



SOUTHWESTERN UNIVERSITY

Terms and Conditions of Financial Aid Awards

2023-24 Academic Year

- A. Student Responsibilities – Read this document carefully and keep it for future reference. This document will indicate as clearly as possible the terms and conditions of financial aid awards. University funds and other aid resources are intended to help close the gap between college costs and a family's expected ability to contribute. The Financial Aid Office can assist with the determination of available financial aid alternatives. It is the obligation of the student to meet application deadlines and to complete and return requested documents expeditiously. Also, note that most need-based assistance is awarded on a funds available basis.
- B. Full-Time Enrollment Requirement – Southwestern University requires that a student who receives any scholarship or grant from institutional funds be enrolled as a full-time student (i.e., 12 credits per semester during the regular academic year, not including summer sessions). Full-time students who drop to part-time status during a semester are subject to having institutional scholarship and/or grant funds canceled for that semester. A student who receives funding from federal and/or state grant and loan programs may also be required to maintain full-time enrollment in order to receive the full amount of funding. The university will apply the appropriate federal or state regulations, pertaining to the individual program, in determining any prorated amount of funding that the student receives.
1. **Exception for graduating seniors:** If a student needs fewer than 12 credits to complete their degree requirements, that student may receive institutional scholarship or grant aid in their final semester, even if they enroll for fewer than 12 credits in that semester. In this case a student's scholarship or grant will be prorated based upon the number of credits for which they enroll.
 2. **Exception for students approved for part-time enrollment for medical reasons:** If a student cannot enroll on a full-time basis due to medical reasons, that student may receive institutional scholarship or grant aid for the semester in which they are approved for part-time enrollment due to medical reasons. Students who are in this status will have their scholarship and/or grant prorated based upon the number of credits for which they enroll. Students may contact the Center for Academic Success for information on how to obtain an approval to attend on a part-time basis for medical reasons.
- C. Verification – A student may have their Free Application for Federal Student Aid ([FAFSA](#)) applications selected for verification by the federal government, or by Southwestern. If selected, the student must submit income documentation and complete a verification worksheet as requested by the Financial Aid Office. If verification is required, students should utilize the IRS Data Retrieval Tool available through the FAFSA website. If the family is unable to use the IRS Data Retrieval Tool, please submit a signed copy of the 2021 tax return or a tax return transcript, available from the Internal Revenue Service (IRS) through their website at www.irs.gov. This information must be submitted in order to comply with applicable federal regulations governing all federal student aid programs. If the information supplied on the verification worksheet and income documentation is different from the information supplied on the FAFSA, an evaluation of need will be made based on the verified information. The federal government prohibits the disbursement of federal aid, including student loans, to the student's account until the verification process is complete. The priority deadline to submit all verification documentation for Fall 2023 is June 15th, 2023. Students selected for the V4 and V5 tracking groups must sign the Statement of Educational Purpose in front of a full time Financial Aid staff member or a notary.
1. In addition, students who submit a Special Circumstances Form (SCF) for review must also provide the verification documents as part of the review of their circumstances. The tax return transcript, a signed tax return, or use of the IRS Data Retrieval tool on the FAFSA for both parent and/or student is required as part of the SCF process. It is important for students to respond to verification requests in a timely manner. Since we cannot process an applicant selected for verification until all required documents are submitted, any delay in responding to verification document requests may result in a loss of gift assistance.
- D. Renewal of Financial Aid – **Students are required to file the Free Application for Federal Student Aid (FAFSA) each academic year in order to be considered for financial aid, not including their merit scholarship(s).** Changes to a family's financial situation will be addressed on an annual basis.
- E. Statement of Texas Residency and Selective Service Registration Confirmation – Southwestern University policy, and Texas Higher Education Coordinating Board regulations require that the Financial Aid Office collect residency and Selective Service registration information for students who receive financial aid from the State of Texas. Eligibility for State of Texas funds requires submission of the Texas Residency Form to the Financial Aid Office indicating that the student meets state residency and Selective Service registration requirements. This form must be received before the University can disburse any state financial aid funds, including the State of Texas's College Access Loan, to the student.

