



2011-2012

Financial Aid Award Information

Greetings

The Office of Student Financial Aid (OSFA) is pleased to offer you the financial aid listed on your 2011-2012 Award Letter. Our decision was made after careful review of your application. If you have any questions, please contact us. It is our hope that this award will assist you to enroll at NGCSU for the 2011-2012 academic year.

You must comply with the following instructions for your Financial Aid to be accepted:

- _____ Read the terms and conditions described in this insert
- _____ Accept/Decline offered funds within 20 days of email
- _____ Follow additional instructions to complete loan process (see below)

***Failure to comply with these instructions may result in cancellation of your award. ***

Office Information

Mailing Address: North Georgia College & State University
82 College Circle
Office of Student Financial Aid
Dahlonega, GA 30597

Website: www.northgeorgia.edu

E-mail: finaid@northgeorgia.edu

Phone: 706-864-1412 Fax: 706-864-1411

Office Hours: Monday – Friday 8am-5pm

Summer Hours: Monday–Wednesday 8am-5:30pm
(May 3rd thru August 6th) Thursday 8am – 12pm

Policies and Conditions

The primary purpose of the OSFA is to provide financial assistance from available resources, in accordance with governing regulations. We assume parents have the first obligation to provide for the education of their son/daughter. The second obligation falls upon the student to contribute to his/her own education from personal assets and earnings, including appropriate borrowing against future earnings.

Within available resources, NGCSU attempts to meet the financial need of the student. The total financial aid awarded to a student shall never exceed the established college cost budget (Cost of Attendance).

1. All awards are based on full-time attendance unless otherwise indicated on your award letter. If you register for fewer hours, your award may be adjusted, delayed, and/or canceled.
2. The Business Office disburses all financial aid funds through your student account. If your total award is not sufficient to pay all your fees, you must be prepared to pay the difference. NGCSU is not responsible for the late arrival of funds from outside sources, including student loans and private scholarship funds. If these funds have not arrived at NGCSU by the bill due date, you should be prepared to pay your fees with personal funds. When the funds arrive, they will be disbursed to you, as required.
3. All awards are subject to the availability of funds through institutional, state, and federal levels.
4. If a student:
 - is not permitted to return to NGCSU either because of grades or an outstanding obligation to the Business Office, at the beginning of an academic term, the financial aid award will be voided
 - fails to register, withdraws or does not pass a single course for any semester during the award period, the financial aid award may be canceled
 - reduces or withdraws from courses, all or a portion of the awarded funds may have to be repaid/refunded by the student
 - is placed on academic probation, expulsions, or is not making satisfactory progress, as determined by NGCSU, the financial aid award will be voided.
5. Students are required to **immediately report** to the OSFA:
 - all changes of enrollment, financial, residential, and marital status
 - any resources, such as private scholarships, not listed on the award letter
6. Financial Aid awards may be adjusted due to status or resource changes

7. Financial Aid awards will be voided if:
- an error is made in determining eligibility for aid or the amount of aid. If discovered after disbursement, the disbursed amount will have to be repaid.
 - incorrect information is revealed on the application, Student Aid Report, or other information provided to NGCSU. Intentional false statements or misrepresentations on any application materials may subject filer to a fine or imprisonment, or both, under provisions of the U.S. Criminal Code.

Consumer Information

Ombudsman

An ombudsman resolves disputes from a neutral, independent viewpoint. The Federal Office of Student Financial Assistance's Ombudsman will informally conduct an impartial fact-finding investigation of complaints concerning federal student aid. They will recommend solutions, but do not have the authority to reverse decisions. They will also work to bring about changes that will help prevent future problems for other students.

For more information, you may contact them at:
<http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>
 Toll free: 1-877-557-2575
 Mailing Address: Office of the Ombudsman
 Student Financial Assistance
 U.S. Department of Education
 Rm. 3012, ROB #3
 7th and D Streets, SW
 Washington, DC 20202-5144

Policy on Return of Title IV Funds

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds they are disbursed with each day of class attendance. When a student, who has received federal financial aid funds (Title IV Funds), leaves school before the end of the semester or period of enrollment, federal law requires NGCSU to calculate the percentage and amount of "unearned" financial aid funds that must be returned to the federal government. Once a student has completed more than 60% of the enrollment period, students are considered to have earned all funding received. If a student did not earn a passing grade in any of his/her coursework, the Title IV calculation must be done. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student. Students are encouraged to meet with their financial aid counselor prior to making the decision to withdraw from school. For further information and a full worksheet, contact the Office of Student Financial Aid. There is also an example available on our website.

