

**FINANCIAL AID
AWARD GUIDE
Delaware State University
2011-2012**

Office of Student Financial Aid
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Dover, DE 19901
www.desu.edu

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OFFICE OF STUDENT FINANCIAL AID

Located in the Lobby of the Administrative Building
Hours: 9 a.m.-4 p.m., Monday-Friday

Phone: 1-302-857-6250
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Website: www.desu.edu/ Click on the "Financial Assistance" link.
E-mail: faid@desu.edu

Delaware State University recognizes the importance of offering financial aid to students and offers various types of financial support to cover tuition, fees, and additional educational and living expenses. The Office of Student Financial Services (Financial Aid) seeks to bridge the gap between the costs of attending Delaware State University and the student's resources. This booklet is designed to help you understand the financial aid process and your award notification. You will find descriptions of the aid you may be offered, how to receive this aid, how to maintain your eligibility for this aid, and situations that can cause your aid to be adjusted. This guide does not represent all policies regarding financial aid at Delaware State University. For additional information, visit the financial aid section of Delaware State University's website at www.desu.edu. Follow the "Financial Assistance" link. Contact the Office of Student Financial Services if further assistance is needed. The Financial Aid staff is available to assist students on an individual basis. No appointment is necessary.

STUDENT RIGHTS AND RESPONSIBILITIES

You have the right to know the following:

- all available aid programs
- program application deadlines
- aid distribution methods, the policies and the financial resources considered when calculating aid
- the extent your financial need was met
- the University's refund policy
- University standards for satisfactory academic progress and what happens if you don't meet them
- the amount of grant aid
- if the aid includes loans then:
 - how much must be repaid
 - the interest rate(s)
 - pay back procedures
 - the length of time to repay
 - the time repayment must begin

Your responsibilities are:

- Complete all application forms accurately and submit them on time.
- Provide correct information. Misreporting of information on financial aid application forms is a violation of the law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.

- Return all additional documentation, verification, corrections, and any new information requested by either the Financial Aid Office or to the agency to which you submitted your application.
- Read and understand the forms you are asked to sign. It is also your responsibility to retain a copy for your records.
- Accept responsibility for all agreements that you sign.

HOW WE DETERMINE YOUR ELIGIBILITY FOR AID

COST OF EDUCATION BUDGETS

Cost of education budgets are estimates of the expenses incurred by students during a nine-month academic year. These budgets include direct institutional charges (tuition, fees, and on-campus room and board) and estimates of indirect expenses (transportation, books, supplies, miscellaneous living expenses, and off-campus room and board).

2011-2012 UNDERGRADUATE COST OF ATTENDANCE for Out of State Student

Tuition and Fees	\$15,052
Housing (on campus)	\$ 6,676- traditional dorm
Meals (on campus)	\$ 3,572- 19 meals
Books and Supplies	\$ 1,500
Total	\$26,800

2011-2012 UNDERGRADUATE COST OF ATTENDANCE for In State Student

Tuition and Fees	\$ 7,056
Housing (on campus)	\$ 6,676- traditional dorm
Meals (on campus)	\$ 3,272- 19 meals
Books and Supplies	\$ 1,500
Total	\$18,504

EXPECTED FAMILY CONTRIBUTION (EFC)

The US Department of Education, which processes the Free Application for Federal Student Aid (FAFSA), determines a student's expected family contribution (EFC) by analyzing the income and asset data reported on your FAFSA. The EFC represents an estimate of money you and your family are expected to contribute toward educational expenses for the academic year before you can be considered for need-based aid. The amount you actually pay may differ.

For example, an EFC of zero does not necessarily mean a student will have no out of pocket expenses for his educational costs. It means that he is eligible to receive the maximum amount of need-based financial aid for which he qualifies without his family having to contribute to the cost of attendance first. If his friend has an EFC of 1000, then she and her family would be expected to contribute \$1000 to her cost of attendance before her need based financial aid eligibility could be determined. The EFC does not necessarily have to be paid directly by a student's family; it can be satisfied through loan programs, such as the Direct Parent PLUS loan.

FINANCIAL NEED

Your financial need is the difference between your cost of education and your EFC.

For example:

Cost of Education \$26,800

Expected Family Contribution - 8,485

Financial Need \$18,315

If a student's Cost of Education is greater than her Expected Family Contribution, she will have some financial need. Even though her need might not be high enough to qualify her for federal, state, and institutional grants meant for the neediest of students, she will still qualify for other need-based programs such as low interest student loans.

Delaware State University offers need-based aid to students who show financial need. According to federal guidelines, your total need-based aid and outside resources cannot exceed your calculated financial need. Need-based aid includes Federal Work-Study, Federal Perkins loans, Federal Direct Subsidized Stafford loans, and need-based federal, state, and Delaware State grants. Outside resources include Delaware State University tuition remission, employer tuition benefits, veterans' benefits, vocational rehabilitation benefits, non-service fellowships, and private, state, and Delaware State Merit scholarships.

Please understand that Delaware State University cannot always provide enough aid to cover every student's full financial need. Students who do not demonstrate financial need may be eligible to borrow non-need-based student loans and may be considered for merit-based scholarships by the Delaware State University Admissions Office.

SPECIAL CIRCUMSTANCES

Your eligibility for aid is based on the income and asset data you report on your completed FAFSA. If your income has decreased or if you have other special financial circumstances that were not taken into account, you may qualify to have your financial need recalculated. For information about which types of circumstances qualify for recalculation, please request a Professional Judgment Fact Sheet from the Office of Student Financial Services or print the appropriate form from the financial aid section of the Delaware State University website [www.desu.edu/Click on "Financial Assistance"](http://www.desu.edu/Click on \).