- F. Disbursement of Awards – All scholarships and grants administered directly by Southwestern University are credited to the enrolled student's account at the beginning of each term. Scholarship, grant and loan funds awarded by outside sources (i.e., state grants, loans, foundation scholarships, etc.) are not credited to the student's account until the money is received by Southwestern.
- G. Payment Plan – An extended payment plan is offered by Southwestern University. Selecting this payment plan should be done well in advance of each semester by contacting the Southwestern University **Business Office** at (512) 863-1928 or by visiting the [Business Office Payment Plan website](#).
- H. Southwestern University Scholarships and Grants – Gift assistance is provided directly by Southwestern University. The University is fortunate to have a number of alumni and friends that provide endowed scholarships and annual gifts to be used in our financial aid program. Though it is not a legal obligation, there is an expectation that current recipients will assist future students in a like manner through donations to the University's endowment fund. Current recipients may be asked to acknowledge receipt of their endowed scholarship and/or grant by writing a thank you letter to the donor. If a thank you note is required, funds may not be posted until the note is received.
1. Merit Scholarships – Southwestern University offers scholarships that are based on a student's individual merit. These scholarships are awarded for a maximum of 8 semesters and are disbursed at a rate indicated on the student's scholarship award letter. Merit scholarship recipients are required to maintain Satisfactory Academic Progress (SAP) in order to maintain eligibility for the scholarship from semester to semester. The [SAP policy](#) can be found in the Southwestern University Catalog and on the [SU Financial Aid Website](#). Departmental scholarships, Fine Arts awards and special scholarships may have additional renewal requirements. Such requirements are outlined in the scholarship award letter provided to the student.
 2. Need-based grants – Southwestern University offers grants that are calculated based upon a student's demonstrated financial need as determined through filing the Free Application for Federal Student Aid (FAFSA). After the first year of enrollment, continued eligibility for these awards in subsequent years will be based upon continued demonstration of financial need that can support the amount of the grant, as well as meeting SAP requirements.
 3. Study Abroad Scholarships and Grants – Southwestern University funds are only transferable to SU-sponsored study abroad programs or programs administered by ISEP Exchange. Students who attend a non-Southwestern study abroad program will not be able to transfer their SU scholarships and grants, or any state grant. However, all federal aid and private loans can be used to cover both Southwestern and non-Southwestern study abroad programs. The Office of Study Abroad and International Student Services administers SU study abroad scholarships which include the Lokey, Kahler, Moody, and Jake and Jane Schrum Paideia Scholarships. The Benjamin Gilman International Scholarship is also available to students studying abroad, but it is administered by the Institute of International Education. The Gilman Scholarship is sponsored by the U.S. Department of State Bureau of Educational & Cultural Affairs. Do we need to say something about Garey HIE funds?
- I. Federal Pell Grants – As a result of filing the FAFSA, students are automatically considered for a Federal Pell Grant. The federal government will send the applicant a Student Aid Report (SAR) detailing potential eligibility for a Pell Grant. It is not necessary to send this report to the Financial Aid Office (unless it is specifically requested). The eligibility criteria and award amount of a Federal Pell Grant is determined by the U.S. Department of Education. The grant will be added to a student's financial aid package if they qualify, and if their Pell Grant Lifetime Eligibility Used (LEU) has not exceeded the six-year limit. A Pell Grant LEU is calculated by adding together each of the annual percentages of a student's Pell Grant Scheduled Award actually disbursed to the student. This provision, effective with the 2012-2013 award year, limits the duration of a student's eligibility to receive a Federal Pell Grant to the equivalent of six years. The six-year limit is translated to a 600% LEU limit. Students can check their Pell LEU by logging onto www.studentaid.gov.
- J. Federal Supplemental Grant – Depending on the availability of funds, this federal grant may be awarded to Pell Grant recipients demonstrating exceptional financial need.
- K. Texas Tuition Equalization Grant (TEG) – The State of Texas provides financial assistance for Texas residents attending a private college or university within the state. Eligibility for this grant is based on demonstrated financial need and requires recipients to be enrolled full-time. Because state funds are limited, not all students will receive a Tuition Equalization Grant. This grant is renewable in future years provided the recipient continues to demonstrate financial need, maintains at least a 2.5 cumulative gpa, passes 24 credits per academic year and completes at least 75% of attempted coursework. Students may receive TEG for up to a total of five academic years.
- L. Student Loans – Student loans are made directly to students as a way to help meet educational costs. They are to be repaid with future earnings. The information provided here reflects the current status of loan programs, but is subject to change based on notice from the federal or state government. New Federal Loan borrowers must complete entrance counseling prior to the loan disbursement, to learn about their rights and responsibilities under these federal loan programs. They must also complete a [Master Promissory Note](#). The Financial Aid Office will provide information to the student about the federal loan application processes. Please review the [Loan Information Page](#) for current information.
1. Federal Direct Subsidized Loans are available through the federal government. The maximum annual loan amount is \$3,500 for first-year students, \$4,500 for sophomores, and \$5,500 for juniors and seniors. The actual loan amount cannot exceed the student's demonstrated need. Currently, there are loan fees of 1.057%. Fees are deducted from the amount of the loan before

