



2011 - 2012 GUIDE TO FINANCIAL AID

IMPORTANT DATES TO REMEMBER

- March 1, 2011** All required forms must be received by the Office of Student Financial Aid for priority consideration of all need-based sources of aid. Completed applications submitted after this date will be considered in order received.
- July 11, 2011** All required forms must be received by the Office of Student Financial Aid for consideration to have the deadline for Fall 2011 tuition payment postponed and late fee waived (Tuition Deferment).
- November 28, 2011** For students beginning Spring 2012, all required forms must be received by the Office of Student Financial Aid for consideration to have the deadline for Spring 2012 tuition payment postponed and late fee waived (Tuition Deferment).
- February 1, 2012** Request for Summer 2012 Financial Aid will be available exclusively on line on MyFAU. Go to MyFau and click on the Money Matters! tab.

The student financial aid programs are administered according to a nationally accepted policy that the family (meaning parents, student and/or spouse) is responsible for educational expenses. Financial aid is available to supplement a family's contribution in order to help students meet the cost of postsecondary education.

DETERMINING FINANCIAL NEED

Financial Need is the difference between the estimated cost of attendance and the amount you and your family are expected to contribute to these costs.

Cost of Education expenses:

include tuition/fees, books/supplies, room/board and miscellaneous personal expenses. With the exception of a child care allowance, educational budgets for married students and students with dependents cannot include other living expense allowances for family members. Nine-month budgets* for full-time undergraduate students used in 2010-2011 are listed below:

	Living on Campus	Living off Campus	Living with Parents
Tuition/Fees	\$4800	\$4800	\$4800
Books/Supplies	924	924	924
Room/Board	9,690	9,536	1,304
Transportation	1,955	2,815	2,815
Personal Expenses	1,652	1,652	1,652
Totals	\$19,021	\$19,727	\$11,495

ELIGIBILITY CRITERIA

In addition to demonstrated financial need, students must meet all the requirements listed below in order to be eligible for financial aid. Other eligibility criteria are listed under each program description on the following pages.

Students must:

- be enrolled at least half-time at FAU (six credits undergraduates, five credits graduates) in an academic program leading to a degree (some exceptions for Pell)
- be a U.S. citizen or eligible non-citizen
- maintain satisfactory academic progress in the selected course of study
- not be in default on a student loan or owe a repayment on a student grant, and
- provide ADDITIONAL DOCUMENTS if requested

*Please note that tuition and fees are higher for graduate students. Average loan fees for Stafford or PLUS loans will be added to the budget for students borrowing from these programs.

The Family Contribution is calculated according to the "Federal Methodology" formula which takes into consideration the family's total income and assets. A portion of a student's savings and other resources such as Social Security or any other non-taxable income are also part of the family contribution.

APPLYING FOR AID

The process of applying for aid normally takes 4-6 weeks. Applications are not considered complete until the Office of Student Financial Aid has received all required documents. Students must reapply for all financial aid programs every year.

The following addresses should be used for submitting forms that must be mailed:

The Office of Student Financial Aid

Boca Campus

Florida Atlantic University
777 Glades Road (SU80)
Boca Raton, FL 33431
561.297.3630

Davie Campus

Florida Atlantic University
3206 College Ave
Davie, FL 33314
954.236.1229

Jupiter/PSL Campus

Florida Atlantic University
5353 Parkside Drive, SR-134
Jupiter, FL 33458
561.799.8697

REQUIRED DOCUMENTS / CAMPUS CODES

Admittance to a Degree Program: Financial aid awards will not be processed until you have been accepted for enrollment in a degree program. However, since applying for aid is a lengthy process, we encourage you to submit your application at the same time you apply for admission.

Free Application For Federal Student Aid (FAFSA) may be completed on the INTERNET at www.fafsa.gov. Students must complete the entire form indicating FAU as one of the colleges of choice (question 101) so we can receive all necessary information electronically. Use the **campus code** of **001481** for the Boca Raton campus, **E00584** for the Davie campus, or **E00830** for the Jupiter and Port St. Lucie campuses.

NOTE: All Florida Prepaid tuition plans paid by a parent listed on the FAFSA for a dependent student must be reported as an asset in question #89 of the FAFSA. All Florida Prepaid plans paid by an independent student must be included in question #41 of the FAFSA.

