

Financial Aid Terms & Conditions

Awards may be cancelled or reduced at any time by the Office of Financial Aid if students are found to be ineligible or receive other types of aid that affect their current award. If a student is found to be ineligible, the student is responsible for repayment.

ALL students are responsible for reading and adhering to the Satisfactory of Academic Progress (SAP) policy. The SAP policy can be found in the Middle Georgia State University (MGA) catalog, and on the Office of Financial Aid's webpage at https://www.mga.edu/financial-aid/docs/forms-2021/SAP/20-21_MGA_SAP_Policy.pdf

CHARGES

Federal regulations require that institutions provide available financial aid funds to students to pay student account charges. When a student becomes eligible for aid, they will be able to log onto SWORDS, where they will be asked to select how their funds are applied. Students may choose to allow funds received through financial aid awards (grants, loans, and scholarships) to pay **ALL** charges incurred at MGA. These charges may include tuition & fees, bookstore charges, traffic fines incurred on campus, library fines, returned check charges, etc. Please direct any questions regarding authorization to the Bursar's Office.

ENROLLMENT REQUIREMENT

All student funds will be disbursed after the 'no show' process is completed each term. Students are advised that enrollment in sessions beginning later in the term may delay their aid disbursement as attendance cannot be confirmed until those classes have begun. Any funds remaining after the balance has been deducted can be issued to the student as a refund. You may contact the Bursar's Office for refund options such as a Bank Mobile card. If we are notified of late enrollment changes, or if you are reported as not attending classes by the Registrar, the Office of Financial Aid is required to review your financial aid for accuracy. Adjustments may be made before and/or after your financial aid has disbursed and you are responsible for any balance due on your account.

BOOKSTORE CREDIT

A bookstore credit **MAY** be available in MGA's bookstore at the beginning of each term when students have a credit balance. This credit may be used to purchase books and supplies from the bookstore. Charges at the bookstore will be deducted from the student's credit balance each term. Please **NOTE:** a student loan must be processed, and a Master Promissory Note (MPN) and Entrance Counseling must be on record with the Department of Education before it can be used to determine a bookstore credit for a student.

TRANSIENT STUDENTS

Students who participate in consortium agreements, such as transient students attending other institutions, must note that consortiums for transient students are NOT considered payment. MGA CANNOT guarantee your payment at other institutions via consortiums, nor does MGA recognize consortiums as fee payment. Our students attending other institutions as a transient student must complete and submit a consortium agreement and a completed Transient Permission form to the Office of Financial Aid. No future aid will be disbursed until the official transcript from the host

institution has been received and posted to your MGA account. Not all coursework can be considered for transient study. MGA only participates in consortium agreements for transient study with other University System of Georgia (USG) institutions. ***HOPE/Zell Transient students must complete the Hope and Zell Miller Transient Form and submit Transient Permission Form from the Registrar's Office to Financial Aid.***

STUDY ABROAD

Students traveling in the Study Abroad Program may **NOT** have aid disbursed early. Students needing funds prior to the term's disbursement are advised to see their Financial Aid Advisor. Students receiving aid specifically for Study Abroad Programs are liable to repay any funds received if they do not travel as expected.

TRANSCRIPTS

Transcripts from prior schools are required for all degree seeking students. Failure to submit all records may result in the loss of your award.

LOANS

- Students accepting Stafford Loans **MUST** be verified in attendance and enrolled at least half time.
- Half-time enrollment for undergraduate, provisional graduate, and post baccalaureate students is six (6) credit hours.
- Half-time enrollment for regular graduate students is 4.5 graduate level credit hours.
- ALL undergraduate students who have earned 60 or more credit hours, post baccalaureate, and graduate students are required to be following an eligible program of study to receive a Stafford loan.
- Loans **CANNOT** be certified past the last day of the term for which the loan is requested.
- Student loans can be cancelled by notifying the Office of Financial Aid, in writing, of intent to cancel the loan. The loan must be cancelled within 14 days of receipt of the first disbursement to have the institution return the funds; otherwise, the student will be responsible for returning the funds to their lender.
- First year, first-time borrowers are required per federal guidelines to wait 30 days after term start date before loan funds can be disbursed to accounts.
- Federal regulations require two equal disbursements for "one term" only loans processed. The first disbursement occurs at normal term disbursement date, but the second disbursement must be after mid-point of the term.

COST OF ATTENDANCE

You will **NOT** be awarded more than your Cost of Attendance. Your Cost of Attendance includes tuition and fees, housing, books, and other related expenses. Charges for your tuition and fees are determined by MGA and the Board of Regents. If your charges are not correct or if they have changed due to your status (i.e., changed from living on campus to living off campus), please contact the Office of Financial Aid to ensure you are being awarded correctly. You **MUST** notify us in writing of any change in your Cost of Attendance before we can reassess your award.

FREEZING HOURS

Enrollment hours at the University are locked (or frozen) at a designated census date each semester to ensure proper reporting of enrollment and accuracy of aid awarded. Students must register for all courses in that semester before the census date to have pro-rated aid adjusted. Coursework added after this date will not be eligible for an adjustment/increase of the student's award. Students cannot get their Pell Grant increased if they register after hours have been frozen. They may, however, be able to have loans processed due to the increase of their enrollment status.

REPEAT COURSEWORK

Students may only receive aid funds for one repetition of previously passed coursework.

LEARNING SUPPORT

Only 30 attempted semester hours of remedial classes can be funded by Title IV. After 30 hours, those credits cannot be counted towards your enrollment status. Most state aid programs will not fund remedial coursework at all.

SUMMER FINANCIAL AID

If you wish to receive Stafford loans, Pell Grant, and/or HOPE Scholarships for summer, complete the Summer Application available in Campus Logic. This application must be submitted to the Office of Financial Aid by the appropriate deadline for processing.

WITHDRAWALS (Official & Unofficial)

When a student officially withdraws, takes a leave of absence (LOA), or does not earn any passing grades for the semester (unofficially withdraws) eligibility for the financial aid that already disbursed may be affected. Financial aid is given at 100% upfront assuming the student will complete the semester; any student receiving federal financial aid and who has officially/ unofficially withdrawn or taken a LOA is required to go through a Title IV Calculation. The Title IV Calculation determines how much of the federal aid you received was earned; and how much, if any, needs to be returned to the Department of Education.

RESOURCES

If you receive any additional funding that is not included in your financial aid awards (i.e., a private scholarship, vocational rehabilitation assistance, tuition waivers, employee tuition assistance, etc.), an adjustment of your financial aid may be required because of the additional funding. The Office of Financial Aid will reduce your loans before reducing any need-based award in your financial aid package.