GRANTS AND AID PROGRAMS

OVERVIEW

To be considered for federal, DSU Advantage, or state-sponsored aid programs, you must submit a FAFSA to the processors by the March 15 priority filing deadline. Please see below for enrollment requirements for each type of award. Student loans must be repaid. Grants, scholarships, and work-study earnings do not need to be repaid.

FEDERAL PELL GRANT

The Federal Pell Grant is a need-based grant available to first-degree undergraduate students who have a very low EFC.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

To be considered for the FSEOG grant, students must qualify for the Federal Pell Grant and must have met Delaware State University's priority filing deadline of March 15. Funds for the FSEOG are limited; not all eligible students will receive the award.

INSPIRE SCHOLARSHIP

The Inspire Scholarship is available to Delaware high school graduates with excellent credentials to attend Delaware State University. The intent of this program is to offset the cost of tuition, thereby increasing the number of Delawareans who attend college and complete degree programs. The scholarship program is subject to available funds appropriated by the Delaware General Assembly. Inspire scholarship recipients must continue to make excellent academic progress toward a degree and must complete at least ten hours of community service per semester.

A student must be admitted and attend classes at Delaware State University no later than the fall semester immediately after the student's graduation from a Delaware public or non-public high school.

To be eligible for the Inspire Scholarship program, a student must satisfy Delaware residency requirements as set forth in Delaware State University's residency policy and be enrolled full-time on a degree-seeking basis. Students with a disability must comply with Delaware State University's academic accommodation policy.

A student must graduate from a Delaware public or non-public high school with a minimum cumulative grade point average (GPA) of 2.75 or higher on a 4.0 scale as indicated on the student's official high school transcript. Home-schooled students will abide by the same standards as public and non-public Delaware high school graduates.

The student must not have been convicted of any felony, and the student and parent/legal guardian or relative caregiver must certify such fact. If a student has felony charges pending, the student and parent/legal guardian or relative caregiver will sign a certification that if the student is convicted of a felony, the student, parent/legal guardian or relative caregiver will notify the Office of Financial Aid at Delaware State University, and the student will no longer be eligible for the Inspire Scholarship.

A student must satisfy admission standards as determined by Delaware State University and must be enrolled in a degree-seeking program.

A student must complete 10 hours of community service, as defined by the institution, per semester.

A student must submit the Free Application for Federal Student Aid (FAFSA The DSU school code is 001428), and accept all appropriate forms of financial aid for which the student is eligible including, but not limited to, the Federal

Pell Grant, financial aid programs administered by the Delaware Higher Education Commission, and financial aid programs administered by Delaware State University, **except for loans**. If other forms of financial aid (not including loans) cover full tuition, the Inspire Scholarship will NOT be awarded. If financial aid funds do NOT cover full tuition, the Inspire Scholarship will be awarded to cover the difference up to the maximum of \$3,000 per year.

All students should apply for financial aid by the priority deadline date of March 15 of each year. Students meeting the March 15 priority the number of eligible scholarship recipients exceeds funding appropriated by the Delaware General Assembly.

A final official academic transcript must be received by the Office Admissions at Delaware State University no later than June 30 of each year to verify graduation and final cumulative GPA.

DSU ADVANTAGE GRANT

To be considered for the DSU Advantage grant, applicants must not have a prior bachelor's degree, must be a first time college freshman, having graduated high school during the 2010-2011 academic year, must have met Delaware State University's priority filing deadline of March 1, and must demonstrate financial need. Students eligible for need-based DSU Advantage grant are automatically considered for these awards based upon the filing of the FAFSA by the priority deadline and enrolling as full time students. No separate application is required. These funds are limited and are a first come, first serve basis. These grants are renewable based upon maintaining need and a 2.0 GPA. Platinum, Gold and Dash scholars are not eligible for this grant.

DELAWARE HIGHER EDUCATION STATE SCHOLARSHIPS AND GRANTS

The Delaware Higher Education Commission (DHEC) offers and administers a variety of state scholarships and grants. Scholarships are the most common types of awards received by Delaware State University students. Students must be Delaware residents and have submitted a FAFSA to the processors by April 15 to be considered for most State of Delaware scholarships and grants. In addition, students must demonstrate financial need and/or academic merit. For more information, please contact DHEC at 1-302-577-5240 or visit the website at www.doe.k12.de.us/dhec.

DELAWARE STATE UNIVERSITY SCHOLARSHIPS

The Delaware State University Admissions Office awards first-year merit-based scholarships such as the Platinum, Gold and Silver scholarships to out of state students and Dash scholarships to first year in state students. Financial need is not a factor in determining eligibility for merit-based awards. These scholarships are automatic based upon the rigorous high school program, GPA and SAT/ACT scores. Delaware State University uses institutional funds to award these scholarships. These scholarships are limited and are awarded on a first come first serve basis. For further detail see Delaware State University's web site at www.desu.edu/scholarships, follow the "Financial Assistance" link and then "Scholarships". There is information on scholarships for in-state and out-of-state students.

FEDERAL WORK-STUDY

A Federal Work-Study (FWS) award gives students the opportunity to earn wages through on campus employment with an eligible FWS employer. Funds are not credited to the student's account. Students will receive biweekly paychecks for hours worked, and these earnings do not have to be repaid. Hourly wage rates depend on the student being an undergraduate or graduate. To be considered for FWS, students must demonstrate financial need and funds available to award. For priority consideration, students must meet Delaware State University's priority filing deadline and **not** be an incoming freshman. Please note that students are not guaranteed jobs on campus. FWS recipients must seek job opportunities. For more information on FWS, visit the Delaware State University web site.

