

# 2011-2012 Financial Aid Award

**Dear Student:**

We are pleased to offer you the aid listed in the enclosed Award Letter. We have considered your eligibility for grants, scholarships, part-time employment, and loans, and this notice represents the best award possible, given our available funds and guidelines for each program. This award reflects our confidence in your ability to complete your college studies. How well you use these resources will have a significant effect on your success at the University of Florida.

This pamphlet contains important information about your financial aid award, including specific information about your obligations when you receive aid. You will learn how to accept this award, how to report additional outside resources, and important facts about how you will receive your financial aid.

**FOR YOUR OWN BENEFIT, PLEASE TAKE THE TIME TO READ THIS ENTIRE PAMPHLET CAREFULLY, AND THEN KEEP IT WITH YOUR OTHER FINANCIAL AID INFORMATION FOR FUTURE REFERENCE. Please understand that if you refuse any of the aid listed on the enclosed award letter, the university is not required to replace that aid with funds from other programs.**

If you still have questions after reading this information, contact a financial aid adviser for further assistance.

We wish you success in achieving your academic goals.

Sincerely,



Karen L. Fooks  
Director

### Use ISIS to Check the Status of Your Aid

**<http://www.isis.ufl.edu>**

The status of your financial aid file is available on ISIS, UF's Integrated Student Information System.

In the left menu, under "Financial Aid," choose "Aid Status" or "Awards and Disbursements" for the correct year.

Using ISIS, you can also: accept your student loans; complete Federal Direct Loan Entrance Counseling and Student Loan Exit Counseling; print verification forms and other financial aid documents; report additional aid you are receiving; update your address with UF; and sign up for direct deposit of your aid.

### Use Our Website for General Information

**<http://www.sfa.ufl.edu>**

The Student Financial Affairs website includes a description of available financial aid programs as well as information about applying for and receiving financial aid.

On SFA's website, you will also find features such as: the electronic edition of the *GatorAid Guide and Handbook*; institutional loan disclosures; the Scholarship Search Engine; SFA's podcast series; SFA's Newsletter; specific information for undergraduate students, graduate/professional students, and parents; and links to other UF sites.

## I. YOUR FINANCIAL AID PACKAGE

Your award package was developed according to federal, state, and institutional regulations to help meet your financial need for the period of August 2011 through August 2012. **All awards depend on available funds and are based on full-time enrollment. UF has the right to change or cancel awards if funds are unavailable, if your application contains incorrect data, if your financial situation changes, or if you do not enroll full-time.**

**If there is a change in your eligibility, you will receive a revised award.** Revised award notices and other important financial aid mail will be sent electronically to your GatorLink e-mail address. Be sure your GatorLink address is up to date in the UF Directory and correctly configured to receive UF business correspondence. Some correspondence is sent through the U.S. Postal Service; therefore, you must also keep your "Local Home Data" and your "Permanent Home Data" up to date in the UF Directory.

ISIS: All students should keep track of their financial aid file and awards through ISIS under "Financial Aid" on UF's ISIS website at <http://www.isis.ufl.edu>. Be sure to select the correct award year.

**Please read this entire pamphlet.** The final responsibility for being aware of all eligibility requirements and application procedures is YOURS. Keep copies of this and all financial aid information.

## II. FINANCIAL AID ADVISERS

If you have a question about your award or need financial assistance, contact your financial aid adviser in S-107 Criser Hall between 8:00 a.m. and 4:00 p.m., Monday through Friday, or call (352) 392-1275.

## III. UNDERSTANDING YOUR AWARD LETTER

### Accept, Cancel, or Reduce Your Award

To accept, cancel, or reduce your aid award, read the Financial Aid Programs and Receiving Your Aid sections of this guide; then go to ISIS at <http://www.isis.ufl.edu>. Under "Financial Aid," select "Awards and Disbursements" for 2011-12. Follow the "Award Instructions" there for accepting, canceling, or reducing your aid.

Also on ISIS, go to the "Financial Aid Status" page for 2011-12 to complete any and all requirements to receive the aid you have been awarded. Keep the enclosed Award Letter for your records.

### Update Your Award

#### Report Additional Aid:

If you are receiving aid not listed on your award letter (including aid from private organizations, foundations, the State of Florida, UF colleges and departments, and any awards paid directly to you), go to ISIS, and under "Financial Aid," select "Additional Aid Reporting" under 2011-12, and list the aid.

