

## **Packaging Title IV Policy**

### ***PURPOSE***

The mission of the Financial Aid Office is to provide a financial package to cover the difference between the student's budget and the amount revealed by his or her official need analysis. Current students and prospective students are urged to file an application for financial aid early and follow-up on any additional information needed to make an award. The College's Financial Aid Office, which is located on each Campus, is available to assist with the application process.

The Office of Financial Aid at Florida National University (FNU) attempts to meet your financial needs with a combination of all aid funds for which you are eligible, providing you with a financial aid package.

### ***POLICY***

It is the policy of FNU to award student financial aid based on criteria established by the federal government. Procedures are established to ensure compliance.

### ***PROCEDURES***

A review of the following information is made prior to awarding federal financial aid. Most of this review is conducted internally. Discrepancies are resolved by a Financial Aid Officer.

- Citizenship status or permanent resident status
- High school diploma, GED, or ability to benefit (prior to 7/1/2012)
- Admitted into a degree-seeking program, diploma, or certificate
- Satisfactory Academic Progress
- Not in default or in repayment on any Title IV financial aid program
- Transfer monitoring status update
- Selective Service Registration status (if applicable)
- Aggregate loan award amounts

Determine the appropriate student budget to be used:

- Residency (living off campus or with parents)

Determine financial need as determined according to the packaging formula.

Verification Review (where applicable).

Students that have not submitted all requested information (where applicable) will be sent a "Missing Information Letter" advising him/her that the financial aid process will be delayed until all requested information has been received.

The Financial Aid Office includes any outside assistance the applicant reasonably anticipates receiving when packaging Title IV funds for eligible applicants.

### ***Procedures for Complying with Criteria for Each Federal Aid Program When Awarding Federal Aid***

**Federal Pell Grant** – Most of the information necessary to determine Pell grant eligibility is available on a student's FAFSA. Once the information has been verified, and the student's enrollment status and budget have been entered into FNU's financial aid software program, a Pell grant will automatically be calculated by the software and packaged into the student's awards. Pell awards and adjustments to Pell awards are reported to the Department of Education through the FAME's software, FAME will reported to the federal Common Origination and Disbursement (COD) website, and through files sent to COD via the same FAME-ESP software. Students who transfer to FNU from another school are placed on transfer monitoring with NSLDS so that multiple school disbursements can be avoided or corrected. Notices of potential duplicate payments are sent to FAME, and upon receipt of such a notice, the Financial Aid Officer contacts the other school to resolve the conflict.

**Federal SEOG**—(See FNC's FSEOG Policy.) The information necessary to determine FSEOG eligibility is found on a student's FAFSA. A selection set has been set up in FAMME-ESP to identify students who are FSEOG eligible and, as long as funds are available, an FSEOG grant will automatically be calculated by the software and packaged into the student's awards. (See Packaging Procedure, above.)

**Subsidized and Unsubsidized Direct Loans**—If a student indicates that he/she is interested in Direct Loans, and if the student meets the eligibility requirements for a student loan, then loans are automatically packaged into the student's awards. The Financial Aid Office checks the student's FAFSA and if necessary, the National Student Loan Data System to be sure the student is not in default and has not exceeded loan limits.

Before disbursing a loan the FA office will document in the student's file that a completed "**Master Promissory Note for Direct Loans (MPN)**," has been submitted to the Dept. of Education.

If a student is in default on a previous loan, federal aid, including a Stafford or Direct Loan, will not be awarded until FNU receives a letter from a qualifying agency attesting that the student is no longer in default, or until the NSLDS indicates that the student is no longer in default.

To accept, decline or change the amount of the loans that FNU has packaged, the student must fill out the award letter online on the student portal and the Director of Financial Aid will receive the confirmation through the CampusVue system.

### ***General Appeal for Student Financial Aid Recipients***

The Office of Financial Assistance provides all students who have applied for financial aid the right to pursue an appeal under a recognized procedure. Students covered by this policy are all regular full and part-time students who have applied for financial aid at Florida National University. The appeal process must follow these steps:

1. A student aid applicant who has cause for appeal shall first meet with the Financial Aid Officer at their particular Campus and/or another member of the financial assistance staff.
2. If the action taken by the Office of Financial Assistance is not satisfactory, the student shall have the right to a final appeal to the Director of Financial Aid.

A student who has been suspended due to lack of academic progress may reapply to Florida National University after being out of school for one term. At that time, the student's academic records will be evaluated to determine if it is possible for an acceptable cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds. Therefore, should funding still be required, alternative financing must be arranged for re-enrollment.

Florida National University may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. These include serious illness or injury of the student or serious illness, injury, or death of the student's immediate family. A student requesting an appeal must submit a written request to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed to enter the College only at the beginning of a semester (term A) for one additional semester to meet the required standards and will be eligible for Title IV funds.

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