

Middle Tennessee State University Overview of Financial Aid Information

THIS IS VERY IMPORTANT INFORMATION. It is an overview of standard policies and practices governing student financial aid; please read carefully. For more detailed information, you may visit our website at www.mtsu.edu/financialaid. If you have questions, contact the Financial Aid Office at (615) 898-2830.

Correspondence

- Students' MTSU email accounts will be the primary method used by the MTSU Financial Aid Office to communicate about financial aid. **It is important for students to check their email account frequently.**

Federal Eligibility Requirements

- Students must complete an online Federal Aid Authorization Form on RaiderNet. The Federal Authorization Form indicates which charges students authorize federal financial aid funds to pay.
- Students must be in a degree-seeking program or seeking teacher certification.
- A Free Application for Federal Student Aid (FAFSA) must be completed annually, and the results must be on file in the Financial Aid Office. We recommend the FAFSA be completed as soon as possible after January 1.
- The federal government randomly chooses students for verification, which is the process of verifying the accuracy of the data submitted on the FAFSA. Federal Tax returns, W-2 Forms and other documents may be requested. Federal/campus-based aid cannot be awarded until all documents are received and analyzed. Please allow 3-5 weeks for processing. The priority deadline for awarding campus-based aid (SEOG, Campus Work Study, or Perkins Loans) is March 1.
- Class attendance is required. Failure to attend classes may result in students owing funds to the U.S. Department of Education and/or MTSU.

Federal Direct Student Loans

- To be eligible for a Federal Direct Student Loan, students must be officially enrolled and attending at least half-time (6 hours for undergraduates and 5 hours for graduates) at the time of disbursement.
- All first-time borrowers at MTSU must complete Loan Entrance Counseling at <http://www.StudentLoans.gov>.
- All borrowers must electronically sign a Direct Loan Master Promissory Note (MPN) at <http://www.StudentLoans.gov>. Typically, the MPN is valid for up to 10 years.

Federal Direct Student Loans (Prerequisites, Additional Bachelor's Degree, Teacher Certification)

- Graduate students who are required to enroll in undergraduate courses to be accepted into a graduate program may qualify for Federal Direct Student Loans at the undergraduate level, provided they have not reached their aggregate undergraduate loan limits. If eligible, students may receive undergraduate Federal Direct Student Loans for their prerequisites for up to a maximum of 12 consecutive months. Before loans can be processed, students must provide a completed and signed copy of the [Request for Federal Financial Aid for Additional Coursework Form](#) and a letter from the academic department or graduate analyst indicating which courses are required as prerequisites. The required documents must be submitted to the Financial Aid Office.
- Students enrolled for an additional bachelor's degree may qualify for a Federal Direct Student Loan provided they have not reached their aggregate limit. Before loans can be processed, students must provide the Financial Aid Office with a completed and signed copy of the [Request for Federal Financial Aid for Additional Coursework Form](#) indicating the number of credit hours required for the additional degree.
- Students who have completed an undergraduate degree and are enrolled for the sole purpose of attaining teacher licensure may be eligible for Federal Direct Student Loans at the undergraduate level. To receive aid, students must be enrolled at least half-time in required teacher certification coursework. Before loans can be processed, students must provide a completed and signed copy of the [Request for Federal Financial Aid for Additional Coursework Form](#) and a copy of their Program of Study to the Financial Aid Office.

Satisfactory Academic Progress / Financial Aid Warning, Suspension, and Probation

- To maintain aid eligibility, federal regulations require that all federal financial aid recipients maintain satisfactory academic progress toward a degree. MTSU complies with this requirement by monitoring each aid recipient's cumulative GPA, completion rate, and maximum time limits for the completion of a degree.

Cumulative GPA

- To be eligible for financial aid, undergraduate and graduate students' cumulative GPA must meet at least the minimum requirements indicated in the undergraduate and graduate catalog, respectively.

Completion Rate

- Students must earn an "overall combined" 67% of cumulative attempted credit hours, including withdrawals, incompletes, courses repeated, and courses receiving non-passing grades, i.e., "N," "U," "W," "I," or "F."

