Financial Aid Award Information

EXCELLENCE IN ALL WAYS!
Dear Student:

We are pleased to offer you the financial aid award enclosed with this supplement. To view your award(s) you must log on to www.famu.edu and click the “iRATTLER” tab. You will need your iRATTLER password to access your financial aid information. You must accept or decline all loan awards. Failure to do so may cause your award(s) to be canceled.

(Please note: It’s a good idea to keep all of your financial aid information together in a folder for future reference.) The terms used on your Financial Aid Notification letter are explained on page 3 of this supplement.

Your financial aid, excluding Federal Work-Study, may be applied toward your tuition, fees, meal plan, and residence hall charges. If you have any questions concerning charges on your bill, please contact the Office of Student Financial Services in room G-7 of the Foote Hilyer Administration building. After all charges are covered, any remaining credit balances will be mailed to you by check or by direct deposit by that office. Make sure that the Office of the University Registrar has your current address.

Remember, no loans can be processed until you accept your award via the Internet. Please refer to page 6 of this supplement for instructions.

Award Policies and Conditions

The Office of Financial Aid is pleased to offer you financial aid awards for the academic year. Please be advised that receipt of these awards is contingent upon your being enrolled as a full-time student and meeting Satisfactory Academic Progress. Awards are subject to change based on changes in eligibility, funding, enrollment status, or additional financial assistance received from outside resources (i.e. scholarships, waivers) as they may reduce other aid already offered. All loan awards must be accepted via iRATTLER in the financial aid information section before beginning the loan process at www.famu.edu/financialaid. Please note, if you drop hours after funds have been disbursed, you may be required to repay all or a portion of the aid.

To continue to receive financial aid, including student loans, you must make Satisfactory Academic Progress (see page 7). In evaluating your academic progress for financial aid purposes, your enrollment status (full-time, half-time, etc.) at the end of the first week of classes (drop/add period) is used as course work attempted for that semester.

Any change in your name, address, legal residency, or enrollment status must be reported immediately to Registrar. Also, all scholarships provided by outside agencies must be reported to The Office of Financial Aid and may affect your financial aid award.

Your financial aid award will be void if incorrect information is discovered on any documents used to determine eligibility. This includes, but is not limited to, your Student Aid Report (SAR), and verification forms or statements. In addition to voiding your financial aid awards, intentional misrepresentation or false statements on any of these documents may subject you to a fine or imprisonment, or both, under the provisions of the U. S. Criminal Code.

The above policies, and your award, are subject to the following:

1. Availability of funds. State and federal funding is necessarily tentative at the time of the award and Florida A&M University cannot guarantee substitute awards if any anticipated funding does not materialize.
2. Program regulations relative to individual programs or awards granted to the student.
Basic Eligibility Requirements

■ Must be admitted and enrolled as a regular student in an eligible program;
■ You are not concurrently enrolled in elementary or secondary school;
■ Must have a high school diploma or equivalent;
■ Must be making academic progress as defined in the university’s Financial Aid Satisfactory Academic Progress policy;
■ Meet enrollment status requirements;
■ Have resolved any drug conviction issues;
■ Have U.S. citizenship or eligible non-citizen status;
■ Have a valid social security number;
■ Register for Selective Service, if required.

Financial Aid: Return of Title IV Funds - IMPORTANT

The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The complete policy is listed at www.famu.edu/financialaid.
**Explanation of Terms**

**FT REQUIRED** – If this comment appears with any of the awards you are offered, it means that you indicated that you would attend full-time (12 credit hours or more) and your award was based on full-time status. If you decide to attend less than full-time you must notify the Office of Financial Aid so your award can be adjusted accordingly.

**STAFFORD LOAN - SUBSIDIZED** – These amounts reflect your total eligibility for a subsidized Stafford Student Loan. Subsidized means the government will pay the interest on your loan while you are enrolled at least half-time. For more information about Stafford Loans, please refer to your FAMU Financial Aid Guide or contact your financial aid advisor.

**STAFFORD LOAN - UNSUB** - These amounts reflect your total eligibility for an unsubsidized Stafford Student Loan. Unsubsidized means that you are responsible for the interest, which accrues while you are enrolled. If you wish, you may defer payment until you are no longer enrolled. Additional information on Stafford Loans is available at www.famu.edu/financial aid.