ADDITIONAL DOCUMENTS AND REQUIREMENTS

Florida Atlantic University (FAU) has implemented a Student Information System in which each student and staff/faculty will obtain a unique ID Number. This new ID Number is referred to as your **FAU Z Number (9 characters - beginning with Z followed by 8 digits)**, which replaces your Social Security Number. It is used as the primary identification for all students and staff/faculty in the FAU system. The FAU Z Number is located on the Home tab once you log on to MyFAU.

Some students may require one or more of the following:

Documentation of Selective Service Registration: A data match is performed by the Federal processor to verify that the applicant has registered for Selective Service when registration is required. Applicants whose eligible Selective Service status is not verified through the data match must provide proof of Selective Service Registration to the Office of Student Financial Aid.

Documentation of Immigration Status: A data match is performed by the processor with the Immigration and Naturalization Service to verify that an applicant is an eligible non-citizen. Applicants whose eligible non-citizen status is not verified through the data match must bring original documentation to the financial aid office to be copied for confirmation with DHS.

Verification Form: Applicants selected for verification by either the U.S. Department of Education or the Office of Student Financial Aid must complete a verification worksheet form, and provide any additional documentation requested by the Office of Student Financial Aid. Financial Aid applications are not considered complete and funds will not be disbursed until the verification process is complete.

Note: Verification worksheet forms can be found under Forms to Download at www.fau.edu/finaid.

Income Tax Returns: Students chosen for verification must provide a signed copy of 2010 federal tax return(s) as listed below. The student's name and Z number should be printed on the top right hand corner of parents' or spouse's tax returns. The Teletax form is not an acceptable document unless the "confirmation number" is provided.

Dependent Students: Student's and parent's copy
Independent Students: Student's copy
Married Students: Student's and spouse's copy

Students, parents and/or spouses who do not file a tax return must provide appropriate income information on the verification worksheet form.

Drug convictions and eligibility for financial aid - Question #23 on the FAFSA: Effective July 1, 2006, a student loses eligibility for Title IV aid if the drug related offense for which the student was convicted occurred during a period of enrollment for which the student was receiving Title IV aid. If a student answered "yes" to this question, the Federal Processor will send the student a worksheet in the mail to determine if their conviction affects their eligibility for aid. If the student is unsure of how to answer this question, call 1.800.433.3243 for help.

Loan Entrance Counseling: As part of the federal government's initiative to reduce default on student loans, all borrowers receiving a Stafford Loan and/or a Graduate PLUS Loan FROM FAU the first time must complete Entrance Counseling for their respective loan program before their first check can be disbursed. See NOTE below.

Loan Exit Counseling: Students who receive funds from the Perkins Loan, FAU Loan, Stafford Loan, or Graduate PLUS Loan programs must complete Exit Counseling for their respective loan program prior to leaving the University. See NOTE below.

NOTE: Links to on-line Entrance and Exit counseling services for Stafford Loans and Graduate PLUS Loans are available at <http://www.fau.edu/finaid/stafford/counseling.php>

CHECKLIST

- ✓ Apply for admission.
- ✓ Apply for a Personal Identification Number (PIN) - Students and parents of dependent students should obtain a PIN number to be used to sign the FAFSA electronically. PIN numbers may be obtained at www.pin.ed.gov.
- ✓ Submit the Free Application for Federal Student Aid (FAFSA) to the Federal Processor through www.fafsa.gov. Students and parents of dependent students may sign the FAFSA electronically by using their PIN numbers obtained in the previous step.
- ✓ First time Stafford Loan borrowers: complete Entrance Counseling. See note above.
- ✓ Verify correct Social Security Number.
- ✓ Apply early - Before March 1, 2011.
- ✓ Sign and date all applications, forms and tax returns.

SOURCES OF AID

To view the most up to date sources of aid please visit the following site:
<http://wise.fau.edu/finaid/typesofaid/>.

Need Based Employment Programs can be found at: http://wise.fau.edu/finaid/need_based/.

ADDITIONAL SOURCES OF AID

Institutional Scholarships for entering freshmen and transfer students are awarded based on criteria established by FAU. Awards must be coordinated with other types of financial assistance available and may reduce the eligibility for other federal or state need-based aid. Also see FAU Financial Aid Web page for links to pertinent University pages under scholarships at www.fau.edu/finaid.

Private Scholarships are awarded based on criteria established by organizations and agencies other than FAU. These awards may reduce the eligibility for other federal or state need-based financial assistance.

