

UNIVERSITY *of* NORTH CAROLINA

PEMBROKE

Office of Financial Aid

Awarding Policies

Financial Aid notifications are available on a rolling basis beginning in March. New freshmen and new transfers are mailed a paper award notification letter. Continuing/returning students are sent emails to their BraveMail account and instructed to review BraveWeb for award notification. When students receive their notification, they are advised to:

1. Review your Financial Aid award and decide whether or not you will accept all or part of your financial aid package.
2. Indicate your rejection of loans. If you are accepting any part of the loan, please indicate the amount of the loan you wish to borrow.
3. Be aware that enrollment status directly affects eligibility for certain aid types.
4. Understand that if, after the term begins, you consider dropping a course or withdrawing from the University, your aid may be reduced or cancelled.
5. Understand that eligibility for financial aid is based on the definition of "An Academic Year" as prescribed by the U. S. Dept. of Education. UNCP's academic year is Fall, Spring, and Summer terms.
6. Carefully read the remainder of this information as it contains very important information and policies concerning your financial aid package.
7. Understand that a student may NOT receive financial aid at two schools simultaneously.

About your Financial Aid Package

Your financial aid notice, which is awarded based on full-time attendance, may include one or more of the following (Disbursement of aid will not occur before classes begin and enrollment is verified.):

Federal Pell Grant: This federal grant is available to undergraduate students who have NOT received a baccalaureate degree. Eligibility is determined by the Expected Family Contribution (EFC) as calculated using information provided by the student/parent on the FAFSA. Funds from this award will be divided equally between the Fall and Spring semesters and will be credited to the student's account accordingly. If a student has remaining eligibility for Summer, a determination will be made regarding the amount available (based on the yearly awarded amount and enrollment status).

A Pell Grant award is based on the number of hours a student is enrolled. Typically the posted award amount is based on full-time enrollment. Should a student not enroll for 12 or more hours (full-time), the award will be prorated at disbursement based on enrollment, i.e., $\frac{3}{4}$ time, $\frac{1}{2}$ time, $< \frac{1}{2}$ time. Award amounts vary.

Federal Supplemental Educational Opportunity Grant (FSEOG): This federal grant is awarded based on the student's EFC and the availability of funds. Eligibility is based on a first-come-first-served basis. Only students who are Pell Grant eligible may receive this grant (undergraduate students who have not

received a baccalaureate degree). This fund is extremely limited and not all eligible students may receive funds. The FAFSA is required for determining eligibility.

Federal Direct Subsidized Stafford Loan: This is a low interest loan that enters repayment six months after the student ceases to be enrolled at least on a half-time basis (6 hours). The term “Subsidized” means that the government pays the interest on the loan while the student is enrolled in school and during the six month grace period following the student’s ceasing to be enrolled at least half-time. Students must be enrolled in 6 hours or more to be eligible during a specific term. Eligibility is determined by filing the FAFSA. This is a need-based loan.

The University of North Carolina at Pembroke participates in the William D. Ford Federal Direct Loan (Direct Loan – DL) Program for all Federal Student Loans.

By participating in the Federal Direct Student Loan Program, The University of North Carolina at Pembroke ensures you have guaranteed access to student loan funding. Student loan dollars for the DL program are received directly from the Federal Government. The DL Program also provides excellent borrower benefits. We also feel the DL Model is easy for families to understand. Having ONE source for student loan funds for DL reduces the confusion and complication for students and provides “one stop shopping,” more timely loan disbursements and better customer service.

Freshmen may be eligible to borrow up to \$3,500, sophomores \$4,500, juniors and seniors \$5,500. If the student indicates on the FAFSA their wish to receive a student loan, during the awarding process a loan will be offered as part of the financial aid package. After the loan is awarded, the student will be required to complete a prom note. The [Master Promissory Note for Direct Lending](#) must be completed and must be signed electronically (utilizing the student PIN# - it can be retrieved at www.pin.ed.gov). This is required for the loan to disburse. Also the student must complete an [Entrance Loan Counseling](#). You will only need to complete these documents (Promissory Note and Entrance Loan Counseling) ONCE while attending UNCP. In addition, should the student withdraw from the University prior to the school receiving the loan disbursement, the student will be ineligible to receive the loan award, and the funds will be returned.