**FEDERAL PLUS LOAN** – Parents of dependent undergraduate students enrolled at least half-time are eligible to apply for FFEL PLUS Loans up to the cost of attendance minus other financial aid received. Graduate or professional degree students may apply for a Graduate PLUS Loan up to the cost of attendance minus other financial aid received. **You are required to have a credit check performed in order to determine approval.** A Plus Loan applicant must not have an adverse credit history. Please refer to your FAMU website for information about repayment and interest rates and to your promissory note for information concerning deferment and cancellation provisions. This loan must be repaid.

**FEDERAL PERKINS** – The Federal Perkins is a low-interest loan (5 percent) for undergraduate and graduate students with exceptional financial need. This loan must be repaid.

**FEDERAL PELL GRANT** – A need-based federal grant administered by FAMU. Pell Grants are generally awarded only to undergraduate students (those who haven’t earned a bachelor’s degree). This grant does not have to be repaid.

**FEDERAL SEOG** – Federal Supplemental Educational Opportunity Grant - A federally funded need-based grant administered by FAMU. Unlike Pell Grants, the amount of the FSEOG award you receive depends not only on your financial need but also on the amount of other aid you get and the availability of funds at the university. This grant does not have to be repaid.

**ACADEMIC COMPETITIVENESS GRANT (ACG)** – The ACG is available to undergraduate students who have successfully completed a “rigorous secondary school program of study” after January 1, 2006, for first-year students and after January 1, 2005, for second year students. Eligibility is determined based on the Free Application for Federal Student Aid (FAFSA) and awards range from $750 for first-year students up to $1300 for second year students. For more information, go to www.studentaid.ed.gov, click on Federal Student Aid Programs, then Grants. Disbursements may be delayed until course completion is analyzed.
National Science and Mathematics Access to Retain Talent Grant (SMART) – Smart is available to undergraduate students who major in physical, life or computer science, engineering, mathematics, technology or a critical foreign language. Eligibility is based on the FAFSA. Awards range up to $4,000 per year for third and fourth year students. For more information, go to www.studentaid.ed.gov, click on Federal Student Aid Programs, then Grants.

Federal Work-Study Program – This is a need-based work program offered to students enrolled full-time. You must work to earn the money awarded and will receive payments bi-weekly.

Florida Bright Futures Scholarship Program – The Florida Department of Education provides scholarships based on high school academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards: Florida Academic Scholars Award (FAS) – including Academic Top Scholars award (ATS), Florida Medallion Scholars Award (FMS), Florida Goal Seal Vocational Scholars Award (GVS). The student must meet Florida’s residency requirements, be a U.S. citizen or eligible non-citizen, and meet specific coursework and minimum grade point average (GPA) and test score requirements. Renewal is contingent upon meeting certain grade point averages as required by the Florida Department of Education.

Florida Student Assistance Grant Program (FSAG) – A need-based grant program provides assistance to Florida degree-seeking, resident, undergraduate students who demonstrate substantial financial need. To be considered you must file a Free Application for Federal Student Aid (FAFSA). To be eligible for renewal the following year, the student must have earned the required credits (at least 12 credit hours each term) and an institutional cumulative GPA of 2.0 on a 4.0 scale. Students are awarded based on demonstrated need, FAFSA application date and the availability of funds.

Robert C. Byrd Honors Scholarship Program – Provides scholarships to outstanding high school graduates who show promise of continued academic achievement. To be considered for this highly competitive scholarship, a student must submit a complete Florida Financial Aid Application by April 15th. Students are also nominated by their Florida high school principal or designee.

First Generation Matching Grant – Provides grant funding to undergraduate students enrolled at state universities who demonstrate financial need and whose parents have not earned baccalaureate degrees. To be considered, a student must submit a completed FAFSA by March 1. Students are awarded based on demonstrated need, FAFSA application date, and the availability of funds.

Mary McLeod Bethune Scholarship – Provides financial assistance to undergraduate students who meet academic requirements and demonstrate financial need. Available funds are contingent upon matching contributions from private sources on behalf of eligible institutions. MMB is a decentralized State of Florida program, which means that each institution determines application procedures, deadlines, and student eligibility. A separate application is required. This scholarship program has limited funding.

The Florida Department of Education (FDOE) offers a variety of Florida student financial aid. For full program descriptions, initial eligibility requirements, application procedures, renewal procedures, reinstatement procedures, GPA requirements, and award process, go to www.floridastudentfinancialaid.org.

IMPORTANT NOTE: If you decline a portion of your financial aid award offer, e.g. Federal Work-Study or Federal Stafford Loans, we cannot replace those funds with grants. You should contact the Office of Financial Aid if you have questions. We reserve the right to change, adjust, or cancel financial aid awards based on available information.
**Federal Stafford Loan Lenders at a Glance**

Florida A&M University students are free to choose any lender that participates in the Federal Family Education Loan Program (FFEL). *If you are a repeat borrower, we recommend that you use the same lender you used previously.* If you wish to use a lender not on the lender list below, please be sure that the lender provides the Office of Student Financial Aid with the necessary information in order to process your loan in a timely fashion.