Time Limits

- The maximum time for the completion of a first undergraduate degree is limited to 150% of the program's published length, usually 180 credit hours. Maximum hours include all hours from MTSU and transfer hours from other universities/colleges attended, even if financial aid was not awarded for those courses.

FINANCIAL AID WARNING

- Students who are in "Financial Aid Good Standing" will be placed on "Financial Aid Warning" if their completion rate becomes less than the required 67%. During the semester that students are in a "Warning" status, they remain eligible for financial aid. Students will change from a "Warning" status to a "Financial Aid Suspension" status if a cumulative "overall combined" 67% is not earned by the end of the "Warning" semester.

FINANCIAL AID SUSPENSION

- Students who were previously placed on "Financial Aid Warning" and did not achieve 67% of their cumulative "overall combined" attempted credit hours will be **suspended** from eligibility for federal grants, loans, federal work-study employment, and Tennessee Education Lottery Scholarships.
- Students may appeal financial aid suspensions if sufficient documentation can be provided to justify why satisfactory progress was not made. Please refer to the Satisfactory Academic Progress section on our website for more details.

FINANCIAL AID PROBATION

- Students who have a suspension appeal approved will be placed on "Financial Aid Probation" and will be eligible for financial aid. To maintain eligibility, they are required to earn 75% of their attempted credit hours for each semester until regaining a "Good Standing" status ("overall combined" 67% or above).
- Students who enrolled in the 2011 Fall semester in a "Probation" status will be allowed to continue on probation (in some cases, without a financial aid appeal) as long as they continue to maintain a passing rate of 75% each semester until regaining a "Good Standing" status ("overall combined" 67% or above).

Withdrawals (Title IV Return Policy)

- Students who officially withdraw prior to completing 60% of the term will have their financial aid prorated. Students may owe funds to the U.S. Department of Education and/or MTSU.
- The official last date of attendance for students who unofficially withdraw will be determined by the instructor. Pell, Lottery, and other aid may be adjusted or canceled if students are reported as not attending class.
- Students are advised to contact the Financial Aid Office before withdrawing.

Attendance

- Class attendance will be verified for disbursements that occur during the semester. If students are reported as not attending class on at least a half-time basis, financial aid may be reduced or canceled. If the University cancels a class, the student may be required to register for additional hours to be eligible for federal financial aid.
- Class participation must be verified for students who are enrolled in correspondence courses, online courses, telecourses, the Regents Online Degree Program (RODP), or courses via the Internet. Because attendance is not required for these courses, instructors document participation according to completed homework

assignments. Students should complete their homework assignments in a timely manner so their participation can be documented. If students wish to withdraw or drop from these courses, it is recommended they contact their instructor(s). Students' financial aid may be adjusted or canceled if instructors are unable to verify participation.

Award Adjustments

- Financial aid will be adjusted for enrollment status as of the census date (generally 14 days after classes begin).
- Financial aid may be adjusted when other assistance is received (e.g., discounts, third-party payments, stipends, Vocational Rehabilitation, private scholarships, etc.).

Scholarships

- Scholarship deadlines for priority consideration:
 - December 1 for Incoming freshmen
 - February 1 for transfer students
- Incoming freshmen and transfer students are not required to submit a separate scholarship application for academic scholarships.
- Currently enrolled students may complete the online scholarship application at <https://mtsu.scholarships.ngwebsolutions.com> by December 1, to be considered for scholarships for the upcoming year.
- Scholarship award letters will be mailed only to students who have been awarded a scholarship.
- Students may apply for Foundation Scholarships through the Foundation Scholarship Web site. Information and applications will be available at <https://mtsu.scholarships.ngwebsolutions.com> in October of each year for the following year.

Tennessee Education Lottery Scholarship Program

- Students must complete an online Tennessee Education Lottery Scholarship Statement of Understanding on RaiderNet before Lottery awards will be credited to students' accounts.