FEDERAL LOAN PROGRAMS

FEDERAL PERKINS LOANS

Students who demonstrate significant financial need and meet Delaware State University's filing priority deadline might be considered for a Federal Perkins loan. If a student accepts a Federal Perkins loan award, he or she will be sent a Federal Perkins loan Master Promissory Note. The loan is interest free while the student is enrolled in school at least half time in a degree-granting program. The interest rate during repayment is fixed at 5%. Repayment begins nine months after the student leaves school or drops below half-time status. The maximum repayment period is 10 years. Funds are limited and are on a first come first serve basis.

FEDERAL DIRECT STAFFORD LOAN PROGRAMS

Federal Direct Stafford loans are available to students who meet federal aid eligibility requirements, submit a FAFSA, and are enrolled at least half time status each semester. Undergraduates must be enrolled in 6 credits to be considered part-time, Graduate students must be enrolled in a minimum of 3 credits. Students who demonstrate financial need may be eligible for Federal Subsidized Stafford loans. Students who do not demonstrate financial need may be eligible for a Federal Unsubsidized Stafford loan.

A .5% origination fee will be deducted from all Federal Direct Stafford Loans each semester by the government. Any new Stafford loan borrowers are required to complete the Federal Direct Stafford Loan Master Promissory Note and Entrance Counseling at www.studentloans.gov. The Master Promissory note is the document that binds the agreement between the borrower and the government concerning the repayment of loan funds. Entrance counseling allows the new borrower to become familiar with the Stafford loan process and repayment.

SUBSIDIZED DIRECT FEDERAL STAFFORD LOAN TERMS

The interest rate for Subsidized Direct Federal Stafford loans borrowed this year is fixed (i.e. will never change) at 3.4% for Undergraduate students and at 6.8% for Graduate students. The interest rate may change on loans borrowed in subsequent years, but will not exceed 8.25% and will always be fixed. The federal government pays the interest while the borrower is in school and during the grace period. Repayment begins 45 days after the grace period ends. The grace period begins six months after you leave school or drop below half time status.

UNSUBSIDIZED DIRECT FEDERAL STAFFORD LOAN TERMS

The interest rate for Unsubsidized Direct Federal Stafford loans borrowed this year is fixed at 6.8% for Undergraduate and Graduate students. The interest rate may change on loans borrowed in subsequent years, but will not exceed 8.25% and will always be fixed. Borrowers are responsible for the interest from the date of disbursement. The interest payments can be deferred while you are in school. **Dependent students may borrow the Independent student unsubsidized loan amount if the parent is credit denied for a parent PLUS loan.** See the loan limits chart below for yearly amounts.

For more information on the Subsidized and Unsubsidized Direct Loan Program, visit <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

DIRECT FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

Parent(s) of dependent students enrolled at least half-time are eligible to apply for a Federal Direct Parent PLUS loan. The loan is subject to credit approval. If the loan is approved, the government will automatically deduct a 2.5% origination fee from the loan each semester. Parent(s) may borrow up to the full cost of education minus any financial aid. The FAFSA must be completed in order to process a PLUS loan application. The interest rate for loans borrowed this year is fixed at 7.9%. The interest rate may change on loans borrowed in subsequent years, but will not exceed 9% and will always be fixed. The borrower is responsible for the interest that begins accruing 10 days after the date of disbursement. Repayment begins within 60 days of the last disbursement, unless deferred. Deferments are not granted based on a student's enrollment and must be requested by the parent at the time of application. A new application is required each year a parent wishes to borrow a PLUS loan.

For more information on the Direct Parent PLUS Loan Program, visit <http://studentaid.ed.gov/PORTALSWebApp/students/english/parentloans.jsp>

DIRECT FEDERAL PLUS LOAN FOR GRADUATE STUDENTS

Graduate and professional degree students can borrow a Direct Graduate PLUS Loan to help cover their own education expenses. The terms and conditions applicable to PLUS Loans for parents also apply to PLUS Loans for graduate and professional students.

Graduate students must complete the FAFSA. Also, a graduate student must exhaust his or her eligibility for Federal Subsidized and Unsubsidized Direct Stafford Loans for the year before Graduate PLUS funds can be applied to his or her account.

For more information on the Direct Graduate PLUS Loan Program, visit <http://studentaid.ed.gov/PORTALSWebApp/students/english/PlusLoansGradProfstudents.jsp>

Federal Stafford Loan Limits	Annual Limits
Dependent Undergraduates	Subsidized Total (subsidized &

		unsubsidized)
First Year (0-29 earned credits)	\$3,500	\$5,500
Second Year (30-59 earned credits)	\$4,500	\$6,500
Third Year & beyond (60+ earned credits)	\$5,500	\$7,500
Independent Undergraduates (and dependents whose parents are unable to borrow under the Parent PLUS program)		
First Year (0-29 earned credits)	\$3,500	\$9,500
Second Year (30-59 earned credits)	\$4,500	\$10,500
Third Year (60 - 89 earned credits)	\$5,500	\$12,500
Fourth Year (90+ earned credits)	\$5,500	\$12,500
Fifth Year	\$5,500	\$12,500
Graduate & Professional Students	\$8,500	\$20,500

	Aggregate Limits	
Dependent Undergraduates	\$23,000	\$31,000*
Independent Undergraduates (and dependents whose parents are unable to borrow under the Parent PLUS program)	\$23,000	\$57,500
Graduate & Professional Students	\$65,500	\$138,500

A dependent student is any student who is an undergraduate, under 24 years of age, unmarried, has no dependents, and is not a veteran. All other students are considered independent.

**Dependent students may borrow a total loan amount of up to \$57,500 during their undergraduate course of study if their parents are denied for a PLUS loan.

FEDERAL DIRECT STAFFORD AND FEDERAL DIRECT PLUS LOAN APPLICATION PROCESS

All loans are processed for the entire academic year with half of the requested amount being applied to fall semester and half being applied to spring semester. Students and parents can apply for Federal Direct Stafford loans and Federal Direct PLUS loans online through the www.studentloans.gov web site.

