

## POLICY

There are a variety of circumstances that may require an adjustment to a student's financial aid award. Students should understand how dropping and adding courses, receiving other aid, or corrections on their FAFSA will impact their aid. The following policy outlines the communication to students regarding adjustments to their financial aid and is published on the Student Financial Aid and Scholarships website:

### ***Enrollment Changes before the Semester Begins***

Your enrollment plans are key in the determination of your educational costs. Your Estimated Cost of Attendance is originally based on full time enrollment for each semester. If you are not enrolled full time for a semester your tuition/fees and books component of your cost of attendance will be adjusted to reflect your actual enrollment. This will lower your estimated cost and can impact your awards. Log on to MyTech for students to view your estimated cost of attendance.

### ***Dropping/Adding Courses***

- **Dropping/adding classes prior to the 12<sup>th</sup> class day for fall/spring terms or 4<sup>th</sup> class day for summer term:** If you drop/add classes prior to the 12<sup>th</sup> class day for fall/spring terms or 4<sup>th</sup> class day for each summer term, your financial aid will be revised based on the new level of enrollment. If you drop classes, **you may be required to repay some or all previously disbursed aid.**
- **Dropping classes after the 12<sup>th</sup> class day for fall/spring terms or 4<sup>th</sup> class day for each summer term:** If you drop courses after the 12<sup>th</sup> class day for fall/spring terms or 4<sup>th</sup> class day for each summer term, your eligibility for future financial aid may be affected. Review the [Satisfactory Academic Progress Policy](#) and the [Withdrawal/Failure to Attend All Classes Policy](#) and contact our office if you have questions.
- **Pell Grant:** amount is based on hours enrolled as of 100% refund period.
- **All other grants, Federal Work-Study, Perkins Loans:** if cancelled or reduced, reinstatement of this aid is subject to availability of funds at the time requested.

### ***Change in Class Level***

Undergraduate students who change from freshman to sophomore, or sophomore to junior status may be eligible to request a federal student loan increase after the semester in which their class status changes. (Note: Total student aid package may not exceed cost of attendance, so other aid such as the Parent PLUS Loan may be reduced to accommodate the increase in student loan.)

### ***Receiving Other Aid***

Students should report any outside aid not included on their award letter through the Scholarship Office.

If our office receives notice at any time that a student is receiving scholarships, tuition assistance/fee waivers, graduate fee waivers, 3rd party payments or any other form of aid, we are required to reevaluate the original financial aid offered. We make every attempt to reduce loans first, but in some cases we must replace other need-based aid such as grants or work-study.

### ***Corrections to the FAFSA***

When our office receives information that does not match what was reported on the FAFSA, we are required to make corrections. The student or parent may also realize that an error was made or that there is an update needed to the FAFSA information. If our office receives corrections, we may request documentation to verify this information. Once the information is updated on the FAFSA an adjustment to the student's award may be necessary.

### ***Change to In-State or Out-of-State Status***

Out-of-State students who are granted in-state status, due to receipt of a competitive scholarship or etc., may receive an aid adjustment if they were awarded at the out-of-state status since tuition costs are less.

For questions about In-State or Out-of-State Status:

- Students are encouraged to check with the Admissions Office.