb.edu and click on the Satisfactory Academic Progress box.

Additional Requirements:

Your eligibility for financial aid is based on federal law, state regulation and institutional policies. Financial aid is also contingent upon the accuracy of information used in the determination of your eligibility for awards. If your information changes or has been found to be incorrect, your awards may be canceled and a repayment may be required. The most common reasons for financial aid changes are:

- Your enrollment status changes.
- You are enrolled in a course for the 3rd time. Financial aid can only pay for a course twice.
- You have defaulted on a student loan or owe a repayment of federal aid.
- You withdrew from school or never attended class(es).
- You fell below the standards for Satisfactory Academic Progress (SAP).
- Data reported on the FAFSA did not match the documents provided.
- You received an outside scholarship(s).
- You have received the maximum amount of aid in a particular program.

Tips

Want to make the financial aid process easier? Here are some tips:

- Read and promptly respond to any emails or letters from the Office of Financial Aid & Scholarships.
- Include your name and student ID number on all correspondence with the Office of Financial Aid & Scholarships
- Apply early. The FAFSA is available October 1st each year.
- Use the IRS data retrieval process to pull your tax information onto your FAFSA directly from the IRS.
- Do not miss deadlines. The deadline for both Indiana state aid and the IU South Bend's Online Scholarship Application is March 10th every year.