Please borrow wisely. Borrow only what you need to cover your educational and living expenses for this academic year. If you choose to borrow less than you are offered, you will be eligible to request the remaining funds later in the semester. Requesting additional loans should be submitted at least 30 days before the last day of classes. Please remember to:

- | Set a realistic budget and stick to it.
- | Exhaust all alternatives before borrowing.
- | Borrow what you need for the year, not the semester.
- | Understand the features and benefits of your loan.
- | Stay in touch with your servicer and the Office of Student Financial Services.
- | Try to avoid interest accrual when taking an unsubsidized loan.
- | Keep records of all correspondence with your servicer.
- | Contact your servicer about payment options if you can't make a payment.

Verification

Verification is a process in which a student's school confirms the accuracy of the data reported on your FAFSA. Your school has the authority to request all documentation that it deems necessary to support income and other information that you reported on the FAFSA. Delaware State University will verify all student applicants who are selected for verification by the US Department of Education. Delaware State University also has the right to select additional applicants for verification based upon discrepancies noted by an aid officer. If a student is selected for verification, he must comply with all requests for documentation; failure to comply will result in termination of financial aid eligibility.

Verification will be completed prior to awarding and disbursing financial aid. Sometimes, if a student is not initially selected for verification, but makes changes to his or her FAFSA, he or she will be selected for verification after the changes are processed. If this happens, and the first disbursement of financial aid has already occurred, verification must be completed prior to the subsequent disbursement. All of the funds from the first disbursement can be removed from the student's account, but will be reinstated after the verification is successfully completed. If a student is selected for verification after financial aid has been processed, but before it is disbursed, the pending disbursement will be cancelled until verification is completed. Any time a student is selected for verification, or his or her financial aid award changes as a result of a late selection for verification, he or she will be notified in writing. New, incoming students will receive this notification, called a tracking letter, in the mail. Returning students will receive tracking letters at their Delaware State University email address.

The tracking letter will contain the following information:

- Documentation needed to complete verification
- Timeframe in which the student must submit the requested documentation
- Repercussions of submitting documents past the above-mentioned timeframe
- Notification that changes will be made to the FAFSA by the Financial Aid Office on behalf of the student
- Notification that the student cannot be awarded until verification is completed
- Timeframe in which a student should be awarded after verification is completed (generally 25 business days).

If a student was selected for verification after an award offer was generated, the letter will explain her award has been cancelled pending verification. She

will receive notification of a new award within the timeframe specified after verification is completed.

All verification documents must be submitted within 10 business days from the date of the tracking letter. If the 10 days pass without any contact from the student, no financial aid will be processed and the file will be closed. A student may, at any time while still enrolled but at least 25 days prior to the last day of enrollment, submit the verification documents to complete the verification process. If a student's file has been closed due to a failure to submit documents within 10 days of the tracking letter, he must submit a written request to have his file reactivated along with all of the necessary documentation. However, all corrections to the FAFAS as well as the certification of federal loans must be completed before the last day of class. Any student who submits verification documents within the last 25 days of enrollment must meet with a financial aid officer to have the verification process completed.

The Financial Aid Office will make the corrections for the student unless those corrections require a student or parent signature or changes to the social security number of the student or parent. The student will be informed via a tracking letter to make signature and/or social security number corrections. An award letter will be generated upon completion of the verification process. A cover letter to the award will detail the completion of the verification process and the fact that an updated Student Aid Report will be generated to the student.

It is Delaware State University's policy to keep a student from being in overpayment situation and will return the student's portion of the grant payment if possible. However, when an overpayment situation is unavoidable, the Financial Aid Office will report the overpayment directly to NSLDS.

YOUR AWARD NOTIFICATION

YOUR FINANCIAL AID AWARDS

Most initial awards are based on the assumption that you will be enrolled full-time during both semesters. If you will be enrolled part-time, see the chart below. The amount and type of aid you are offered is based on several factors: your financial need, whether the FAFSA processors receive your applications by Delaware State University's priority filing deadline of March 15, and the availability of funds. For more information about how financial need is determined, see page 4.

FINANCIAL AID STUDENT TRACKING SYSTEM

We assume that you accept all aid offered unless a specific award is declined. Students must decline financial aid that they do not want by submitting a signed award letter. New, incoming students will receive award letters in the mail; returning students can access their award letters through their myDESU account.

IF YOU RECEIVE AID FROM SOURCES NOT LISTED ON YOUR AWARD NOTIFICATION

You must report all aid or resources you expect to receive that are not already listed on your award notification. This includes Delaware State University tuition remission, non-service fellowships, Delaware State Scholarships, private

scholarships, vocational rehabilitation benefits, veterans' benefits, and employer tuition benefits.

AWARD TERMS AND CONDITIONS

Before any financial aid can be disbursed to your student account, you must agree to the following terms and conditions in the financial aid section of your myDESU account.

Financial aid awards are based upon full-time enrollment. If you choose to enroll in less than 12 credits (undergrad) or 6 credits (grad) per term, your aid could be reduced. **Your financial aid file is considered incomplete until you accept these terms and conditions. No financial aid funds will be disbursed to your account until the terms and conditions are accepted.** Please read the following terms and conditions carefully.

Please note: Making changes to your FAFSA can result in changes to your financial aid package and may delay the posting of awards to your account. Your award may be revised due to the addition of scholarships, grants or other aid. In most cases, excess scholarships or grants will not be issued back to students as a refund and all loans are processed for the full academic year, not one semester. Please visit the Award Guide in the "Financial Assistance" section of Delaware State University's web site at www.desu.edu for further conditions of your awards.