After you submit information on ISIS, allow up to two business days for the information to update. You will receive notification of your revised award from us via e-mail to your GatorLink account. Check the new award to confirm that all changes were made correctly. If additional awards reported cause your need to be overmet, adjustments to current awards may be necessary.

#### If You Are Graduating in December:

If you will graduate in December 2011 and will not be enrolled in spring 2012, you must cancel your aid for the spring semester. To cancel, go to ISIS, and under "Awards and Disbursements," choose "I will not attend Spring 2012." If you will graduate and plan to re-enroll, please contact your financial aid adviser.

#### To Appeal Your Aid Award:

If you think we have overlooked an aspect of your financial situation that would affect our evaluation of your need, you are entitled to an appeal. Contact your financial aid adviser in S-107 Criser Hall. March 1-June 1 is the preferred time period in which to petition your aid award.

#### If You Want Summer Aid:

Since most financial aid funds are awarded during the fall and spring semesters, funding sources for summer are limited. If you wish to receive aid for the summer semester, complete the Summer Financial Aid Request prior to summer term. It will be available on your ISIS "Aid Status" page after March 1, 2012.

#### "Predicted" Awards

Awards listed on your award letter as "Predicted" are only predictions of what you may be eligible to receive. They are NOT official award commitments. You must meet all program eligibility requirements to receive a disbursement from any predicted award.

- If a **Predicted Florida Student Assistance Grant** is part of your award, we have used information from your FAFSA and the state of Florida to predict this grant based on full-time enrollment. You must meet all eligibility criteria to be disbursed funds.

- If a **Predicted Florida Bright Futures (Florida Academic, Florida Medallion, or Florida Gold Seal) or a Robert Byrd, José Martí, Rosewood, or Scholarship for Children & Spouses of Deceased or Disabled Veterans & Service Members** is part of your award, we have used information from UF admissions files and the state of Florida to predict that you may be eligible. Determination of eligibility is made by the Florida Department of Education. The actual amount you receive will be calculated after the Drop/Add period of each semester.

- If a **Predicted Federal Pell Grant** is part of your award, we have predicted this award based on full-time status and information from your FAFSA. The actual amount you receive will depend on your enrollment status and on the Expected Family Contribution (EFC) listed on your Federal Student Aid Report. Your award will be calculated after the Drop/Add period of each term.

- If a **Predicted Presidential, UF Gold, UF Platinum, UF Silver, Admissions Alumni, Sunshine, Orange and Blue, Gator Nation, or Alliance Scholarship** is part of your award, we have used information from the UF Admissions Office to predict that you may be eligible. Final determination of recipients will be made by the UF Admissions Office.

- If a **Predicted National Merit, National Achievement, Presidential Gold or Platinum Award** is listed as part of your award, we have used information from the UF Admissions Office to predict that you may be eligible. Final determination of recipients will be made by the UF Honors Office.

- If a **Predicted Federal Direct Stafford Loan** is part of your award, we have predicted the award based on information on your FAFSA. Predicted loans do not need to be accepted; however, if you do not want the loan, cancel it on ISIS under "Awards and Disbursements." Fall Stafford Loans are processed starting in June.

When your loan is processed, you will receive a new award notification, and you must Accept, Reduce, or Cancel the award on ISIS. You will also receive a Loan Disclosure Statement from the Direct Loan Processor after your loan is processed. If you do not accept loans, we are not obligated to replace the funds with other aid to help you meet educational costs.

- If a **Predicted Federal Direct PLUS Loan** is part of your award, we have predicted the award for informational purposes only. Predicted loans do not need to be accepted; however, if you do not want the loan, cancel it on ISIS under "Awards and Disbursements."

Grad and Parent PLUS borrowers must complete the application at <http://www.studentloans.gov>.

All PLUS Loans are subject to credit approval.

Office for Student Financial Affairs

5-107 Criser Hall  
 PO Box 114025  
 Gainesville, FL 32611-4025  
 (352) 392-1275  
 Fax (352) 392-2861  
 www.sfa.ufl.edu

APRIL 1, 2011 <sup>1</sup>

STUDENT NAME  
 ADDRESS  
 CITY STATE ZIP

UFID

2011-2012 Award Letter

Below is a listing of your 2011-2012 financial aid awards as of the date of this notification.

