

STUDENT RESPONSIBILITIES...

- **Report outside resources** to the Office of Financial Aid. This would include all offers of financial assistance from any other source (i.e. scholarships, Voc Rehab, WIA, or fee reductions of any kind).
- **Report changes in your enrollment.** When determining your eligibility for aid, we award you assuming you will attend full-time (see enrollment requirements below). The Pell grant amounts will be adjusted each time you drop and add classes between the disbursement date and the Census Date (Census Date: Fall semester – September 2nd; Spring semester – January 24th; Summer session – May 18th or your first day of classes, whichever is later). If you will NOT be attending full-time, please contact the Financial Aid Office to request a revision of your aid package.

Enrollment Status Requirements for Financial Aid				
	Full Time	¾ Time	½ Time	<Half Time
Undergraduate	12 credits	9-11 credits	6-8 credits	<6 credits
Graduate	9 credits	7-8 credits	5-6 credits	NA

- **Accept or decline your awards online.** Once you have logged into BengalWeb click on the “Finances” tab. Under the “My Financial Aid” channel click on “Accept Financial Aid Awards”. **Read** the instructions carefully, and then click on the other four tabs in sequence from left to right. Answer required Financial Aid Authorization Questions, review your award and complete the online acceptance process. Awards will not be disbursed if acceptance is not completed or if the Authorization Questions have not been answered. For additional instructions visit <http://www.isu.edu/tigeri/bengalweb/fa-awards.shtml>
- **College Work Study.** It is your responsibility to obtain a qualifying work study job. Employment may begin on the following dates:
 - Fall Semester.....August 15, 2011
 - Spring Semester.....January 2, 2012
 - Summer Session.... No Work Study Available
 - A complete listing of work study jobs is available in BengalWeb on the “Finances” tab. Locate the “Student Employment” channel and click on “Student and Work Study Jobs”
 - Or sign in to BengalJobs at <https://www.myinterfase.com/isu/student/>
- **Maintain Satisfactory Academic Progress.** If you fail to maintain the requirements as outlined in the Satisfactory Academic Progress Policy, you may be denied future financial aid. View the policy at <http://www.isu.edu/finaid/satpro.shtml>.

HOW TO GET YOUR MONEY...

Students who are registered for a term will receive by email (and in BengalWeb) detailed fee payment instructions approximately 6-8 weeks prior to the beginning of a term. In preparation for fee payment and financial aid disbursement, you will need to log into BengalWeb and click on the “Finances” tab. Under the “My Financial Aid” channel click on “Accept Financial Aid Awards”.

Follow the instructions found there to accept, decline, or reduce your aid and answer the two Financial Aid Authorization Questions. Authorization allows your financial aid to be credited to your account to pay institutional and non-institutional University charges. Any excess will be sent to you by direct deposit to your bank or mailed to you in a change check no earlier than 10 days prior to the semester start date. Fees are due by 5pm on the Friday before classes begin.

STUDENT LOAN BORROWERS TAKE ACTION...

ALL BORROWERS

- **Review your financial aid award online.** If you wish to decline or reduce a loan you will need to log into BengalWeb and click on the “Finances” tab. Under the “My Financial Aid” channel click on “Accept Financial Aid Awards”. See “**Accept or decline your awards online**” above.
- **Review Plain Language Disclosure** for Direct Loans at <http://www.direct.ed.gov/dlplain.pdf>.

FIRST TIME BORROWERS – ADD’L REQUIREMENTS

- **Entrance counseling is required** for first time borrowers at ISU. Complete this at <http://www.StudentLoans.gov> or click on the link provided in BengalWeb on the “Finances” tab.
- **Master Promissory Note** must also be completed electronically at <http://www.StudentLoans.gov> or click on the link provided in BengalWeb on the “Finances” tab.

GRAD PLUS FIRST TIME BORROWERS – ADD’L REQUIREMENTS

- **Entrance counseling is required** for first time Grad PLUS borrowers. Complete this at <http://www.StudentLoans.gov> or click on the link provided in BengalWeb on the “Finances” tab.
- **Grad PLUS Master Promissory Note** must also be completed electronically at <http://www.StudentLoans.gov> or click on the link provided in BengalWeb on the “Finances” tab.

CRITICAL INFORMATION...

- **Repeated Coursework:** As of July 1, 2011, financial aid can pay for unlimited repeats of failed courses and for one repeat of a passed course. However, if a student is required to repeat an entire block of courses because he/she failed a course(s) in the block, financial aid cannot be paid for the repeated courses in the block. Ineligible repeated courses will be excluded from counting in the student’s enrollment for financial aid purposes.
- **If you use all your annual eligibility** in loans and Pell Grant during the regular academic year (fall/spring), there may NOT be any summer financial aid available to you.
- **Your required enrollment for Pell Grant** eligibility is evaluated at the time of disbursement and **reevaluated** on the Census Date. If you have received your grant money and then never attend a class or drop below the required number of credits for your enrollment status before the Census Date, you will have to repay all or a portion of your Pell Grant.
- **Full-time credits for financial aid and scholarship** purposes are twelve (12) credits for undergraduate students (9 grad credits for graduate students). An undergraduate student will be charged full time fees by the University starting at ten (10) credits. Fees for summer session are charged by the credit hour.

REPAYMENT OF STUDENT AID FUNDS...

You may be required to REPAY part or all of your financial aid if:

- **You withdraw** (officially, unofficially, or medically) from school or do not complete a semester. Please refer to ISU's refund policies related to "Return of Title IV Funds" at <http://www.isu.edu/finserv/titleIVfunds.shtml>.
- **You have received your Pell Grant** and then never attend a class or drop below the required number of credits for your enrollment status before the Census Date.
- **Your award was made on the basis of inaccurate** or incomplete information (financial or otherwise).
- **An error existed in determining your eligibility** for aid or the amount of your award.
- **You do not comply with the responsibilities** of financial aid applicants/recipients.