All awards are based on full time enrollment status and housing choice as reported on the FAFSA, availability of funds, and satisfactory academic progress, for returning students. Any student who fails to maintain the required minimum standards of academic progress or attend class may be subject to cancellation or reduction of their financial aid. If you withdraw at any time from the University, any future aid is cancelled. Please contact the Office of Financial Aid if you have any questions.

FINANCING OPTIONS

Alternative LOANS

Alternative Loans, also referred to as private Loans, are loans that you may secure in your name from a private lending institution. All private loans must be divided into two disbursements. It is the policy of the Office of Financial Aid at Delaware State University that alternative loans are processed for the full academic year. The first disbursement will be applied to the fall semester bill, and the second disbursement will be applied to the spring semester bill.

Private loan costs vary widely among programs. All alternative loans are subject to a credit check and most require a co-signer. Alternative educational loan programs traditionally offer higher interest rates and fees than federal loan programs. For a more detailed listing of private loans, please visit Delaware State University's web site at www.desu.edu, click on "Financial Assistance" and then "Alternative Loans". The Historical List of Alternative Loan Lenders on our web site is provided solely as a guide to assist you in selecting a lender that best fits your needs. Delaware State University does not endorse or recommend any lender on this list. You have the option of choosing a lender that is not on the list, however they must follow all of the policies,

procedures and requirements of the Office of Financial Aid. As always, we encourage you to use the links and compare the various products, in order to make the best informed financial decision.

We encourage you to avoid private loans unless you find yourself in any of these situations:

- You are unable to borrow federal student/parent funds because you do not meet federal eligibility requirements.
- You have exhausted federal loan options and need to borrow additional funds to meet the cost of education.
- You are willing to pay higher borrowing costs for a loan that can be deferred while you are in school.

MONTHLY PAYMENT PLAN

Delaware State University offers an alternative to lump-sum payments through a private payment plan company where families can spread payments over an annual or semester plan. For more information visit Delaware State University's web site at www.desu.edu. Click on "Financial Assistance" and then "NBS Monthly Payment Plan".

HOW YOUR AID WILL BE DISBURSED

FEDERAL DIRECT STAFFORD LOAN DISBURSEMENTS

Federal Direct Stafford loans paid out in two disbursements; half of the borrowed amount is paid out in the fall semester and half in the spring semester. If you do not attend both semesters you will only be disbursed half of your yearly eligibility in any one semester. The US Dept of Education will transfer loan funds electronically to Delaware State University. These funds will be credited directly to your student account.

All first-time Federal Direct Stafford loan borrowers are required to complete loan entrance counseling and a Federal Stafford Master Promissory Note (MPN). Please visit www.studentloans.gov for more information on how to complete both requirements.

GRANTS, SCHOLARSHIPS, AND FEDERAL PERKINS LOANS

Financial aid funds will not be disbursed until you have enrolled in the required number of credits and all required forms have been received and processed. Most grants, scholarships, and Federal Perkins loans can be credited directly to your student account if you are enrolled full-time. Students who enroll part-time will have their aid revised after the end of the add/drop period for each semester.

FEDERAL WORK-STUDY (FWS) AWARDS

Typical FWS awards range from \$800 to \$3500 per year. Students should work for only one FWS employer and are not allowed to work more than 40 hours in a two-week pay period. By accepting a FWS award, the student accepts the responsibility of finding employment on campus. FWS students will receive biweekly paychecks for the hours worked. Current job openings are listed on the website at www.desu.edu; select "Financial Assistance" and then click on "Work

Study Job Postings". Note: Receiving FWS is just the first step—each student must actively seek FWS employment on campus. It is the student's responsibility to monitor their earnings. If a student works an average of 20 hours a week for the entire academic year, the student will exhaust their award before the end of the academic year. The 20 hours per week is a maximum not the standard. If the student requires a set bi-weekly amount, the total dollars must be divided by the rate of pay; this result is then divided by the number of weeks in the academic year. The result is the average number of hours allowable for the entire academic year. For example, Jake has a Federal Work Study award of \$3500, his rate per hour is \$7.15; Jake can work 489.51 hours in the academic year. If the academic year is 30 weeks; divide the 489.51 by 30. The result is approximately 16 hours per week for the entire academic year. If Jake works up to 20 hours per week, he can only work a total of 24 and a half weeks because he will have earned his \$3500 award and he can no longer be employed under the Federal Work Study program.

REMAINING CHARGES AND FINANCIAL AID REFUNDS

Any charges that remain after all financial aid is applied must be paid by the billing statement due date. The Billing Office will send a refund to students whose accounts have a credit balance after the add/drop period within 14 days. Delaware State University does not refund Institutional or State of Delaware Funding. If you have a credit balance due to Institutional or State of Delaware Funding, your award amount will be decreased accordingly.

RETAINING YOUR AWARDS

MAINTAINING REQUIRED ENROLLMENT

To retain each type of award, you must maintain enrollment for the required number of credits with regular or pass/fail grading options through the end of the add/drop period. Dropped, audited, wait-listed, and retroactively dropped courses cannot be counted toward required enrollment. The following awards will be prorated for part-time enrollment:

Award Required Percentage Enrollment of Award

Federal Perkins Loan 9+ credits 100%

6-8 50%

0-5 0%

FSEOG Grant 12+ credits 100%

9-11 75%

6-8 50%

Federal Pell Grant 12+ 100%

9-11 75%

6-8 50%

1-5 credits 25%*

* Full-time Federal Pell Grants of \$375 or less per semester may be canceled for part-time enrollment.
Most other awards will be canceled if you do not attempt required enrollment.