Awards listed under Award Detail as "predicted" are only projections of what you are eligible to receive. Final determination of your eligibility and the award amount is based on information from the state of Florida, a private donor, a college or division within the University of Florida, or the results of the federal financial aid application (FAFSA).

If you continue to meet all eligibility criteria associated with each fund, awards will be disbursed each term as indicated below. For additional information, please refer to the Award Letter Guide located on UF's ISIS website at [www.isis.ufl.edu](http://www.isis.ufl.edu). Under "Financial Aid," select "Awards and Disbursements" under 2011-12.

Estimated Cost of Attendance from 08/22/2011 to 05/07/2012<sup>2</sup> ..... 19,820.00 <sup>3</sup>

Minus:

Expected Parental Contribution ..... 1,217.00 <sup>4</sup>  
 Expected Student/Spouse Contribution ..... 231.00 <sup>5</sup>

Equals your gross financial need ..... 18,372.00 <sup>6</sup>

Award Detail <sup>7</sup>	Fall	Spring	Sum A	Sum B	Total
PREDICTED FEDERAL PELL GRANT <sup>8</sup>	\$2,050.00	\$2,050.00	.00	.00	\$4,100.00
FEDERAL WORK-STUDY	1,500.00	1,500.00	.00	.00	3,000.00
FLA STUDENT ASSISTANCE GRANT	1,117.00	1,118.00	.00	.00	2,235.00
FLA MEDALLION SCHOLARS AWARD	1,410.00	1,410.00	.00	.00	2,820.00
FEDERAL LOAN	2,844.00	2,844.00	.00	.00	5,688.00
I. DOUGLAS TURNER GRANT	264.00	265.00	.00	.00	529.00
Total Award..... <sup>9</sup>					\$18,372.00

1. If you are receiving aid from sources not listed, report them on UF's ISIS website at [www.isis.ufl.edu](http://www.isis.ufl.edu). Under "Financial Aid," select "Additional Aid Reporting" under 2011-12.
2. To reduce or cancel any award, go to UF's ISIS website at [www.isis.ufl.edu](http://www.isis.ufl.edu). Under "Financial Aid," select "Awards and Disbursements" under 2011-12.
3. If you receive funds that cause your need to be overmet, you may be required to repay the overmet amount. You will be notified if this occurs.

Equal Opportunity Institution

## IV. AWARD LETTER DESCRIPTION

1. This is the date we printed your award letter.
2. This is the period that the award letter covers.
3. This figure is the amount we estimate it should cost you to attend school for the period indicated in item 2. The budget includes tuition/fees, books and supplies, computer and cell phone costs, housing, food, transportation, laundry and personal expenses.
4. This is the amount the federal government expects your parents to contribute to help meet the expenses indicated in item 3. This contribution can be cash or non-monetary support used to help meet your educational expenses. **DO NOT MAIL THE AMOUNT LISTED AS PARENTAL CONTRIBUTION TO UF.**
5. This is the amount the federal government expects you and (if applicable) your spouse to contribute to help meet the expenses indicated in item 3 (e.g., from part-time employment, spouse employment, Social Security benefits, savings and other assets, and contributions from relatives other than parents). **DO NOT MAIL THE AMOUNT LISTED AS STUDENT CONTRIBUTION TO UF.**
6. This is the amount of need remaining after subtracting parents' and student's contributions from the cost of attendance (item 3 minus items 4 and 5). This is the maximum amount of need-based aid you may receive.
7. This section lists the type and amount of aid offered to you by UF, as well as awards from other sources, if any. The distribution from aid programs is listed by semester.
8. Predicted awards are only projections of what you are eligible to receive. They are NOT official award commitments. See "Understanding Your Award Letter" in this *Award Letter Guide*.
9. This figure is the total amount of aid offered by UF and other sources for the 2011-12 award year based on the information in your financial aid file on the date listed in item 1. Please note that all financial aid awards are subject to adjustment.

## V. OVERMET NEED

If the total amount of your aid exceeds your gross financial need (see item 6 on the *Sample Award Letter*) as a result of your receiving additional outside aid such as a scholarship or fellowship not listed on your award letter or due to a change in your expected family contribution, your need is considered *overmet*. Certain federal programs require us to adjust awards to eliminate overmet need; others, such as Federal Pell Grant and private scholarships, do not require this. **If you receive funds that cause your need to be overmet, you may be required to repay the overmet amount. We will notify you if this occurs.**

**CONFIDENTIALITY:** UF ensures the confidentiality of student records in accordance with State University System rules, state statutes, and the Family Education Rights and Privacy Act of 1974, known as the Buckley Amendment. Your family's financial information, and the type and amount of your aid are held in confidence. Information is released only with your written consent.