Required Disclosures

The following items are found on the NGCSU website, www.northgeorgia.edu. For further information, contact the Office of Student Financial Aid:

- Rights under Family Education Rights and Privacy Act (FERPA). Available from the Registrar's Office.
- FFEL/Direct Loan deferments for Peace Corps or volunteer service
- Available financial assistance
- Institutional information
- Completion/graduation rate and, if applicable, transfer-out rate
- Campus security report
- Athletic Program Participation Rate and Financial Support Data
- Completion/graduation/transfer out rates for student athletes

Description of Funds on Award Letter

Instructions:

- ◇ **Find the aid that you were awarded**
- ◇ **Follow the directions given for each type of aid**

Federal Work-Study

Awards are funds to be earned during the semester. A financial aid check **will not** be available during registration. You will be assigned a job, establish and maintain a work schedule, and receive a bi-weekly paycheck for actual hours worked. Tuition and fees will not be deducted from future payroll checks. You must report to the OSFA no later than ten days after the semester begins for a job assignment and employment documents. Do not begin work in any location until you receive written approval from the OSFA. A FWSP questionnaire will be sent to you upon acceptance.

Georgia ROTC Grant

Grant awarded to NGCSU cadets who meet the eligibility requirements. It is the responsibility of each cadet to complete the NGCSU Georgia ROTC Grant application at the beginning of each school year. Failure to complete the application on a timely basis may result in the loss of grant funds. The application for the ROTC Grant will be available August 3 at the following website: www.GACollege411.org. These funds are **disbursed at the end of each semester (week of finals)**. The requirements to receive this grant will be included with the application and should be saved for future reference.

Federal PELL and Other Grants

These are “gift aid” awarded based on a financial need assessment by the federal government. Funds are disbursed by NGCSU with federal/state approval.

FEDERAL PELL GRANT

is awarded to undergraduate students working toward a first bachelor’s degree. The amount of the grant is determined by a U.S. Department of Education calculation and is administered by the college. Awards range from \$330-\$5550 per year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

is a campus-based fund awarded by the school based on the SAR information. SEOG is a grant available for undergraduates only. The award at NGCSU averages \$600 per year.

FEDERAL ACADEMIC COMPETITIVENESS

GRANT (FSACG) will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S citizens, eligible for a Federal Pell Grant, and who had successfully completed a [rigorous high school program](#), as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0 and earn 30 hours.

FEDERAL NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT

GRANT (SMART) will provide up to \$4,000 for each of the third and fourth years of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and majoring in physical, life, or computer sciences, mathematics, technology, or engineering.

GA-LEAP GRANT PROGRAM

(Leveraging Educational Assistance Partnership) is a jointly funded state and federal program specifically intended for undergraduate students with demonstrated financial need and PELL Grant eligibility.

Miscellaneous/Private/Institutional: Scholarships/Loans/etc

These funds are not awarded by the OSFA. However, we are required to list and consider all sources of financial assistance. You should have prior knowledge of these funds. All miscellaneous scholarship checks must be submitted to the OSFA before funds can be placed on the student’s account.

HOPE Scholarship-www.GAcollege411.org

This scholarship is funded by Georgia Lottery proceeds. Only Georgia residents may qualify. There is no minimum number of hours per semester of enrollment required for eligibility at NGCSU. To be eligible for the HOPE Scholarship, you must meet the following minimum requirements:

- Enrolled in an undergraduate degree-seeking program at NGCSU.
- Making Satisfactory Academic Progress
- Have not attempted 127+ hours nor earned the equivalent of a Bachelors degree.
- Entered the university system as a Georgia resident
- Other requirements prescribed by HOPE regulations

NOTE: HOPE counts all *enrolled* hours and corresponding grades as shown on your official transcripts. All attempted hours count even if there is not academic value such as remedial, withdrawals, military life and non-transferred hours.

If you were not awarded the HOPE Scholarship but believe that you may be eligible, complete the HOPE Scholarship Eligibility Review Application available on our website or in our office. For any additional information about HOPE Scholarship refer to www.GACollege411.org.