Award Required Enrollment

Federal PLUS Loan 6 credits
Federal Stafford Loan 6 credits
Federal Work-Study 6 credits
Delaware State Advantage Grant 12 credits

WITHDRAWING, DROPPING, CANCELING, OR AUDITING CLASSES

It is extremely important that you speak with the Office of Student Financial Aid before reducing your enrollment or changing your course-grading options to audit. Your awards will be canceled or reduced if you fail to maintain the required enrollment. Courses that are audited, canceled, dropped, or retroactively dropped do not count toward required enrollment levels.

REQUIRED ENROLLMENT

A withdrawn course that receives a "W" can still be counted toward required enrollment levels for the following types of aid: Federal Pell Grant, FSEOG, Federal Work-Study, Federal Perkins loan, Federal PLUS loan, Federal Stafford loan, repeated failure to complete attempted courses can lead to a violation of the satisfactory academic progress policy. Please review this policy in the academic catalog before withdrawing from any courses. However, if a student receives a full semester of "W" grades, there may be a return of federal funding calculation performed that reduces the federal awards.

SATISFACTORY ACADEMIC PROGRESS

The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving federal financial aid. Delaware State University makes its standard applicable to all federal, state and institutional funds. The satisfactory academic progress applies to all terms regardless of whether financial aid was received. Satisfactory academic progress will be evaluated for all students (full- or part-time) annually (at the end of each first summer session). Students re-admitted must also meet the Satisfactory Academic Progress standards to receive financial aid.

Definition

Satisfactory Academic Progress, SAP, is a process to review a federal aid recipient's academic record and compare it to defined criteria. The following defines when the review occurs, the criteria of the review, how the review occurs, and consequences of the review.

When SAP is Reviewed

The academic records of all Title IV aid recipients are reviewed annually at the end of the first summer session, which is a payment period, to determine compliance with the qualitative (GPA) and quantitative (# of credits earned) component of satisfactory academic progress regulations. Any student who is not making satisfactory academic progress at the annual review will not be eligible for aid during the next enrolled payment period. For example, a student not making satisfactory academic progress at the end of the first summer session will not be eligible for Title IV aid for the second summer session that immediately follows the first summer session where academic progress was reviewed. This requirement is different from a non-Title IV recipient who may enroll in the next summer session or semester without intervention of an appeal.

SAP GPA CRITERIA

Grade Point Average Requirement

Undergraduate students must meet the minimum cumulative DSU grade point average (excludes transfer work) (see below chart of required hours and GPA). Please note, any student who has been enrolled for four semesters, whether the enrollment is consecutive or not, must obtain a 2.0 cumulative GPA at the end of the fourth semester. All grades except "W" grades are counted in the cumulative GPA calculation except a repeat course. In the repeated course, only the higher grade will be factored into the cumulative GPA. Please note that Title IV aid restricts recipients from receiving funds for the same course more than twice.

GPA Chart

Hours Attempted	Cumulative Grade Point Average
1-29	1.70, but 2.0 after 4 semesters
30-59	1.80, but 2.0 after 4 semesters
60-89	2.00
90-120	2.00

Delaware State University's SAP calculation will include all hours attempted, including classes from which a student withdrew and received a grade of "W". Undergraduate students must strive to complete all of their attempted starting credit hours each academic year. Students are required to earn 24 credits each academic year for full-time status, 12 credits for half-time status and 6 for less than half-time status.

Graduate students must meet the minimum cumulative DSU grade point average (excludes transfer work) requirement of 3.00 by the end of their second full semester. In addition, all graduate students must earn 67% of their hours attempted, and must not exceed 150% of the hours required for degree completion. There is a one-time only appeal procedure for the graduate student. A formal written letter of explanation must be written to the Office of Academic Enrichment no later than the drop for non-payment date for the semester in which the student is applying for Federal Financial Aid. Graduate students must attain a 3.0 at the end of that semester to remain eligible to receive Federal Financial Aid preceding the appeal.

The following types of grades cannot be used to fulfill financial aid probation, suspension, or re-matriculation requirements: credits by audit or special examination, grades earned from advanced placement or CLEP exams for which prior approval was not obtained; withdrawal or incomplete grades; and grades earned with zero credit.

SAP Hours Completion Criteria

Students must progress toward their education goal by earning credits at Delaware State University at the minimum rate. Courses in which students receive an "F", "W" or "FW" grade do not count as earned hours but will count in the attempted hours as well as repeated courses. Only courses in which students receive grades of "A," "B," "C," or "D" count as earned hours. Audit course work does not count. Prior to receiving a disbursement of financial aid for the semester numbered in the first column of the chart, the student's cumulative credits earned at Delaware State University must total at least the number listed in the column marked Full Time which describes the enrollment status for the semester prior to the current semester. For example, if a student is entering in the fall semester after completing one academic year prior and was enrolled full time for that prior semester, then the student is entering his or her 3rd semester. The chart below details the number of credits required to have complete after the semester listed in column one. If you are not meeting the minimum required, you are not meeting the Satisfactory Academic Progress progression requirements and would be required to submit an appeal with an explanation of why you are not meeting the progression requirements and what you will do in the next semester to meet the requirements.

Progress Chart

Number of Completed Semesters	Minimum Number of Credit Hours That Must be Earned	Percentage Completion Rate Per Semester	Attempted Number of Credit Hours Per Semester
1 -Year 1	9	60%	15
2	18	60%	30
3 -Year 2	27	60%	45
4	36	60%	60
5 -Year 3	53	70%	75
6	63	70%	90
7-Year 4	74	70%	105
8	84	70%	120
9-Year 5	95	70%	135
10	105	70%	150
11- Year 6	116	70%	165

12	126	70%	180
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SAP Maximum Hours Limitation Criteria

Students may only receive aid until they reach the maximum hours limit. The limit is 150% of the hours required for the program of study. For example, if the typical bachelor’s degree requires 125 credit hours, the limit for maximum attempted hours would be 187.5. Hours accepted by DSU in transfer are included in the maximum hour limit. Required hours for a specific program of study are found in the Undergraduate or Graduate Catalogs. Students who have completed all the course work for their degree or certificate but have not yet received the degree or certificate are no longer eligible for financial aid for that program. Students with dual majors or students who change their majors are subject to the same hours limit; there are no exceptions.