**UF INFORMATION PRIVACY STATEMENT:** UF values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. For more information, go to <http://www.privacy.ufl.edu>.



This document is available upon request in alternative formats for students with documented print-related disabilities. Hearing-impaired students should call the Florida Relay Service at 711 or 1-800-955-8771.

## VI. FINANCIAL AID PROGRAMS

Following is a brief description of programs that may appear on your award letter. For more information, refer to the *Gator Aid Handbook* or our website at <http://www.sfa.ufl.edu>.

### Grants

**Grants are awarded to students with the greatest financial need. They do not have to be repaid.**

- **Federal Pell Grant**

The Federal Pell Grant program is the largest federally funded undergraduate grant program. Your award is based on your enrollment status and on your Expected Family Contribution (EFC) as determined by a federally established formula. Awards range from \$555 to \$5,550 per academic year.

- **Federal Supplemental Educational Opportunity Grant (SEOG)**

SEOG is a federally funded grant program awarded by the Office for Student Financial Affairs (SFA) to undergraduates who demonstrate exceptional financial need. Awards generally range from \$100 to \$2,000 per academic year.

- **Teacher Education Assistance for College and Higher Education (TEACH) Grant**

The TEACH Grant is a federally funded program that provides up to \$4,000 per year in grants for graduate and undergraduate studies to students who intend to teach full-time in high-need subject areas, for at least four years, at schools serving students from low-income families. Part-time students are eligible, but the maximum grant will be reduced.

To receive the grant, students must be enrolled in one of UF's TEACH Grant eligible programs, as determined by UF's College of Education. Note: if students do not fulfill ALL program requirements, TEACH Grants must be repaid as Federal Direct Unsubsidized Stafford Loans. Interest will accrue from the date of the original disbursement.

- **Florida Student Assistance Grant (FSAG)**

FSAG is a need-based, state grant program for undergraduate students attending eligible Florida institutions. Recipients must meet Florida residency requirements for state student aid and be enrolled in eligible academic degree programs. Awards range from \$200 to \$2,235 per academic year.

- **I. Douglas Turner Grant**

This UF-funded grant program is awarded by SFA to undergraduates who demonstrate exceptional financial need. Awards range from \$100 to \$5,000 per academic year.

- **UF Graduate and Professional Grants**

These UF-funded grants are awarded by SFA to graduate and professional students who demonstrate exceptional financial need and are enrolled at least half-time. Awards generally range from \$100 to \$3,000 per academic year.

### Scholarships

**Scholarships are awards that are based on grades, financial need, or special criteria and do not have to be repaid. Students do not have to work or perform service to receive scholarship funds.**

- **Florida Bright Futures Scholarship**

This State of Florida scholarship program has three awards: the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Each award has different academic eligibility criteria and offers a different amount based upon enrollment. The top-ranked scholar from each school district receives an additional award, also based upon enrollment, called the Florida Top Scholar's Award.

Students will be required to repay the amount awarded for any

course dropped or withdrawn unless the student appeals for, and is granted, an exception by his/her home postsecondary institution.

- **National Merit Scholarships**

The UF Office of Admissions awards academic scholarships to incoming freshmen and transfer students based on academic ability and achievement.

- **UF Admissions Office Scholarships**

The UF Office of Admissions awards academic scholarships to incoming freshmen and transfer students based on academic ability and achievement.

- **State of Florida Scholarships**

The State of Florida Office of Student Financial Assistance (OSFA) administers the Robert Byrd Honors Scholarship, the José Martí Scholarship, the Rosewood Scholarship, and the Scholarship for Children & Spouses of Deceased or Disabled Veterans & Service Members. Each program has specific eligibility requirements, application procedures, award amounts, and renewal requirements.

For more information visit the OSFA website at <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>.

- **Florida Opportunity Scholarship**

This scholarship program is awarded by SFA to incoming freshmen who are first-generation, first time in college, Florida residents who apply by the March 15 "on-time" deadline and meet specific income guidelines. Award amounts vary depending on the student's need, as determined from the FAFSA.