If you have any questions, please contact the Office of Student Financial Aid at (850) 599-3730.

*Please note that all FFEL loans are disbursed in two equal installments – Fall then Spring semester*

<table>
<thead>
<tr>
<th>Lender Name</th>
<th>Lender Code</th>
<th>Web Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regions Bank</td>
<td>810612</td>
<td><a href="http://www.opennet.salliemae.com">www.opennet.salliemae.com</a></td>
<td>888-272-5543</td>
</tr>
<tr>
<td>Edamerica</td>
<td>831453</td>
<td><a href="http://www.edamerica.net">www.edamerica.net</a></td>
<td>800-337-1009</td>
</tr>
<tr>
<td>Wachovia</td>
<td>830005</td>
<td><a href="http://www.wachovia.com/education">www.wachovia.com/education</a></td>
<td>800-338-2243</td>
</tr>
<tr>
<td>Chase</td>
<td>803000</td>
<td><a href="http://www.chasestudentloans.com">www.chasestudentloans.com</a></td>
<td>888-222-5919</td>
</tr>
<tr>
<td>Bank Of America</td>
<td>831495</td>
<td><a href="http://www.bankofamerica.com">www.bankofamerica.com</a></td>
<td>800-344-8382</td>
</tr>
<tr>
<td>Suntrust</td>
<td>824135</td>
<td><a href="http://www.suntrusteducation.com">www.suntrusteducation.com</a></td>
<td>888-889-5191</td>
</tr>
<tr>
<td>Key Bank</td>
<td>813760</td>
<td><a href="http://www.key.com/Stafford">www.key.com/Stafford</a></td>
<td>800-539-5363</td>
</tr>
<tr>
<td>Citibank</td>
<td>826878</td>
<td><a href="http://www.studentloan.com">www.studentloan.com</a></td>
<td>800-967-2400</td>
</tr>
</tbody>
</table>

*NOTE: If you receive an unsubsidized Federal Stafford Student Loan and you elect to have the interest capitalized (deferred and added to the principle) while you are enrolled, lenders have several options of how they can capitalize the interest. Some lenders capitalize quarterly or annually while you are in school, or they may not capitalize until you go into repayment, which ever is the least expensive option of the three.*
Parents of dependent undergraduate students enrolled at least half-time and graduate or professional degree students are eligible to apply for the FFEL PLUS Loan. As with Plus Loans made to parent borrowers, eligible graduate and professional degree students may borrow under the PLUS Loan program up to the cost of attendance minus other financial aid received.

A Plus loan applicant must not have an adverse credit history. (A credit check will be conducted). You must repay these loans to the bank or private lender that made you the loan.

PLEASE READ, THIS IS EXTREMELY IMPORTANT INFORMATION.

Student Loan Acceptance Process:
As a part of the loan process all students must accept the loan on-line through iRATTLER before a loan disbursement can be made. Additionally, students can make any necessary loan adjustments at that time:

To begin the Student Loan Acceptance process on-line students must
1. go to: www.famu.edu
2. select iRATTLER tab and sign on with your assigned user i.d. and password
3. go to “Campus Solutions Student Center”
4. go to “Self-Service”
5. go to “Student Center”
6. go to “Accept/Decline Awards”
7. select the aid year for your loan, and
8. select “Accept” or “Decline”

The Loan Process:
All borrowers must accept or decline your loans, by logging in at www.famu.edu and click the iRATTLER tab.

Go to www.famu.edu/financialaid - Click “Current Students” then “Loans”


Select Lender (To make the best informed decision on selecting a lender, it is strongly recommended that students and their families research the offers and opportunities available to them by the lender of their choice).
1. Click “Apply Now”
2. Complete Loan Request Form
3. Click “Continue”
4. Now Complete Loan Entrance Counseling
5. Once you complete loan entrance counseling, click the BLUE “EXIT” BOX

Now you will be directed to your chosen lender’s website to complete your Master Promissory Note (MPN) – You must sign a Master Promissory Note with your lending institution.

IF YOU DO NOT FULLY COMPLETE THIS PROCESS, WE CANNOT RECEIVE OR DISBURSE YOUR STUDENT LOAN PROCEEDS. IT IS IMPORTANT THAT YOU DO NOT MISS ANY STEPS.