How SAP Review Occurs

Students will be put on probation at the end of the first summer session, upon annual review, if they fail to meet the minimum number of credit hours or the required GPA. The probationary period will extend until the student meets the required SAP standards. Students are not eligible for aid during the probationary period, unless an approved appeal exists.

Automatic Termination of Aid Eligibility

Failure to meet special requirements of satisfactory progress imposed by the SAP Review Committee, default on a federally funded student loan or failure to repay a grant overpayment will result in automatic termination of aid eligibility. Students who withdraw and/or are suspended from the University two consecutive semesters of attendance will have their aid eligibility terminated.

Re-Establishing Aid Eligibility

Before aid eligibility can be re-established, students must complete the minimum requirements outlined above in their attempted coursework, have a 2.0 GPA and be removed from University academic probation, which is different than the Title IV probation. Financial aid will not be available during this period. It is the responsibility of the student to inform the Financial Aid Office when reinstatement requirements are completed.

Repeat Courses

Title IV aid restricts recipients from receiving funds for the same course more than twice. Students who have withdrawn or failed a course more than twice must include within the appeal process a written explanation of why they must repeat a course.

SAP Appeal Procedure

Students may appeal the SAP decision regarding financial aid probation or suspension status by submitting a completed Undergraduate Petition for Reinstatement of Financial Aid Eligibility to the Office of Academic Enrichment. Undergraduate students may appeal three times over the course of completing their first Bachelors degree.

Students placed on financial aid suspension due to insufficient GPA or credits must submit: the Undergraduate Petition for Reinstatement of Financial Aid Eligibility form.

Students de-matriculated (academically dismissed) who have been re-admitted to DSU, must submit: the Undergraduate Petition for Reinstatement of Financial Aid Eligibility form within 10 calendar days from reinstatement.

Students, who fail to achieve satisfactory academic progress due to mitigating circumstances, should submit: the Undergraduate Petition for Reinstatement of Financial Aid Eligibility form. The Undergraduate Petition for Reinstatement of Financial Aid Eligibility form should contain an explanation of what caused the progress issue, an outline of future goals and any supporting documentation attached.

The Undergraduate Petition for Reinstatement of Financial Aid Eligibility form appeal must be submitted by the deadline contained within the denial letter to the Office of Financial Aid. Late appeals will be reviewed on a case by case basis and may be held until the next semester for approval. The Undergraduate Petition for Reinstatement of Financial Aid Eligibility form can be found by accessing the DSU web site.

**Mitigating circumstances would include extreme illness or injury, family crisis, or additional credits earned from incomplete courses.

Examples of the SAP calculation:

Grade Scale:

A=4

B=3

C=2

D=1

"W", "F", "I" count with no letter grade

Hours for classification:

0-29 Freshman

30-59 Sophomore

60-89 Junior

90-120 Senior

Student A:

Fall Semester - Takes 12 Hours

3 Hours	A	(4) x 3 = 12
3 Hours	D	(1) x 3 = 3
3 Hours	C	(2) x 3 = 6
3 Hours	B	(3) x 3 = 9
12 Quantitative hours		30 Qualitative Points

Divide 30 by 12 = 2.50 GPA; Student is making SAP

Student B: (Two year review)

Fall Semester - Takes 12 Hours

3 Hours	D	(1) x 3 = 3
3 Hours	D	(1) x 3 = 3
3 Hours	C	(2) x 3 = 6
3 Hours	B	(3) x 3 = 9
12 Quantitative hours		21 Qualitative Points

Divide 21 by 12 = 1.75 GPA

Spring Semester - Takes 12 Hours

3 Hours	A	(4) x 3 = 12
3 Hours	F	(0) x 3 = 0
3 Hours	D	(1) x 3 = 3
3 Hours	D	(1) x 3 = 3
Attempt 12 hrs/earned 9 hrs		18 Qualitative Points

Divide 18 by 9 = 1.50 GPA

For the year - student attempted 24 hrs/earned 21 hours w/ 1.62 cumulative GPA

This student is not making SAP at the end of the first year (SAP status at end of year one is "not meeting SAP" since the GPA is not at least a 1.70 even though earned credits is greater than 18) and would be on academic probation according to University academic standing policy going into the third semester. Student would be required to submit an appeal, be approved to receive aid for the third semester.

Year two- third semester:

Fall Semester - Takes 12 Hours

3 Hours	F	(0) x 3 = 0
3 Hours	D	(1) x 3 = 3
3 Hours	C	(2) x 3 = 6

3 Hours	F	(0) x 3 = 0
Attempt 12 hrs/earned 9 hrs		9 Qualitative Points

Divide 9 by 6 = 1.33 GPA

This student's cumulative GPA would be a 1.33 which would put the student into a suspension status and require them to request reinstatement into the spring semester. Since the student is suspended, the student would need to request an appeal to receive aid for the spring semester if the University granted them enrollment. Student is below the GPA requirement but progression is within requirements.