- **SFA-Administered Scholarships**

Privately funded scholarships are available through the University and awarded by SFA. Scholarships are awarded based on guidelines provided by donors. The value ranges from \$200 to \$2,500 per academic year. Full-time enrollment is required to receive funds, and a FAFSA must be completed with priority given to students who meet the March 15 "on-time" deadline. A complete list of these scholarships is available on the SFA website at <http://www.sfa.ufl.edu/programs/scholarships>.

### Student Loans

**Most long-term student loans have low interest rates that range from 3.4% to 9% and offer deferred repayment provisions.**

**Further information on federal loans (including current rates) is available through the U.S. Department of Education at <http://www.studentloans.gov>. Interest rates and other information on UF institutional loans can be found at <http://www.sfa.ufl.edu/programs/loans>.**

**Borrowing money for college is a serious financial obligation, and students should carefully consider the amount of debt they incur. In addition to principal borrowed, interest is charged for use of funds.**

- **Federal Direct Loan Program**

The Direct Loan Program consists of the Subsidized Stafford, the Unsubsidized Stafford, and the PLUS loan programs. To receive a Federal Direct Loan, you must be enrolled at least half-time.

**Federal Direct Subsidized Stafford Loans.** These loans are need-based, federally subsidized, low-interest loans which have repayment deferred until after you graduate, withdraw, or enroll less than half-time. Interest is paid by the federal government until the end of a six-month grace period after you graduate, withdraw, or drop to less than half-time enrollment. For new loans made to undergraduate borrowers, this program has a fixed interest rate of 3.4%. For graduate borrowers this program has a fixed interest rate of 6.8%. All borrowers are charged a 1.0% origination fee at disbursement. For more information, go to <http://www.studentloans.gov>.

**Federal Direct Unsubsidized Stafford Loans.** Unsubsidized Loans are not based on need. “Unsubsidized” means that the interest is not deferred while in school. The interest rate is fixed at 6.8% with a 1.0% origination fee. For more information, go to <http://www.studentloans.gov>.

**Federal Direct PLUS/Graduate PLUS Program.** Eligible graduate students and parents of dependent undergraduate students may borrow up to the cost of education minus other financial aid through the PLUS Program. There are no aggregate loan limits. Borrowers cannot have an adverse credit history. For new borrowers, this program has a fixed interest rate of 7.9%. A 4% origination fee is charged at disbursement. Repayment begins within 60 days after final loan disbursement, unless the borrower is eligible for a deferment. Grad and Parent PLUS borrowers must complete the application at <http://www.studentloans.gov>.

- **Federal Perkins Loans**

This federal loan program is awarded by SFA to students with the greatest financial need. Undergraduates may borrow up to \$4,000 a year up to an aggregate total of \$27,500. Interest of 5% begins to accrue when the loan becomes due after a nine-month grace period. The minimum monthly repayment is \$40 per month.

- **University of Florida Long-Term Loans**

SFA awards these university and/or private donor, need-based loans, including the SAFE Loan, the Meril S. Beers Loan, the Cora B. Pilling Loan, the John G. and Fannie F. Ruge Memorial Loan, the Hart R. Stringfellow Loan, and the Arthur L. Wallace Loan. Most long-term student loans offered by UF have low interest rates that range from 4% to 9% and may offer deferred repayment provisions.

Each UF long-term loan has its own disclosure documentation. Promissory notes and disclosure notices must be signed and returned to UFS in S-113 Criser Hall before loans can be disbursed. Disclosure notices, as well as more detailed information, can be found on SFA’s website at <http://www.sfa.ufl.edu/programs/loans/uf-long-term-loans>.

## Employment

**Part-time jobs through the Federal Work-Study (FWS), Florida Work Experience Program (FWEP), and Other Personnel Services (OPS) programs require an overall 2.0 grade point average. Students usually work between 10 and 20 hours a week, earn at least minimum wage, and are paid for hours worked on a biweekly schedule. Students can view available jobs by going to <http://jobs.ufl.edu>. For more information on student employment, go to <http://www.sfa.ufl.edu/programs/employment>.**

- **Federal Work-Study (FWS)**

FWS is a federally funded, need-based, student work program (including the Federal Community Service component) which is awarded by SFA. Students participating in the Federal Work-Study (FWS) program will need to print a work permit, available online through ISIS. Students can go to “Financial Aid Awards and Disbursements” and click on the UF work permit link under their Federal Work Study award.

- **Florida Work Experience Program (FWEP)**

FWEP is a state-funded, need-based, student work program which is awarded by SFA.