Federal Direct Unsubsidized Stafford Loan: This loan program provides financial assistance to all eligible students regardless of income. The FAFSA is required for determining eligibility. This loan is very similar to the Subsidized Stafford Loan in that the repayment terms and loan limits by class standing are the same. The difference is that the student, rather than the federal government, is responsible for paying the interest on the loan while he or she is enrolled. Loan proceeds from the Unsubsidized Stafford Loan will be disbursed like the Subsidized Stafford above, and the total amount of both the Subsidized and Unsubsidized Stafford Loans may not be more than the annual loan limits set for the student’s class standing. Students must be enrolled in 6 hours or more to be eligible during a specific term. All eligible undergraduate students are eligible for \$2,000 annually – in addition to the amount of Stafford eligibility, i.e., Freshman = \$3,500 + \$2,000.

If a student borrower withdraws or drops below ½ time, an [Exit Loan Counseling](#) must be performed before returning to UNCP – even if the student intends on returning the following term.

Federal Perkins Loan: This federal loan is made to the student from UNCP rather than an outside lender. It is available on a limited basis according to funding as prescribed by the U. S. Dept. of Education. Students may receive it on a first-come-first-served basis. This loan is low interest (5%). The student enters repayment nine months after ceasing to be enrolled at least half-time (6 hrs.). If the student accepts this loan, a promissory note will be prepared for him or her to sign in the Bursar’s Office.

Proceeds from this loan will be equally divided between the Fall and Spring terms (very limited or no funding is available for Summer). The FAFSA is required for determining eligibility.

Federal College Work-Study: The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students who demonstrate financial need. FWS gives the student an opportunity of working on campus or in a community service position on a part-time basis. FWS students may work up to 20 hours per week. The pay rate varies based on job classification. Funding is limited as prescribed by the U. S. Dept. of Education.

Federal Direct Parent Loan for Undergraduate Students (PLUS): This federal loan is a long term, low interest loan available to parents of dependent students regardless of income level. UNCP requires the completion of the FAFSA to receive this loan. The annual loan limit is equal to the cost of attending UNCP less any financial assistance the student is receiving. This loan enters repayment 60 days after the last disbursement of each year. Parents must demonstrate credit worthiness to receive this loan. The loan proceeds are divided equally between the Fall and Spring terms. The student must be enrolled when the disbursements are received by the school. A separate loan application must be filed in order to receive these funds. A [Direct PLUS Loan Promissory Note](#) must be completed with the U. S. Federal Government.

For further details regarding Federal Student Aid Programs, consult the free booklet, The Guide to Federal Student Aid, online at <http://studentaid.ed.gov>

State of North Carolina Aid Programs: There are various aid programs for which residents of North Carolina may be eligible. Most programs require that you are a legal resident of North Carolina and file a FAFSA. Some programs may require an additional application. If you file by UNCP's priority deadline of March 1st, you also meet the state deadline. Detailed information about state aid programs is available online at www.cfnc.org.

UNCP Endowed Scholarships: There are need-based and merit scholarships available for both undergraduate and graduate students. Available scholarships are listed in the UNCP Catalog at www.uncp.edu/catalog

Outside/External Scholarships: Please instruct your scholarship donor to send your check to the UNCP Office of Financial Aid and to include on the scholarship check:

- The name of the scholarship
- The student's complete legal name and student ID.
- The term(s) for which the award is made

Unless the donor instructs otherwise, the amount of the scholarship check will be divided and applied to your account equally for the Fall and Spring semesters. The OFA processes checks and forwards them to the Student Accounts Office for disbursement to your student account. Be aware that UNCP cannot send billing statements to outside scholarship donors. If the donor requires a billing statement, please provide them with a copy of your bill. Please note that if a student with an outside scholarship withdraws from the University, UNCP will not return funds to the outside donor unless asked to do so by the donor or the student.