Short Term Advances are available to assist degree-seeking students in meeting educational expenses such as books, incurred prior to the date that their financial aid funds are available for disbursement. Short term Advances can also be used for unanticipated expenses other than tuition for students not receiving financial aid. Students may borrow up to \$500 and there is a \$5.00 processing fee. Students must agree to set up direct deposit arrangements for the bank account of their choice. Applications for the Short Term Advances are available exclusively online by logging on to MyFAU, click on 'Money Matters' tab and the Short Term Advance Application is located under the 'Financial Aid Online Applications' channel.

Alternative Loans are available to students from commercial lending institutions. Loan terms and conditions vary and are established by the commercial lending institution. Maximum borrowing eligibility is equal to the cost of attendance minus other aid.

Tuition and/or Non-resident Fee Waivers are available on a limited basis from individual colleges, the Office of Undergraduate Programs, and/or the Admissions Office.

Community Part-time job opportunities are available through the Job Location and Development Program (JLD). To view a listing of positions from local off-campus employers, logon to MyFAU, click on the Money Matters! tab. The 'Get a Job!' database student login is located under the Community Part-time Jobs Channel. To obtain a username and password click on the 'Click Here to Register' link and follow the on-screen instructions. These positions do not fall under any University restrictions, and hours/pay vary, depending on the employer.

AWARD NOTIFICATION

Notification that you have been offered an award will be emailed to you at your FAU email address. Detailed instructions on how to download your award information are available at www.fau.edu/finaid. Click on "Accept Your Award" and closely follow the instructions to accept your award online. You must indicate acceptance by accepting your award online via MyFAU. Students are allowed one revision request per semester concerning changes in type of aid and/or amount of award.

DEFERMENTS AND PAYMENT OF FEES

A Tuition Deferment (an automatic postponement of the published tuition payment deadline) is granted and a waiver of the late payment fee is posted onto the Cashiering System for financial aid recipients (except FWS) who have accepted enough financial aid to cover tuition fees and have satisfied all award disbursement requirements listed on MyFAU by the last day of the drop/add period.

Housing Fee Deferments will be issued by the Housing Office only to students who, by the drop/add deadline, have been awarded AND have accepted financial aid (excluding FWS) sufficient to pay tuition first and then the housing costs. If there is not enough aid to cover housing costs, students will be responsible for making payments by the dates listed in the Residence Hall publication.

Payment of Fees: FAU uses a “**NET CHECK**” disbursement process for all financial aid programs except Federal Work Study (FWS). Therefore, tuition and fees that have not been paid by the student will be automatically deducted from the total award disbursed, starting with the first financial aid check issued. If your combined financial aid does not cover 100% of tuition and fees, then you must pay the difference by the fee payment deadline.

IMPORTANT NOTE

If you are receiving a tuition deferment and you decide not to attend classes, YOU WILL BE FEE LIABLE WHETHER YOU ACTUALLY ATTEND CLASSES OR NOT UNLESS YOU FORMALLY WITHDRAW FROM FAU or DROP ALL COURSES PRIOR TO THE END OF BUSINESS HOURS ON THE LAST DAY TO DROP/ADD. Refer to IMPORTANT DATES TO REMEMBER or the pertinent course schedule for deadline dates.

For information on alternate forms of payment, you may contact the Controller’s Office (561.297.6101 in regard to tuition [payments] and the Housing Office (561.297.2880) in regard to housing payments.

Students receiving Florida Prepaid will NO longer have to report to the Controller’s Office to activate billing each semester. Only those students who would like a change in the billing or do not wish to use their Florida Prepaid Credits should report to the Controller’s Office. To view a memo regarding this policy, visit www.fau.edu/controller/student_information and click on Florida Prepaid Procedures.

DISBURSEMENT OF FUNDS

Disbursement of financial aid is a function of the Controller’s Office, beginning the third week of classes. *Since the disbursement process may take several weeks, it is essential that you set aside personal funds to cover expenses incurred during the first few weeks of classes.*

DISURSEMENT PROCESS

NOTE: For students without direct deposit, **NET CHECKS** will be mailed to your local address on file with the Registrar’s Office.

FAU encourages students to open a BankAtlantic account for direct deposit of funds; however, FAU is able to directly deposit funds into your existing financial institution. To sign up for direct deposit, Visit www.fau.edu/finaid/resources/instructions. Financial aid disbursements will be made directly to the students’ bank accounts.