- **Other Personnel Services (OPS)**

OPS employment is an institutionally and state-funded program which is not based on financial need. Application for this program is open year-round. Students participating in OPS are not required to have a work permit. The department will verify your enrollment status before appointing you. Students can provide the hiring department a copy of their semester schedules, available on ISIS.

## VII. ENROLLMENT REQUIREMENTS

**To receive federal aid, students must be enrolled in coursework required for their degree.** Furthermore, most aid programs require students to be enrolled at least half-time; however, due to limited funds, priority is given to full-time students. Federal Pell Grants, TEACH Grants, Florida Student Assistance Grants, and Florida Bright Futures awards are prorated according to enrollment status. Students who enroll less than full-time may have their aid adjusted after the drop/add period. Please refer to the following chart for minimum enrollment eligibility requirements.

CLASSIFICATION	FULL-TIME		HALF-TIME	
	Fall/Spring	Summer	Fall/Spring	Summer
Undergraduate/Post Baccalaureate	12	12	6	6
Graduate	9	8	5	4
Law (JD)	10	5	5	3
Professional	1	1	1	1

## VIII. RECEIVING YOUR AID Address Policy

You are responsible for keeping your current “UF Business E-mail Address,” your “Local Home Data,” AND your “Permanent Home Data” up to date in the UF Directory. Update these using myUFL under “My Account.” Financial aid proceeds will be mailed to your local home address if direct deposit has not been established.

### Tuition/Fee Deferment

Deferments are granted automatically for students who have an award on file at SFA and do not owe tuition/fees from a previous term. Fees are deferred until receipt of financial aid or until the deferred payment deadline, whichever comes first. If you have questions about your eligibility for a fee deferment, check with SFA or check your deferment status on myUFL, My Campus Finances, Student Center.

### Disbursement

Students generally receive financial aid by direct deposit or by mail from University Financial Services (UFS). UFS disburses aid only after verifying enrollment status and making sure students have no financial or academic holds on their records. **All current term unpaid tuition/fees and UF housing charges are deducted from students’ financial aid before disbursement.** Other accounts receivable charges, such as parking and library fines and bookstore charges, may be deducted upon completion of a UF permissions form, available on myUFL. **Financial aid may not be used to pay prior-term tuition fees.**

1. **Direct Deposit of Aid to Your Bank Account by UFS**

Most students receive their financial aid funds from UFS by direct deposit—after classes begin and as soon as their aid is available. To sign up, go to myUFL and choose “Student Direct Deposit.” Authorization becomes effective immediately. You can also use “Student Direct Deposit” to change your banking information any time it changes, also effective immediately. For more information on direct deposit contact UFS in S-113 Criser Hall.

2. **From UFS by Mail**

For students who have not signed up for direct deposit, UFS mails financial aid checks directly to the local home mailing address in the UF Directory after classes begin and as soon as aid is available.

### Important Disbursement Information

- **First-time Borrower Entrance Counseling**

Before loans can be disbursed, first-time Federal Direct Stafford, Federal Direct Graduate PLUS, and Federal Perkins Loan borrowers must complete Entrance Counseling. Federal Direct Loan borrowers must go to <http://www.studentloans.gov>. First-time Perkins Loan borrowers are mailed information by UFS about completing online Entrance Counseling. For more information, contact UFS at (352) 392-0737.

- **Federal Direct Stafford Loan Acceptance**

Stafford Loan borrowers must “accept” each term’s award on ISIS before their funds can be released. Under “Financial Aid” for 2011-12, choose “Awards & Disbursements.” Do this early to get your funds at the beginning of the term. Students may also reduce or cancel Stafford Loans on ISIS. See SFA’s website at <http://www.sfa.ufl.edu/receiving/disbursements> for more complete information on loan processing and disbursement. If you are sure you don’t want to receive a loan, please cancel it.

- **Federal Perkins Loan Disclosure/Acceptance**

Perkins borrowers must complete disclosure statements and accept each term’s award before their funds for that term can be released. Perkins Loan “disclosures” are completed on ISIS under “Financial Aid” under “Aid Status.” Perkins Loan “acceptance” is done on ISIS under “Financial Aid” under “Awards and Disbursements.” For information contact UFS in S-113 Criser.

- **Federal Direct Stafford Loan Master Promissory Notes**

Previous Stafford Loan borrowers should already have a Master Promissory Note (MPN) on file. New borrowers who do not have an MPN on file must go to the Federal website at <http://www.studentloans.gov> to complete one.

