

## **FINANCIAL AID AWARDS**

**Financial Aid funds are provided by federal, state, public, private and institutional allocations and are therefore subject to changes and/or late awarding. The TTU Financial Aid Office reserves the right to change its commitment to you accordingly. Your award is based on the actual receipt of funds from these sources. Any Work Study or Perkins Loan money that is offered and not accepted by the student in 21 days MAY BE CANCELED.**

**Adjustments to aid after it is awarded** — Changes to your original award may be made at any time. Reasons for adjustments include, but are not limited to, change in enrollment status, additional aid received from other sources, and non-attendance of classes. Original awards for undergraduates are based on the assumption that you will be a full-time student and three-quarter-time if you are a graduate student. If you enroll for less than 12 credit hours as an undergraduate or less than 6 hours as a graduate student, some types of aid may be reduced or cancelled. **If you drop credit hours, stop attending class, or withdraw from all classes during the semester, you may be required to repay a part of the money you received.** Full-time status is 12 credit hours or more if you are an undergraduate student and three-quarter-time is 6-8 credit hours if you are a graduate student (excluding audit courses). **Remember, if a student's financial aid is adjusted for part time and the student then adjusts hours to full time, it is the student's responsibility to contact our office for aid to be adjusted.**

**Federal Subsidized and Unsubsidized Direct Loans** — You must be enrolled for at least 6 semester hours to receive a loan (5 hours if you are a GRAD level student). If you have not received a Direct Loan at TTU in the past, you must complete two steps after accepting your loan online. **Entrance Counseling** is required by federal law and may be completed on-line using your federal PIN number at <https://studentloans.gov/myDirectLoan/index.action>. If you have never had a Direct Loan before, you will need to go to <https://studentloans.gov/myDirectLoan/index.action> and complete the Electronic Master Promissory Note. Follow the instructions given on the web-site to complete your promissory note and be sure to enter TTU as your university.

### **TO RECEIVE FINANCIAL AID**

You must accept or reject each type of financial aid in an OFFERED status. All financial aid (except Federal Work Study) is credited to the student's account if the award has been accepted. Loans will not credit to your account if a Promissory Note and/or Entrance Counseling are needed and have not been completed in a timely manner. Federal Work Study dollars are earned monthly and paid on a monthly basis.

We will communicate with you concerning awards, adjustments, and various reminders through our campus e-mail system during the academic year when you are enrolled. Financial aid is disbursed on regular registration day (which is always the day before classes start) for each semester. If your aid is more than your charges and you have signed up for Direct Deposit, your excess aid will be directly deposited into your account

on or after Regular Registration Day. If you will receive your excess aid by paper check, you will receive it shortly after the term begins.

PLUS and Alternative Loans will show on the student's account once the process has been completed and funds have been approved by the federal government for PLUS loans and the lender notifies us for Alternative Loans. If the student's account has been paid in full, EXCESS AID will be available to student or parent (as designated by your PLUS application) on regular registration day or as funds are processed.

**Outside Scholarships**—If you receive any scholarship letters from local organizations (civic or corporate), send a copy of that letter to the Financial Aid Office as soon as possible. Be sure your name and Tech ID Number (T#) are on the letter. **Credit will not actually be posted to your account until the check is received in the Financial Aid Office.** If you receive a check from one of these organizations, sign it “For Deposit Only” with your signature and Tech ID Number (T#) and mail it to our office. You will receive a credit on your account—one-half of the amount each semester. Financial aid already awarded may have to be adjusted.

#### **CONFIRMING ENROLLMENT**

**Be sure to pay your fees or confirm your 2012 SPRING enrollment by the January 18, 2012 deadline.**

**You can check your student account via Eagle Online ([www.tntech.edu/eagleonline](http://www.tntech.edu/eagleonline)) using your T# (Tech ID) and Tech PIN number.**

Amounts due must be paid in full via the web using a VISA, American Express, Mastercard, Discover Card, or E-check, or directly to the Business Office. If you are interested in our deferred payment plan for fall or spring (additional fee applies), please visit [www.tntech.edu/bursar/deferred](http://www.tntech.edu/bursar/deferred) or call the Business Office at (931) 372-3311 with deferred payment questions. Even if you have a credit balance, **you must still confirm your enrollment via Eagle Online.** Failure to confirm your enrollment will result in a cancellation of your pre-registered schedule, and you will have to re-register during regular registration.

#### **EXCESS AID**

Students who have a complete financial aid file and credit balance due to excess financial aid can have the funds directly deposited to their bank account on or after regular registration day (see [www.tntech.edu/bursar](http://www.tntech.edu/bursar) to download the authorization form) or can receive an excess aid check shortly after the term begins.

#### **POLICIES GOVERNING FINANCIAL AID**

To be eligible to receive financial aid, you must be enrolled as a regular degree-seeking student in an eligible program of study while making Satisfactory Academic Progress and

not be in Default on a student loan or owe a Repayment of Title IV Federal Financial Aid.

Initial awards are based on expected full-time enrollment for undergraduates and three-quarter-time for graduates. Certain types of aid will be reduced if the student does not register for at least 12 credit hours as an undergraduate and 6-8 credit hours as a graduate.

**\*If the student later adds hours, it is his/her responsibility to notify Financial Aid personnel. Awards will be reviewed at the student's request\*.**

**Students who drop a course without a grade or stop attending class may have their financial aid reduced. Faculty will provide a date of last attendance with all grades of "F."**

Please note the Refund Policy on the Bursar's website ([www.tntech.edu/bursar/refund](http://www.tntech.edu/bursar/refund)). Any refund due a financial aid recipient (as determined by the policy) shall be credited back to financial aid funds according to federal rules, with the exception of Federal Work Study.