



OFFICE OF STUDENT FINANCIAL AID

University of Maryland Eastern Shore
Office of Student Financial Aid
Phone (410) 651-6172 - Fax (410) 651-7670
www.umes.edu/financialaid

Conditions of Awards

*Read this information carefully. It is your responsibility to familiarize yourself with these conditions as they relate to your financial aid. If you have any questions/concerns, please contact the **UMES Office of Student Financial Aid (OSFA)**.*

1. **ENROLLMENT** - All awards are made on the assumption that students will be registered for at least 12 semester hours. Students who register for 6 to 11 hours will have their awards reduced to reflect their part-time status. Students registered for less than half time will be ineligible to receive ANY loan funds. **NO REFUNDS WILL BE DISBURSED UNTIL THE STUDENT OFFICIALLY REGISTERS AND FUNDS HAVE BEEN RECEIVED BY THE UNIVERSITY.**
2. **PAYMENT OF AWARDS** - All funds are divided between two semesters, unless otherwise indicated. Students will receive half their aid each semester based on enrollment for the term. All financial obligations to the University must be met at registration. If aid received is not sufficient to cover the obligation to the University, the student must arrange to pay the balance. Students may contact the Office of Student Accounts for information concerning making tuition payment arrangements.
3. **STUDENTS MUST REPORT THE FOLLOWING TO THE UMES OSFA:**
 - ⇒ Changes in marital status, address (local or permanent), or phone number
 - ⇒ Change in on-campus or off-campus residency (awards subject to change)
 - ⇒ Increase or decrease of more than \$1,000 in parent and/or student and/or student's spouse income for the calendar year in which the award is given.
 - ⇒ Any off-campus employment or any additional awards (from the University or outside resources)
 - ⇒ Any concurrent enrollment at another institution
 - ⇒ Change in full-time or part-time status, or withdrawal from the University
4. **OVERAWARDS** - Students are allowed to receive need-based aid only in the amount of their financial need and total aid in the amount of their cost of attendance. Students who exceed their need and/or cost of attendance in financial aid must repay the amount over awarded, **regardless of the origin of the error**, upon notification from the OSFA. Failure to repay an over award will result in automatic suspension from all financial aid programs; the student will not be able to receive further funds until the over award is repaid (Higher Education Act of 1976).
5. **OUTSIDE AWARDS** - Students are urged to seek sources of financial aid outside the University. However, if a student does not receive outside assistance, the student is not guaranteed an increase in the financial aid award. Failure to notify the OSFA of any outside awards received may jeopardize future assistance.
6. **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)** - You must maintain satisfactory academic progress according to the Satisfactory Academic Progress Policy. A copy of the policy currently in effect, as well as guidelines regarding SAP for graduate and undergraduate students is located at: www.umes.edu/financialaid/SAP
7. Students who are admitted as **"Special" or "Non-Degree Seeking" students** (undergraduate or graduate) **are not eligible** to receive Federal Title IV student aid.

8. **FEDERAL PELL GRANT RECIPIENTS** - If your file is not completed 3 weeks prior to the end of the semester, including the return of all required documents, Pell grant funds will be awarded according to the number of hours earned rather than the number of hours for which you were originally enrolled.
9. **REPEATING A CLASS** – The Department of Education has established regulations which impact students who repeat courses. These repeat courses may impact financial aid eligibility and awards for Federal Title IV financial aid. The student can refer to the OSFA Repeated Coursework Policy at www.umes.edu/financialaid/RepeatCourse .
10. If your *financial status has changed* and you feel your financial aid application does not adequately reflect your current financial situation, contact a financial aid counselor.
11. *Awards based on false, misrepresented, or incorrect information* may result in the cancellation of all awards.
12. **Federal Perkins Loan recipients** are required to sign a promissory note with the Business Office (SDC, Comptroller’s Office) and participate in loan conferences and inform the OSFA of his/her withdrawal from the University.
13. **Federal Direct Student Loan recipients** are required to accept their awards via HawkWeb (please see instructions at the financial aid website www.umes.edu/financialaid/HowToRespond). First-time borrowers and transfer students are required to complete Loan Entrance Counseling online by signing into www.studentloans.gov with their Federal Student Aid ID (FSA ID) and selecting “Complete Counseling”.

A Master Promissory Note (MPN) must also be completed once the student has accepted their loan and the MPN is listed on their HawkWeb “To Do” list. If the student has recently borrowed federal student loans, either at UMES or at another institution, a new MPN may not be necessary.

All first time borrowers will experience at least a thirty (30) day delay in the receipt of funds.
14. **Parents who wish to borrow on behalf of a student** – To borrow under the Federal Direct Parent Loan for Undergraduate Student (PLUS) program, a parent must complete a PLUS loan application, have their credit approved by the Department of Education, and electronically sign a Master Promissory Note (MPN) before the loan will be credited to your account. The parent may apply online using his/her Federal Student Aid ID (FSA ID) at www.studentloans.gov by selecting “Request a Direct PLUS Loan”.

PLUS loans will not be considered in deferring any tuition balance until the PLUS promissory note has been completed. Parent refusal to borrow on behalf of any student does not increase student eligibility for other funds.
15. University policy requires that *all previous balances be paid* prior to enrollment or release of Academic Transcripts. Federal regulations restrict the use of federal financial aid for the payment of any charges other than current contracted tuition, fees, room and board, unless written permission is received from the student by the OSFA. Therefore, all previous balances must be paid from other resources or you may contact the OSFA to determine if alternative arrangements can be made. The OSFA is not authorized to defer delinquent charges.
16. The OSFA must consider *all* sources of financial assistance (including loans) in determining the eligibility for financial assistance. Aid awarded that was not considered in the initial determination will result in a recalculation of eligibility upon OSFA’s notification of the award(s). The student is responsible for repayment of any over award.
17. The OSFA reserves the right to limit the amount of a refund a student may receive from grant and/or scholarship aid, taking into account whether the student resides on or off-campus. Award adjustments will be made regardless of the source of an error or award.