

# *Financial Aid*



**Stevenson University**

*Financing a college education can be a real challenge. To make the most of your financial opportunities, it is important that you understand policies and procedures. With that in mind, we have created this Financial Aid Handbook. It explains your Award and the conditions you must meet to receive funds. You are responsible for understanding this information. If you have questions after reading the handbook, please call the SU Financial Aid Office at 443-334-3500. We welcome the opportunity to assist you.*

## UNDERSTANDING YOUR SU FINANCIAL AID AWARD

### GENERAL INFORMATION

Congratulations! We are pleased to offer you a financial aid award valid for 2010-2011 academic year. It results from your Free Application for Federal Student Aid (FAFSA) and consists of all need and non need-based assistance for which you are eligible from the federal government, Stevenson University or both. If you received a merit-based scholarship from the Stevenson University Admissions Office, it will also be included on your Award Letter along with awards you may have been offered from the Maryland Higher Education Commission and other private sources.

### HOUSING STATUS

Your award considers whether you will be living in SU housing or commuting. Review the housing status on your Award Letter for accuracy. If your housing plans change, you must notify the Financial Aid Office immediately.

### ENROLLMENT STATUS

Your award is based on the enrollment status indicated on your Award Letter. Make sure this information is correct. If your enrollment plans change, it is crucial that you notify Financial Aid in writing immediately.

Please note, if you have been awarded a Stevenson University scholarship and/or grant, you must remain enrolled in a full-time, traditional undergraduate program. To qualify for federal student loans you must be enrolled at least half-time. Enrollment requirements for other types of financial aid vary depending on the aid program and source of funding.

#### Undergraduate Enrollment

Full-time	12+ credits per semester
Quarter-time	9 to 11 credits per semester
Half-time	6 to 8 credits per semester
Less than Half-time	1 to 5 credits per semester

## Graduate Enrollment

Full-time	6+ graduate level credit hours per semester
Half-time	3 - 5 graduate level credit hours per semester

## FINANCIAL AID PROGRAM INFORMATION

The aid for which you are eligible is listed on your Award Letter by program type, program dollar amount for the fall semester, program dollar amount for the spring semester, and total program dollar amount (fall + spring).

### Federal and Stevenson University Grants

If your award includes grants from the federal government or Stevenson University, these funds will automatically be applied to your student account to help defray your costs each semester. Awards of this type are considered gift aid, and therefore do not have to be repaid.

### Federal Work-Study

Federal work-study is a need-based program offering part-time job opportunities both on- and off- campus. If you were offered work-study, the dollar amount on your award letter is the maximum you may earn for the academic year. You may work up to 20 hours per week and will be paid bi-weekly at a starting salary no less than minimum wage. Apply for a position through the University's on-line employment site at <http://stevenson.edu/employment>. We assume that you do not want your work-study award if you do not complete the Work-Study application.

If you were not offered work-study but are interested, please submit a written request for consideration to the Financial Aid Office.

### State of Maryland Scholarships and Grants

The Maryland Higher Education Commission sponsors numerous grant and scholarship programs for Maryland residents. Depending on the program, either half- or full-time attendance is required. If you are offered State funds, be sure to respond to their award instructions. **If your award is for attendance at a different Maryland school, you must notify the State to transfer your award to Stevenson University.** For detailed program information and requirements, visit [www.mhec.state.md.us](http://www.mhec.state.md.us).

The State also offers an on-line inquiry system that allows students to view the status of their financial aid application and/or award information. You can access this feature at [www.mhec.state.md.us](http://www.mhec.state.md.us); under the heading Students, Parents and Counselors, click on Student Inquiry / MD CAPS.

If you later receive state aid which is not already included on your SU Award Letter, some SU grants may be reduced upon notice of state awards.

