

## 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 for classes.** When determining your eligibility for aid, we considered your enrollment status as reported on your FAFSA. Changes could affect your financial aid. Your money cannot be released if your preregistered credits are less than your expected enrollment.

### Enrollment status requirements for financial aid

	Full Time	3/4 Time	1/2 Time	<Half Time
Undergrad	12 cr	9-11 cr	6-8 cr	<6 cr
Grad	9 cr	7-8 cr	5-6 cr	NA

- ❑ **Report changes in resident status.** Changes could affect your financial aid award.
- ❑ **Respond to the *TranPay* document mailed to you by the Cashier's Office.** (The office is located in the Administration Building - (208) 282-3000.)
- ❑ **College Work Study.** It is your responsibility to obtain a qualifying work study job. Employment may begin on the following dates:
  - Fall Semester..... August 1, 2009
  - Spring Semester .... January 4, 2010
  - Summer Session ... No Work Study Available

Contact the Office of Financial Aid or visit the web at

[www.isu.edu/finaid](http://www.isu.edu/finaid)

for a complete listing of work study jobs available.

- ❑ **Maintain Satisfactory Academic Progress.** If you fail to maintain the requirements as outlined in the Satisfactory Academic Progress Policy, you will be denied future financial aid. For complete information on the Satisfactory Academic Progress Policy please go to [www.isu.edu/finaid](http://www.isu.edu/finaid)

If you preregistered for classes in advance, you will be sent a **TranPay (Transfer Request/Authorization Form)**. This document identifies your tuition/charges, financial aid available and the balance to remit to ISU or the tentative change check amount to be returned to you. For priority processing, you should sign the **TranPay** document and return it to the **Cashier's Office**. This allows your financial aid to be credited to your account and any excess will be mailed to you. Change check mailings begin ten days before classes start each semester or five days before summer session. If you do not receive a **TranPay**, you will need to attend In-Person Fee Payment in the Pond Student Union Ballroom in Pocatello or in the Bennion Student Union Building in Idaho Falls prior to the start of classes. Questions about **TranPay** or In-Person Fee Payment should be directed to the **Cashier's Office** at (208) 282-3000 or [www.isu.edu/finserv](http://www.isu.edu/finserv). ISU requires that you pay fees or make arrangements for your fees to be paid in full a few days prior to the first day of the semester. **Your financial aid cannot be disbursed without your signed authorization (TranPay).**

## Student Loan Borrowers Take Action

### First Time Borrowers . . .

- ❑ **Review your award letter.** If you wish to decline or reduce a loan click on the link in your electronic award letter or go to [my.isu.edu](http://my.isu.edu).
- ❑ Go to [dlenote.ed.gov](http://dlenote.ed.gov) and complete the electronic promissory note or click on the link provided in your electronic award letter. You may also ask the Office of Financial Aid to provide you with a paper promissory note.
- ❑ **Entrance counseling is required** for first time borrowers at ISU. Click on the link provided in your electronic award letter or go to [www.dl.ed.gov](http://www.dl.ed.gov).

**Check with the Office of Financial Aid about summer Pell Grant availability.**

## Continuing Borrowers . . .

If you previously borrowed a Direct Student Loan, you are considered a "Continuing Borrower."

- ❑ If you want the loans as indicated on your award letter, they will appear on your **TranPay**. Upon receipt of your **TranPay**, sign and return to the Cashier's Office.

## First Time Grad PLUS Borrowers . . .

- ❑ **Are required to complete entrance counseling** for graduate student PLUS loans. Go to [dl.ed.gov](http://dl.ed.gov).
- ❑ Grad PLUS borrowers must complete a Grad PLUS promissory note. For the electronic promissory note go to [dlenote.ed.gov](http://dlenote.ed.gov) or click on the link provided in your electronic award letter.

If you want to **reduce** or **decline** the Federal Direct Loan(s), click on the link provided in your electronic award letter and indicate the amount you are requesting. You may also go directly to [my.isu.edu](http://my.isu.edu).

## Critical Information . . .

- ❑ **If you use all of your annual loan money** during the academic year, summer loans will NOT be available.
- ❑ **In Summer 2010 Pell Grants will be offered** to Eligible Students. The 'Summer Supplement' (application for summer financial aid) will be available March 1, 2010. Please see a counselor in the Office of Financial Aid for more information.
- ❑ **Your required enrollment for Pell Grant eligibility** is evaluated at the time of disbursement and **re-evaluated on the tenth day of classes.** 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 tenth day, you will have to repay all or a portion of your Pell Grant. (Fall semester, September 8th; Spring semester, January 25th; Summer session, first day of your classes.)
- ❑ **Full time credits for financial aid and scholarship purposes** are twelve (12). You will be charged full time fees starting at ten (10) credits. Fees for summer session are charged by the credit hour.

## Repayment of Student Aid Funds . . .

You could be required to repay all or a portion of the money received from any student aid funds if:

- ❑ **You withdraw** (official, unofficial or medical withdrawal) from school or do not complete a semester. Please refer to ISU's refund policies available at [www.isu.edu/finserv](http://www.isu.edu/finserv).
- ❑ **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 tenth day, you will have to repay all or a portion of your Pell Grant. (Fall semester, September 8th; Spring semester, January 25th; Summer session, first day of your classes.)
- ❑ **Your award was made on the basis of inaccurate or incomplete information** (financial or otherwise).
- ❑ **The Office of Financial Aid or the Cashier's Office has made an error** in determining your eligibility for aid or the amount of your award.
- ❑ **The Office of Financial Aid or the Cashier's does not have adequate funds** (federal, state, or institutional) to honor this commitment.
- ❑ **You do not comply with the responsibilities** of financial aid applicants and recipients.

[my.isu.edu](http://my.isu.edu)

is your web source for information regarding your financial aid. To speak with a financial aid staff member, call the Office of Financial Aid at 208-282-2756. In Idaho Falls, call 208-282-7800.