BRIGHT FUTURES SCHOLARSHIP RECIPIENTS

If you drop/withdraw from a course(s) after the drop/add deadline, you must repay the cost of the course(s). Repayment for the cost of the dropped/withdrawn course(s) is required to renew a Bright Futures award for a subsequent academic year. Visit www.fau.edu/finaid or www.FloridaStudentFinancialAid.org/bf and select the link "Required Hours for Renewal" for details on full-time and part-time credit hour requirements.

MISCELLANEOUS FINANCIAL AID POLICIES

Confidential Information (Privacy Act): The Privacy Act exists to protect your right to confidentiality and limits our release of information about your file or award(s). Therefore, information released over the phone must be limited to general information. You must submit a written request if you need information about your financial aid released to an outside agency or to another person. The FERPA can be found on the Registrar's section of the website.

Satisfactory Academic Progress: Federal regulations require students to demonstrate satisfactory academic progress toward a degree or certificate in order to be eligible to receive financial assistance. Academic progress for financial aid applicants will be checked at the end of each semester for all terms of enrollment, regardless of whether the student had received financial aid. Measures of progress include:

- achieving and maintaining a minimum cumulative grade point average at FAU
- completion of a specified minimum percentage of cumulative credits based on the number of credits attempted at FAU and any other schools attended
- completion of a degree after attempting a maximum number of credit hours

A copy of the Satisfactory Academic Progress Policy is available on line at www.fau.edu/finaid and click on Policies/Rules & Regulations.

Return of Funds: Students who withdraw from the University prior to completing 60% of the term must repay a percentage of the aid received, including loans, since the funds were awarded to meet educational expenses for the entire semester. The Office of Student Financial Aid is responsible for calculating the distribution of tuition refunds issued by the Controller's Office. A copy of the Return of Funds policy is available at the Office of Student Financial Aid on each campus.

Concurrent Enrollment: Students are not eligible to receive financial aid at more than one institution for any one term. Therefore, you must apply for financial aid at the institution where you are seeking a degree. Any FAU student wishing to concurrently enroll at a local community college must be enrolled for a minimum of six credits (Federal Pell Grant recipients may be eligible to enroll less than 6 credits) during the term at FAU. The student must then print/submit the following forms to the Office of Student Financial Aid: 1) a complete Concurrent Enrollment Form, 2) an approved FAU Transient Student Registration Form, and 3) a validated printout copy of the student's course schedule and full paid receipt **PRINTED AFTER** the drop/add deadline for **All** courses taken at the host school.

Address Changes: Log on to MyFAU and click on FAU Self-Service (OWLS) link. Next, click on Personal Information and follow links to update addresses or contact the Office of the Registrar to complete a change of address form each time you change your address.



Contact Information

FAU Grants and Loans:

www.fau.edu/finaid

Federal Programs:

800.433.3243

www.studentaid.ed.gov

Immigration & Naturalization Service:

800.375.5283

www.uscis.gov

Internal Revenue Service:

(duplicate tax return requests)

800.829.1040

www.irs.gov

National Student Loan Clearinghouse:

(enrollment verification and deferments)

703.742.4200

www.nslc.org

National Student Loan Data System:

(your financial aid history)

800.4.FED.AID

www.nsls.ed.gov

Scholarships:

www.fastweb.com

www.fau.edu/finaid

Selective Service:

847.688.6888

www.sss.gov

Social Security Administration:

800.772.1213

www.ssa.gov

State Programs:

888.827.2004

www.floridastudentfinancialaid.org

FAU Student Employment:

561.297.6090

www.fau.edu/hr/student_employment

Veterans Benefits:

800.827.1000

www.vba.va.gov

www.fau.edu/finaid/veterans

Campus Codes

001481 Boca Raton Campus

E00584 Davie Campus

E00830 Jupiter and Port St. Lucie
Campuses

Office of Student Financial Aid

www.fau.edu/finaid

Veterans Affairs

561.297.3680

Applying for Financial Aid

To apply for financial aid, apply online:

www.fafsa.gov

For help completing the FAFSA:

800.433.3243

For questions related to the status of your FAFSA or regarding your Student Aid Report (the response sent to you by the Federal processor): 800.433.3243

To check the status of your Financial Aid Application at FAU:
www.fau.edu/finaid