### Federal Direct Student Loans

Stevenson University participates in the Federal Direct Student Loan Program. The U.S. Department of Education is the lender rather than a bank or other financial institution. These low-interest student loans are available as long as you enroll at least half-time (6 credits or more per semester for undergraduate students; 3 credits or more per semester for graduate students). Repayment does not begin until six months after you graduate, drop below half-time, or leave SU. You have 10 to 25 years to repay your loan depending on the repayment plan you choose.

There are two kinds of Direct Student Loans – **Subsidized and Unsubsidized**.

1. A **Direct Subsidized Loan** is need-based; eligibility is determined by the information provided on your FAFSA. The federal government pays the interest on the loan while you're in school, during the grace period before repayment begins, and during deferment periods.
2. An **Unsubsidized Stafford Loan** is not need-based. You are responsible for the interest from the time the loan is disbursed until it is paid in full. You can pay the interest while you are in school, or postpone it until you begin repayment of your loan. If you defer interest payments, the unpaid interest will be capitalized (added to the loan amount) so you will pay interest on a higher amount.

Origination Fees/Up-Front Interest Rebate

There is a 1% origination fee for Direct Student Loans first disbursed on or after July 1, 2010 and before July 1, 2011. This fee is deducted from the loan proceeds posted to your account. The Direct Loan Program also offers an up-front interest rebate as a repayment incentive. For the 2010-2011 school year, the up-front interest rebate is 0.5% of the total amount borrowed. This results in a net fee charge of 0.5%.

To keep the up-front interest rebate, you must make your first twelve required monthly payments on time (within 6 days of the due date). If not, the rebate amount will be added back to the principal balance.

Interest Rates

For undergraduate Direct **Subsidized** Student Loans:

- 4.5% for loans processed between July 1, 2010 and June 30, 2011
- 3.4% for loans processed between July 1, 2011 and June 30, 2012
- 6.8% for subsequent years

For undergraduate Direct **Unsubsidized** Student Loans:

- 6.8% fixed rate

Both **Subsidized** and **Unsubsidized** Graduate Direct Student Loans processed after July 1, 2009 have a fixed 6.8% interest rate.

Annual Borrowing Limits

According to federal regulations, the maximum you can borrow each year is based on your grade level and dependency status.

Grade Level	Undergraduate Dependent Student	Undergraduate Independent Student	Graduate Student
Freshman Undergraduate (0 to 26.5 credit hours)	\$5,500 (maximum \$3,500 subsidized)	\$9,500 (maximum \$3,500 subsidized)	\$20,500 (maximum \$8,500 subsidized)
Sophomore Undergraduate (27 to 54.5 credit hours)	\$6,500 (maximum \$4,500 subsidized)	\$10,500 (maximum \$4,500 subsidized)	
Junior/Senior Undergraduate (55+ credit hours)	\$7,500 (maximum \$5,500 subsidized)	\$12,500 (maximum \$5,500 subsidized)	
Maximum Total Debt from Subsidized and Unsubsidized Stafford Loans When You Graduate	\$31,000 (maximum \$23,000 subsidized)	\$57,500 (maximum \$23,000 subsidized)	\$138,500 (maximum \$65,500 subsidized)

If you borrow from the Direct Loan Program, you are investing in your future. Be a smart borrower, and learn as much as you can about your rights and responsibilities. For more information, visit [www.direct.ed.gov](http://www.direct.ed.gov), your single contact for everything related to Direct Loans.

### **Federal Direct PLUS Loan for Parents**

If you are a dependent student, your biological/adoptive parent may borrow a Direct PLUS Loan. Stepparents are also eligible if their financial information is included on your Free Application for Federal Student Aid (FAFSA). In order for your parent to borrow, you must complete the FAFSA. Like the Direct Student Loan Program, the U.S. Department of Education is the lender for the Direct PLUS Loan Program.