Terms of Your Financial Aid

- Students are awarded financial aid based on FULL-TIME enrollment status (12 hours) unless the student informs the OFA otherwise. Financial aid packages for students enrolled less than full-time may require adjustments. It is the student's responsibility to notify the Office of Financial Aid of his or her less than full-time enrollment status. Eligibility for awards varies with enrollment status. Students must be enrolled in an eligible program of study to receive any financial aid (student must be in a degree-seeking status to receive financial aid).
- If you receive any financial assistance from any source other than what is shown on your award notification, your financial aid package must be adjusted. The University of North Carolina at Pembroke reserves the right to change the content and amount of any student's financial aid package based on additional financial assistance received by the student at any point in the academic year.
- Your financial aid award is subject to change or may be adjusted at any point in the academic year due to The University of North Carolina at Pembroke's correction(s) and/or change(s) in federal/state appropriations. We routinely audit our financial aid files throughout the academic year to check for accuracy. UNCP reserves the right to make corrections to a student's financial aid information as needed and these changes may alter a student's Expected Family Contribution (EFC) or award eligibility and subsequently the financial aid package. In addition, please remember that changes in your EFC due to student's/parent's failure to report accurate information on the FAFSA will result in award revision(s) as well. UNCP reserves the right to adjust the content and/or the amount of the student's financial aid package based on the above conditions at any point in the academic year.
- If you make changes to your FAFSA after you have been awarded, your financial aid package may be adjusted in accordance with federal regulations at any point in the academic year. UNCP reserves the right to adjust the content and/or the amount of the student's financial aid package based on the above conditions at any point in the academic year.
- If you withdraw after the term begins, your financial aid package is subject to proration as set forth in the federal regulations. If, after the federally prescribed proration is calculated, we have to reduce your financial aid package, you may owe a balance on your account. This balance is your responsibility to pay, not UNCP's responsibility. Institutional aid (including scholarships) may be prorated if tuition charges are adjusted.
- Contents of the student's financial aid file are the property of the University of North Carolina at Pembroke Office of Financial Aid. These files are considered confidential information. Requests by the student to review his or her file must be made in writing. Requests by the dependent student's parent(s) to review the student's file must be made in writing, and the student must give his or her written consent to release the information. Once a request is received, UNCP has 45 days to make the requested information available for review. This review will take place in the Office of Financial Aid at a time convenient for the student, dependent student's parent(s) and the Office of Financial Aid. This review will NOT take place the same day the written request for review is received by the Office of Financial Aid. Requests by anyone other than the student and/or the parent(s) must be approved by the student. A "Student Consent Form to Release Information" must be completed by the student and submitted to the Office of Financial Aid. This policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 USC § 1232g and 34 CFR § 99.
- In the case of a divorced/separated student, the ex-spouse is not privileged to any financial aid information on the student.