disbursement. During the student's in-school period (prior to the beginning of repayment) and during periods of authorized deferment, the federal government pays the interest on the loan. However, beginning after graduation or ceasing to be enrolled at least half-time in an eligible institution of higher education the student assumes the interest charge. For the 2022-2023 academic year, the interest rate is fixed at 4.993% The interest rate for 2023-2024 should be announced in May 2023.

2. Federal Direct Unsubsidized Loans are non-need based loans and are available with the completion of a FAFSA. The terms and conditions are similar to the Federal Direct Subsidized Stafford Loans, except for the following: the borrower is responsible for interest that accrues during the student's in-school period (prior to the beginning of repayment) and during periods of authorized deferment. Students may receive both subsidized and unsubsidized Federal Direct Stafford Loans not to exceed the maximum annual loan amount of \$5,500 for first-year students, \$6,500 for sophomores, and \$7,500 for juniors and seniors.
 3. Alternative Loans are also referred to as Private Student Loans. They are used for educational purposes and are available through private lending institutions. These types of loans are credit-based, meaning the student borrower must be creditworthy, or have a creditworthy co-borrower, in order for the loan to be approved. Students may choose any lender that offers a private student loan product. SU has a Preferred Lender List that can be accessed through our [Loan Information Page](#). This list can be used to search for lenders, but students are not required to use a lender on the list.
- M. Federal Direct Parent Loans for Undergraduate Students (PLUS) are non-need based parent loans and are available with the completion of a FAFSA and an approved credit application. The maximum annual loan amount is the cost of attendance less all other aid awards. The University is required to certify eligibility. All applicants must have a credit check showing no adverse credit history. Currently, there are loan fees of 4.228% of the total amount borrowed. Fees are deducted from the amount of the loan before disbursement by Direct Lending. The interest rate is fixed at 7.543% for the 2022-2023 academic year. The interest rate for 2023-2024 should be announced in May 2023.
- N. Work Opportunities – New students who are offered work-study as part of their financial aid package will have the opportunity to pursue employment with a department of Southwestern University through [HireSU](#). **A work-study award in a financial aid package is not a guarantee of employment or earnings.** A student may earn money to pay for as many of their personal expenses as possible as indicated on his or her financial aid award letter. Students are paid by direct deposit every two weeks for the actual amount of work done during each pay period. For example, a work opportunity of \$1,000 per term would involve a student working approximately nine hours per week during the semester. Students who accept the financial aid package without employment may cover personal expenses with an increased contribution from the family's resources, or in some cases, with loan funds. Students may utilize the Center for Career and Professional Development's [HireSU](#) to search for employment opportunities both on and off campus.
- O. Other Awards – **Students are required to immediately report scholarships, loans, or other awards from outside sources that will assist with or cover the cost of any remaining educational expenses.** Where such awards become available, it is mandatory to make them a part of the total financial aid package. Most aid sources stipulate that the student's financial need and/or cost of attendance not be exceeded. Therefore, the total financial aid amount awarded to a student is the maximum he/she can receive in a need-based aid package. **Students who utilize outside gift assistance will have their work opportunity and/or loans decreased before any gift assistance is decreased.**
- P. Reconsideration of Award – It is assumed that the financial situation of the student and their family will remain the same as indicated on the FAFSA throughout the academic year. However, any change in the financial situation that may result in a modification to the aid package may be presented for review. New information (that was not available at the time of original application) must be submitted to the Financial Aid Office using the Special Circumstances Form, available on the [SU Financial Aid Website](#). Upon review of the information in the Special Circumstances Form, the Financial Aid Office will respond to the request in writing. Note that submission of a Special Circumstances Form will not automatically result in an increase to the gift assistance awarded to a student. Since the demand for additional gift funding typically exceeds the available funding, the university will be unable to approve all such requests. Each request is reviewed within the context of an individual's circumstances and within the limits of the funding resources available at the university.
- Q. Withdrawals – A student who withdraws from attendance at Southwestern during a semester will have his/her federal, state and/or institutional financial assistance prorated from the date of withdrawal. The amount of the proration will be determined by the appropriate federal, state, or institutional grant and/or loan program policies. Earnings from any work-study or student employment program do not have to be returned.
- R. Refunds – A student who withdraws in accordance with university policy may have a portion of their tuition and board charges refunded. Refer to the refund policy located in the Southwestern University [Student Accounts website](#).
- S. Satisfactory Academic Progress – Students must meet [Satisfactory Academic Progress \(SAP\)](#) requirements in order to continue receiving financial aid funds. Students not meeting SAP requirements are ineligible for grants, scholarships, and loans until they can demonstrate that they are meeting the requirements. The [SAP policy](#) can be found in the school's catalog and on the [SU Financial Aid Website](#).