- **Federal Direct PLUS Loan Master Promissory Notes**

New Parent PLUS and Graduate PLUS borrowers who do not have a PLUS Master Promissory Note (MPN) on file must go to the Federal website at <http://www.studentloans.gov> to complete one.

- **Federal Perkins Loan Master Promissory Notes**

Students receiving a Federal Perkins Loan must complete a Master Promissory Note (MPN). They will receive information regarding their Perkins MPN from UFS.

- **Promissory Notes for UF Long-Term Loan Borrowers**

UF long-term loan borrowers must accept each term’s awards on ISIS before UFS will mail loan promissory notes. Promissory notes must be signed and returned to UFS in S-113 Criser Hall before the loans can be disbursed.

- **Federal Work-Study/Florida Work Experience**

If Federal Work-Study (FWS) or the Florida Work Experience Program (FWEP) is part of your financial aid, you will be paid for hours worked on a biweekly schedule, in accordance with the UF payroll schedule.

## IX. QUALITY ASSURANCE/ VERIFICATION

UF participates in the federal Quality Assurance Program, a program that allows us to establish our own verification criteria and determine which student files must be verified. Because of this, you may ignore any statement on your Federal Student Aid Report that you are being verified.

“Verification” is a process of confirming data supplied by the applicant and/or parents to the Federal government. If your application is selected for verification by UF, you will receive an e-mail from us explaining which documents to provide. Do not submit any documents unless we request that you do so. If your application is verified, aid funds cannot be disbursed to you until you have submitted all requested documents and the accuracy of your information has been reviewed. This process can take six weeks or more.

## X. ACADEMIC PROGRESS

Students receiving federal financial aid are required to maintain satisfactory academic progress. A copy of UF’s financial aid academic progress policy is available on SFA’s website at <http://www.sfa.ufl.edu/additional/academic-progress>. This policy, academic progress petition information, and forms may be printed from ISIS or our website.

## XI. WITHDRAWAL & REFUNDS

The Registrar’s Office assists students who wish to withdraw from UF and coordinates the process. Complete information, as well as the application form, can be downloaded from the Registrar’s website, at <http://registrar.ufl.edu/pdf/withdrawal.pdf>.

If you officially withdraw or stop attending all courses, you may be required to repay all or part of the financial aid disbursed to you in the term you withdraw. All students must earn 75% of all hours attempted to remain eligible for financial aid.

Students receiving federal funds may be required to repay aid determined to be “unearned.” The earned/unearned calculation is based on the percentage of days you attended during the term in which you withdrew. The amount of aid you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the term you withdrew, you earn 30 percent of the federal aid you received. Once you have completed 60 percent of the term, you are considered to have earned all of your aid.

The difference between your earned federal aid and 100 percent equals the percentage of unearned federal funds that are subject to repayment. Federal regulations require Title IV aid to be refunded in the following order:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Subsidized Stafford Loans
3. Federal Perkins Loans
4. Federal Direct Graduate PLUS Loans
5. Federal Direct PLUS Loans (for parents)
6. Federal Pell Grants
7. Federal Supplemental Educational Opportunity Grants
8. Federal TEACH Grants

Any loan funds that you must return, you (or for a PLUS Loan, your parent) may repay in accordance with the terms of your promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. If the funds you must repay are grants, federal regulations allow one half of the grant repayment to be forgiven. Any amount you do have to return is a grant overpayment, and you must make arrangements with UF or the U.S. Department of Education to return the funds.

**Please Note:**

(1) You may also be required to repay other federal, state, institutional, or private student financial aid programs based on the terms and conditions associated with those programs.

(2) UF is required to return to the applicable federal program account the unearned percentage of institutional charges (tuition, fees, on-campus housing). You may be billed by UF for any funds returned on your behalf.

(3) UF’s tuition refund policy is separate from the federal requirement to return unearned aid. Whether or not you receive a tuition/fee refund has no bearing on the amount you must repay under this formula.

### Refunds

If, due to withdrawal, cancellation, or termination of attendance, you are entitled to a refund of tuition/fees (determined by UFS) or campus housing charges (determined by Housing & Residence Education) and you received aid for the same payment period, part of your refund will be returned to the appropriate federal Title IV or institutional account. After accounts from which you received aid are reimbursed, any amount remaining will be returned to you.