The Office of Student Financial Services will set all FFEL disbursement date(s) after the end of drop/add for each semester. Disbursement dates will be posted on-line at www.famu.edu/financialaid under the link “Important News.”

Student loan disbursements will be electronically wired to the Office of Student Financial Services for processing and the funds will automatically be applied to all charges. If you sign up for direct deposit, any refund due will be forwarded to your designated bank account. If you do not provide this information, a refund check will be mailed to the address on file with the Registrar. We strongly recommend that all students verify refund amounts with their designated bank and sign up for direct deposit.
In order to receive financial aid, a student must, in addition to meeting all other eligibility criteria, make satisfactory academic progress toward his/her degree and be in good academic standing.

Satisfactory Academic Progress (SAP) - A student is allowed six academic years to complete a four-year baccalaureate degree program.

Maintaining Eligibility
Federal guidelines for the continued receipt of student financial assistance funds require that standards of satisfactory academic progress (SAP) be applied to all students who are enrolled at the university. These standards must be equal or stricter than the standards required of students who are not receiving financial assistance. Florida A&M University is required by federal regulations to institute standards of satisfactory progress for students receiving Title IV assistance.

Qualitative Measurement (Grade Point Average)
Florida A&M University uses a graduated qualitative standard. Federal student aid recipients must have earned the following minimum cumulative retention/graduation grade point average.

<table>
<thead>
<tr>
<th>Undergraduate Student Status</th>
<th>Credit Hours Completed</th>
<th>Undergraduate Cumulative G.P.A.</th>
<th>Graduate Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0 thru 29</td>
<td>1.8</td>
<td>3.0</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 - 59</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Junior/Senior</td>
<td>60 and above</td>
<td>2.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Law Student Status</th>
<th>Credit Hours Completed</th>
<th>Law Student Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All enrolled law students</td>
<td>0 – 90+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Student Status</th>
<th>Credit Hours Completed</th>
<th>Professional Student Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All enrolled professional students</td>
<td>0 - 30</td>
<td>2.5</td>
</tr>
</tbody>
</table>

The cumulative grade point average is calculated by dividing the total number of completed hours into the total number of grade points (A-4, B-3, C-2, D-1, and F-0). Only grades of A, B, C, D or P are considered acceptable for purposes of determining the number of hours successfully completed during an academic term. Grades of E, I, F, W, NR or X will be counted toward total hours attempted but will not count credits successfully completed. Incomplete grades (I’s) will be counted as successful completion if that final grade is a D or better grade. Otherwise, those grades (I’s) will be counted only in the attempted hour’s calculation.

The law specifies that at the end of the second academic year (regardless of how many credits the student has accrued) the student must have a “C” average or its equivalent or have an academic standing consistent with the requirement for graduation from the program.

Frequency of Monitoring and Evaluation
Florida A&M University will review a student’s academic progress at the end of the spring semester of each academic year. For this purpose, Florida A&M University’s academic year is defined as a 15 week course of study occurring between August and May.
Quantitative Measurement
All students (full-time or part-time) must successfully complete a minimum number of semester credit hours attempted. To remain eligible for financial aid, students must earn or successfully complete each semester, the number of credit hours shown below:

<table>
<thead>
<tr>
<th>Cumulative Credit Hours Attempted</th>
<th>Minimum Credit Hours (%) to Complete</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 thru 29</td>
<td>67%</td>
<td>1.8</td>
</tr>
<tr>
<td>Greater than 29</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

All credit hours attempted at Florida A&M University plus other post-secondary institutions are included in the maximum time frame of 180 credit hours to complete the first undergraduate degree. This includes all grades of A, B, C, D, F, I, P, NP, W, AW, X and N, even if courses are repeated.

Attempted credit hours are defined as the credit hours for which the student is enrolled and charged at the end of the drop/add period.

**Bachelors Degree**
Maximum Time Frame
Average program 120 credit hours
Federal Regulation Maximum Percent \( \times 150\% \)
180 Maximum Credit Hours to complete Bachelors Degree

Some academic areas require more than 120 credit hours for graduation. For those academic areas, the maximum timeframe to complete the degree will be the specific program requirements \( \times 150\% \).