- In the case of a divorced/separated parent of a dependent student, the non-custodial parent is not privileged to any financial aid information regarding the student unless that non-custodial parent's financial information was used to calculate the student's eligibility for financial aid.
- For the protection of the student, as well as the protection of the staff of the Office of Financial Aid, we will not release information regarding the student's financial aid package over the phone.
- Students must apply for need-based financial aid each year; financial aid awards are NOT automatically renewable. We cannot guarantee that the same level of funding will be available each academic year. Funding levels from the federal government, the state, and the University change each year. As a result, need-based financial aid packages may vary annually in content as well as total amounts from year to year. The Office of Financial Aid at UNCP reserves the right to change packaging policies annually.
- If your permanent home address changes at any time, it is your responsibility to notify the University of your change of address immediately. Since the Office of Financial Aid communicates with you via both postal mail and email, it is your responsibility to ensure the accuracy of the addresses.
- Students who leave the University through transfer, graduation, or any other form of leave are not entitled to the remaining eligibility of institutional aid/scholarships and will forfeit such remaining eligibility.
- Students attending the Summer term are eligible for financial aid based on remaining eligibility for the academic year. Federal funds, i.e., Student Loans, are based on an annual limit. If the annual amount has been utilized for previous terms (whether at UNCP or at other post-secondary schools), the student is not eligible for additional funding for the Summer term. The student must be enrolled in at least 6 hours during the Summer term to receive a student loan.
- Current year financial aid may not be used to pay prior year balances.
- Students with student loans who withdraw from school, must complete an Exit Interview before returning – even if the student returns the next term.
- Students and/or parents who report “No Income” on the FAFSA, or report an income that appears to be exceptionally low, are required to provide additional documentation. The student and/or parent will be contacted by the Office of Financial Aid regarding this need.
- The Financial Aid Office reserves the right to deny a student a loan – federal or alternative – based on specific federal guidelines. Students who have previously defaulted on a student loan may be denied on a case-by-case basis.
- Financial Aid will disburse to a student's account in the Bursar's Office following the completion of the “Drop/Add Period.”
- A student may NOT receive financial aid at two schools simultaneously. This is not allowed by federal law. Should this be discovered, aid may be removed at UNCP and the student will have a balance due to the Bursar's Office.

Cost Summary

A listing of direct cost can be obtained at the following link:

http://www.uncp.edu/co/tuition_fees/index.htm

Financial Aid Enrollment, Refund, and Repayment Policies

Enrollment Policy: To be eligible to receive need-based financial aid other than the Federal Pell Grant, a student must be enrolled at least half-time (6 hours) in a program leading to the receipt of a degree. A student who is enrolled less than half-time may be eligible to receive a Pell Grant as long as the student

is seeking their first baccalaureate degree. A student's financial aid award may be adjusted at any point in the term due to enrollment changes or noted errors on the part of the student/parent or institution.

Refund Policy after Official/Unofficial Withdrawals (Title IV Funds): To withdraw officially from the University, a student must complete an official withdrawal form in the Office of the Registrar or online. The date the Registrar's Office signs and approves the withdrawal form is the official date UNCP will use in the calculation of any tuition refund or refund to Federal student aid programs. Students who do not formally and completely withdraw are not eligible for a refund.

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing what must happen to your Federal financial assistance if you completely withdraw from school in any semester. If a student withdraws from UNCP, then the University or the student may be required to return some of the federal aid funds awarded to the student.

Title IV Funds (Federal): For those students who withdrew and are receiving federal funding, the refund policy of Title IV Funds (back to federal programs) is dictated by federal regulations governing Title IV financial aid programs. These programs must be refunded according to the calculations prescribed by federal regulations based on the date of withdrawal and percentage of time enrolled. Within 45 days of the date of withdrawal being determined, the amount of funding that must be returned to the Title IV programs will be calculated, and the student's financial aid award will be adjusted accordingly. This will occur within 45 days of the official date of withdrawal, or, in the cases of unofficial withdrawals (see below), the date that the school has determined the student has withdrawn. Students who have federal loans are required to complete exit loan counseling.

Non-Attendance/Unofficial Withdrawals: Students who register for classes, and do not attend at least one class session, are not eligible to receive any federal, state, or institutional funds. Students who attend at least one class, cease attending all classes, and do not officially withdraw from the University, are considered to have unofficially withdrawn and are subject to proration even if the school becomes aware of the lack of attendance at the end of the term or after the term has concluded.

Repayment Policy After Official/Unofficial Withdrawals: In the case of an official or unofficial withdrawal from the University, a student who receives a cash disbursement of Title IV financial aid funds may have to repay the University a percentage of those Title IV funds depending on the length of enrollment and the amount of financial aid awarded to the student. If, according to the federal calculations, a student has been "overpaid," the student will be required to repay the excess amount to the University for reimbursement to the federal programs.