Federal Perkins Loan

The Federal Perkins Loan, together with an annual percentage rate of 5% on the unpaid balance, is repayable in accordance with a repayment schedule approved by NGCSU, the U.S. Department of Education and agreed to by you, the borrower; at the time you ceased to pursue an eligible course of study. The finance charge begins to accrue at the termination of the grace or other deferment period. The amount financed is repayable in accordance with the provisions relating to the delinquency and default charges specified in the promissory note. You may, without penalty, repay all or any part of the principle plus the accrued interest at any time. These funds are provided by NGCSU and governed by federal regulations.

You will be required to read and sign a Promissory Note for these funds before the funds are disbursed. See the Award Letter for instructions.

PLUS (parent and graduate loan)

A loan made to parents of undergraduate, dependent students or graduate students. The interest rate is a fixed rate of 8.50%. Loan repayment begins right away for Parents, may be deferred for Graduate students. PLUS loan funds post to the student’s account to pay any charges. Any remaining funds would be given to the student in the form of a check made payable to the student. PLUS application procedures: Obtain a PLUS application from our office. Upon completion, the application is forwarded to our office for certification. Your lender and/or guaranty agency will notify you of loan approval and estimated funds release date.

Federal Family Education Loan Programs (FFELP)

These are loans funded from private lenders, but processed through the OFSA. The approval and loan amounts are based on federal/state regulations with final concurrence by your lender. Funds are electronically submitted by the lender to your NGCSU student account for disbursement. The student must maintain eligibility to receive each check disbursed by NGCSU including maintaining at least half-time enrollment.

Once approved, your lender will send additional information about estimated disbursement dates, final loan amount approved, interest rates, repayment rights, responsibilities and obligations. Cancellation prior to the acceptance of the first disbursement constitutes a “no loan” record with all fees and accrued interest canceled.

There are two types of Stafford Loans. The type of loan you are eligible for is determined from the information that you provided on your FAFSA.

Federal Subsidized Stafford Loan

A need-based loan made to students. It is interest free until after graduation (or withdrawal from college) First payment due the 7th month after graduation/withdrawal from college or if you do not maintain at least half-time status for 6 months. Interest rate is a fixed rate 6.8%.

Federal Unsubsidized Stafford Loan

A loan to students not based on “need”. Same as subsidized except this loan is not interest free. The interest accrues all during college enrollment.

Important information for students borrowing funds:

- Students are encouraged to budget wisely and borrow conservatively. Remember: **ALL** student loans **must be repaid by the borrower.**
- All student borrowers must complete Exit Counseling before graduation, transfer, or withdrawal. This may be completed by one of the same methods as the Entrance counseling.

Follow these instructions for Electronic Award Letters

To deny this student loan offer:

1. Log on to your BANNER web account.
2. Go to the Financial Aid section
3. Find the Award letter and click on the drop down menu to deny.

To accept your student loan:

1. Log on to your BANNER web account.
2. Go to the Financial Aid section
3. Find the Award letter and click on the drop down menu to accept.

4. Review the amounts listed on your award letter. You may lower the loan amount by drawing a line through the amount offered and printing the desired amount beside it. You may not increase the loan amount. You have been offered the maximum eligibility.

5. A preferred lender list is listed on our website. Renewal borrowers should always use their previous lender. You can choose any lender you would like to use.

The lenders on our preferred lender list have a proven track record of excellent customer service and have received high marks during our service annual review. If you would like to use a lender not listed contact the OFSA. We will need the lenders name, Lender code and mailing address.

NEW Borrower at NGCSU:

In order to receive your student loan you must complete the Loan process. This easy process is outlined on our website:

Go to the Office of Student Financial Aid webpage and click on the “Processing your student loan”
<http://www.northgeorgia.edu/enrollment/finaid/loan.htm>

We will electronically transmit your loan information to your lender.

1. Once the lender has a Master Promissory note from you, then you will receive a “Notice of Loan Guarantee & Disclosure Statement” listing this year’s approved loan amounts, estimated disbursement dates, cost of lender/guaranty fees, etc—review it carefully.
2. Your loan money will be sent to NGCSU where it will be applied to your student account. NGCSU will apply the remainder of your award to your HIGHER ONE Account, depending on the method you have set up on your HIGHER ONE.

Renewal/continuing borrower at NGCSU:

When you accepted a student loan last year, you completed your Master Promissory Note (MPN). You do not have to complete another note unless required by your lender.

Special Notice to all Loan Borrowers:

1. In order to be eligible for a student loan you must maintain at least half time enrollment for each semester.
2. To avoid a late payment fee, you must complete all of the above steps prior to the payment due dates.