**Second Bachelors Degree**
Maximum Time Frame
Average program 30 credit hours
\( \times 150\% \)
45 Maximum Additional Credit Hours to complete 2nd Bachelors Degree

**Graduate Program**
Maximum Time Frame
Average Hours in Program 36 credit hours
\( \times 150\% \)
54 Maximum Additional Credit Hours to complete Graduate Program

**Remedial, Incompletes, Transfer Credits, and Withdrawals**
Transfer students must meet the same satisfactory academic progress requirements and maximum enrollment limits as other students. Only transfer credit hours needed to complete the declared degree will be accepted. Remedial and non-credit courses, incomplete courses, and courses from which a student have withdrawn after drop and add periods are also included as semester hours attempted. Failing grades (F) are included in the GPA calculation. Withdrawals (W) are not used in the GPA calculations. Incomplete grades (I) are not factored in to the GPA until a letter grade is recorded. Grade changes will be recognized when they occur. Retroactive reinstatement of aid will not be considered unless the grade change is officially posted by the last day of classes and funds are still available.
Repeated Courses and Academic Forgiveness in Maintaining Satisfactory Academic Progress
By definition, satisfactory academic progress is the successful continued movement toward the completion of an educational program. Repeated courses for which a passing grade has already been earned will not be considered in the determination of satisfactory academic progress as those credit hours have already been applied. Academic Forgiveness – all grades noted on a transcript for Academic Forgiveness will be calculated in the cumulative GPA. The student’s obligation to meet progress for federal funds cannot be forgiven.

Reinstatement of Academic Standards
Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. Students cannot re-establish academic standards if they have exceeded the maximum timeframe to complete their degree. This work may be at FAMU or another institution or a combination thereof as long as the courses completed will apply toward the student’s degree.

Appeal Procedures
Students who fail to meet the Satisfactory Academic Progress standards may appeal the suspension of their student financial assistance funds. Letters of appeal should be based on some type of mitigating circumstances that impacted negatively upon the student’s ability to meet the required standards. Examples of such circumstances are: 1) death/ prolonged illness of an immediate family member; 2) medical illness (student) that created undue hardship; 3) losses due to a natural disaster (i.e. hurricanes, storms, etc…).

Appeal Process - IMPORTANT
Students must submit a written petition form, with acceptable documentation, which must be completed by the student and returned to the Office of Financial Aid within 10 days of receipt of the financial aid SAP denial letter. The Office of Student Financial Aid, after reviewing the letter of petition and supporting documentation, will make a final decision and notify the student in writing of this decision.

Steps to the Appeal Process

2. Students must attach all necessary documents (grade change, current grade report, doctor’s statement, death certificate, accident report, etc.) to the written appeal request.

3. The students’ letter of appeal will be reviewed within two weeks of receiving the request and all necessary documents.

4. The student will be notified in writing of the decision to reinstate or deny their financial aid eligibility.

If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement. If the appeal is approved, the student will be reviewed again at the end of the following Spring semester and will be subject to the same required standards as previously stated unless otherwise stated so in the letter of reinstatement.

ALL APPEALS MUST BE SUBMITTED TO THE OFFICE OF FINANCIAL AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS!

Academic Year - Full-time enrollment for two semesters equals one academic year. The academic year is prorated for less than full-time students. IMPORTANT NOTE - The number of credit hours the student is enrolled in at the end of the first week of classes will be used to determine full-time or part-time enrollment status for evaluating the academic progress.
Attention Students Admitted for the Summer Session of 2009:


2. All students planning to attend the summer session are required to complete and submit a Florida A&M University summer school application. The summer school application will be made available on April 1, 2009. The deadline for submission of these applications will be posted on-line under “Important Dates.” Failure to submit the application by the established deadline dates will result in denial for financial assistance. Summer school applications will be posted on-line at www.famu.edu/financialaid. Go to forms and publications. Download the summer session application and mail the completed form to the Office of Student Financial Aid, 101 Foote-Hilyer Administration Center, Tallahassee, FL 32307.

3. Students enrolled in the Freshman Studies Program are eligible for financial assistance, during the summer session. Therefore, students enrolled in the Summer Freshmen Studies must complete the Free Application for Federal Student Aid for the 2008-2009 academic year. In addition, submit a summer Financial Aid application form.

Tips to Making Your Financial Aid Experience a Positive One:

1. Learn all you can about the financial aid process.
2. Complete the FAFSA, even if you do not think you qualify for aid.
3. Know and adhere to all established and published deadlines.
4. Read everything the Financial Aid Office sends you.
5. Remember our Priority Filing Date is March 1, and you must complete the Free Application for Federal Student Aid (FAFSA) annually.
6. Follow up – Return all requested documentation in a timely manner. Please submit all of the information requested at one time in one package.

We hope this notification supplement is helpful in guiding you through the financial aid process. For additional information, please visit our webpage at www.famu.edu/financialaid. We wish you the best in your educational endeavors and look forward to working with you in the near future!