- T. Summer School Financial Aid – Loan programs and Pell Grants, for students who meet eligibility requirements, are the only sources of financial aid for summer coursework. Your eligibility for loan funds will be determined by the number of credits for which you register, as well as allowances for living expenses. Pell Grant eligibility is determined by the FAFSA and the number of credits in which you are enrolled. You must enroll in at least six (6) credits to be eligible for a Pell Grant during a summer term. Students are required to complete a Summer Aid Application and submit the form to the Financial Aid Office for review. The application can be found on the [Forms Page](#).
- U. Confidentiality – An individual’s financial aid package reflects the family’s financial situation and is considered a private matter between the student and the university. The university will release personal and financial information only to the student, unless that student has provided written permission to release this information to third parties, including parents, step-parents, and non-custodial parents. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, governs this requirement. Additional information about FERPA can be found in the current university catalog, in the Southwestern University Handbook, and on [Privacy Laws & Access to Information page](#). A student may grant access to their private information by granting proxy access through the Self Service portal. Southwestern University considers public disclosure of any information revealed in the financial aid application process to be inappropriate.
- V. Military Benefits – VA educational benefits will be coordinated within the financial aid package, in keeping with the Department of Education (ED), the Department of Veterans Affairs (VA), state, and institutional regulations. Southwestern University participates in the Post 9-11 GI Bill and Yellow Ribbon programs. Post 9-11 GI Bill (Chapter 33) provides assistance to qualified veterans or their dependents, to be specifically applied to tuition and fees as applicable. The Yellow Ribbon program operates as a supplement to the Post 9-11 GI bill, and can help cover any remaining tuition charges. The VA matches the Yellow Ribbon funds provided by the university, up to the amount SU has stipulated in the Yellow Ribbon Agreement. The combination of Yellow Ribbon, VA match, and the Post 9-11 GI Bill may not exceed the tuition and fees charged at the university.

Statement of Non-Discrimination - Southwestern University’s recruiting of students, awarding of financial aid and operation of programs and facilities are without regard to sex, race, color, age, disability, and national or ethnic origin, or any other impermissible factor. Southwestern University’s commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

Campus Safety & Security Act of 1990 - Southwestern University, like all colleges and universities which receive any federal funding, is required to record and report the incidence of certain criminal activities which have occurred on campus over the previous three years. In addition, schools will provide information on local counseling services and procedures for campus disciplinary action in sex offense cases and campus alcohol and drug policies. Southwestern’s most recent report may be obtained by writing: Dean of Students, Southwestern University, P.O. Box 770, Georgetown, Texas 78627-0770, or by telephoning 512-863-1582.