Spring Semester - Takes 12 Hours

3 Hours	A	(4) x 3 = 12
3 Hours	D	(1) x 3 = 3
3 Hours	C	(2) x 3 = 6
3 Hours	B	(3) x 3 = 9
Attempt 12 hrs/earned 12 hrs		30 Qualitative Points

Divide 30 by 12 = 2.50 GPA

Cumulative GPA: Divide 78 Qualitative points by 48 attempted hrs = 1.69 GPA

This student has attempted 48 hours, completed 39 hours which is within the progression chart. However, the GPA earned by this student of 1.62 is below the 1.8 cumulative GPA required as indicated on the GPA chart. In addition, the student has also been enrolled for (4) four semesters and is below the 2.0 cumulative GPA requirements; therefore, this student would not make SAP for this semester. Student would need appeal to receive aid but this student would be recorded as not making SAP twice and if an appeal is granted, the student only has eligibility for one more appeal as an undergraduate. The student could attend without the benefit of Title IV aid and once meeting the SAP requirements would be eligible for aid.

Any of the students above who are not making SAP can appeal but must be able to provide evidence of mitigating circumstances in their appeal to regain eligibility; or these students must obtain a 2.0 GPA before they regain their federal aid eligibility.

NCAA Academic Requirements

National Collegiate Athletic Association guidelines are slightly different than the Federal Student Aid guidelines. All student undergraduate athletes are required to maintain 12 credit hours of enrollment per semester. The following details NCAA requirements.

Freshmen must complete at least 24 credit hours during their first academic year, from August to August. Remedial hours may count in the first year, if documented by testing; however, these hours do not count towards percentage.

The cumulative GPA required is a 1.80; summer credits can be applied to the GPA and the percentage.

Sophomores must declare a major and complete 40% of the credit hours in their declared major by the end of the sophomore year. The cumulative GPA required is a 1.90.

Juniors must complete 60% of the credit hours in their declared major and attain a cumulative GPA of 2.00.

Seniors must have completed 80% of the credit hours in their declared major and attain a cumulative GPA of 2.00

ANNUAL REAPPLICATION REQUIREMENT

Federal and institutional need-based aid is not automatically renewed. You must file a FAFSA for every academic year during which you want to receive aid. The FAFSA must be completed and received by the processor by March 15th for every academic year of enrollment in order to receive the best consideration.

ALL AWARDS ARE SUBJECT TO CHANGE

All financial aid awards are subject to change. The most common reasons for adjusting aid include insufficient enrollment and over-awards due to receipt of aid from other sources such as tuition waivers or outside scholarships. Awards may also be reduced or canceled due to the discovery of changes or inaccuracies in any of the information on which your award was based, or failure to complete follow-up steps, maintain degree-seeking status, make satisfactory academic progress, or comply with other federal or institutional aid regulations. Some scholarships may be reduced or canceled for failure to maintain grade point average requirements.

SPECIAL ENROLLMENT OPTIONS

ONE-SEMESTER ATTENDANCE

We must reevaluate your eligibility for aid if you will attend Delaware State University for only one semester of an academic year due to graduation, deferral of enrollment or other reasons. Please notify us as soon as possible so we can notify you promptly of any adjustments.

PERMISSION TO ENROLL AT ANOTHER INSTITUTION Consortium Agreements

It might be possible to take courses at another institution while receiving financial aid from Delaware State University. In order to qualify, you must have a combined enrollment of at least six credits and approval from your academic advisor. To apply, complete a Consortium Agreement, available from the Office of Student Financial Aid or online at Delaware State University's web site www.desu.edu and click on "Financial Assistance" link and then "Forms and Publications". The Consortium Agreement must be signed by the host school and Delaware State University's Registrar before it can be submitted to the Office

of Financial Aid. If the request you submit is approved, we will disburse limited aid to your account and you will be responsible for paying the tuition at the other school.

STUDY ABROAD

You may apply your standard financial aid awards toward Delaware State University-sponsored semester or yearlong study-abroad programs. However, if you study abroad through another U.S. institution for credit, only Federal Pell grants, Federal Stafford loans, or Federal PLUS loan funds may be available. A Consortium Agreement must be signed by host school and the Registrar in order for the money to be disbursed to host school. For more information about the Study Abroad process, see our web site "Forms and Publications". You may also want to make an appointment with a Financial Aid Officer to discuss all financing options.

ADDITIONAL RESOURCES

Check with churches, clubs and civic organizations in your area. Have your parents ask their employers if they offer scholarships. Consult your local library for reference materials pertaining to scholarships, including newspapers and magazines.

Use the internet. There are many FREE web sites offering scholarship information. Here are just few:

FASTWEB: www.fastweb.monster.com

Thurgood Marshall: www.thurgoodmarshallfund.org

Education Planner: www.educationplanner.com

Scholarship America: www.scholarshipamerica.com

College Answer: www.collegeanswer.com

United Negro College Fund: www.uncf.org

Scholarship Experts: www.scholarshipexperts.com

College Board Fund Finder www.collegeboard.com/student/pay/

Scholarship Resource Network Express- www.srnexpress.com

FinAid on the Web- www.finaid.org

GoCollege: The Collegiate Websource- www.gocollege.com

Never pay a fee for scholarship information. Be aware of deadlines.

LOCATING SOURCES OF PRIVATE SCHOLARSHIPS

Search your local library's scholarship resource books and the Internet. Also, you should contact every group, club, union, church, business, sorority, fraternity, and other associations with which you or your family has some connection. Many of these organizations offer scholarships to members, employees, and their children. Due to regulations to prevent students from being over-awarded need-based aid, recipients of outside scholarships or additional resources may have their Delaware State Advantage grant adjusted. The Office of Student Financial Aid maintains an outside resource scholarship notebook that contains information on a variety of public and private scholarships. To review this book, please visit the Student Financial Services office in the Administrative Building.

Reporting Scholarship Scams and Suspected Financial Aid Fraud

Check the legitimacy of a financial aid organization. A few web sites to help with the review:

U.S. Department of Education-

www.studentaid.ed.gov/students/publications/lisa/index.html

Federal Trade Commission-

<http://www.ftc.gov/bcp/conline/edcams/scholarship/index.shtml>

Better Business Bureau- www.bbb.com.