#### Eligibility Requirements

- You must be enrolled at least half-time (6 credits or more per semester)
- You and your parent borrower must be a U.S. citizen or eligible noncitizen
- You and your parent borrower must not be in default on a prior education loan
- Your parent borrower must meet federally defined credit worthiness standards
- You must be making satisfactory academic progress (SAP)

#### Credit Worthiness Standards

- Your parent borrower cannot be 90 days or more delinquent on the repayment of any debt
- Your parent borrower cannot be the subject of a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write-off of a Title IV debt during the last five years

If your parent is denied a PLUS loan due to an adverse credit history, you may borrow additional Direct Unsubsidized loan funds. As a freshmen or sophomore, you are eligible for an additional \$4,000; junior or senior, an additional \$5,000.

#### Annual Borrowing Limit

- Cost of attendance less other aid
- Your Award Letter indicates the maximum amount your parent may borrow; we recommend borrowing only what you need.

#### Origination Fees/Up-Front Interest Rebate

The Direct PLUS Loan Program charges an origination fee of 4% of the total amount borrowed. It is deducted prior to the funds being posted to your Stevenson University account. This loan program also offers an up-front interest rebate to your parent borrower as a repayment incentive. For the 2010-2011 school year, the up-front interest rebate is 1.5% of the total amount borrowed. This results in a net fee charge of 2.5%.

To keep the up-front interest rebate, your parent borrower must make the first twelve required monthly payments on time (within 6 days of the due date). Failure to do so will prompt the addition of the rebate amount back to the principal balance.

### Interest Rate

The interest rate is fixed at 7.9%. Interest starts to accrue the day the loan funds are disbursed.

### Repayment Terms

- Payment of principal and interest begins 60 days after the final disbursement
- For loans first disbursed after July 1, 2008, your parent borrower can apply for an in-school deferment as long as you are enrolled at least half-time (6 credits or more per semester).

For more complete information on the Direct Loan Program, visit the federal web site, [www.direct.ed.gov](http://www.direct.ed.gov).

### **Helpful Financial Aid Web Sites**

Central Scholarship Bureau - [www.centrlsb.org](http://www.centrlsb.org)

Direct Loan Program - [www.direct.ed.gov](http://www.direct.ed.gov)

FastWeb Scholarship Search - [www.fastweb.com](http://www.fastweb.com)

FinAid! The Smart Guide to Financial Aid - [www.finaid.org](http://www.finaid.org)

Johns Hopkins ROTC - [www.jhu.edu/rotc/](http://www.jhu.edu/rotc/)

Maryland Higher Education Commission - [www.mhec.state.md.us](http://www.mhec.state.md.us)

Student Aid on the Web - [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

SU Financial Aid Office - [stevenson.edu/finaid](http://stevenson.edu/finaid)

## Eligibility Requirements

**Student Loans for New Students and First-time SU Borrowers:** You must complete Loan Entrance Counseling and a Master Promissory Note (MPN) to activate a student loan. You have no loan if you do not complete this step. The activation instructions will be available after May 1<sup>st</sup> on the SU Financial Aid Web Site under Loan Information, [stevenson.edu/finaid](http://stevenson.edu/finaid).

**Current SU Borrowers:** We assume you are borrowing the loan amount offered on your Award Letter unless you notify us otherwise. To decline a loan or reduce the amount you wish to borrow, you must complete the Student Loan Reduction Form.

**Private Scholarships and Grants:** If you receive scholarships or grants from a private source, you must notify the Financial Aid Office by providing a copy of the award notification or a statement identifying the source and the dollar amount. If these additional funds affect your current financial aid award, you will be sent a revised Award Letter.

**Employer Assistance:** You are required to notify the Financial Aid Office if you are receiving tuition assistance from your employer. Please provide a statement indicating the name of your employer and the annual dollar amount of the benefit. If these additional funds affect your current financial aid award, you will be sent a revised Award Letter.

**Financial Aid Award Revisions:** The Financial Aid Office reserves the right to review, adjust, or cancel awards at any time due to changes in academic status; enrollment status; verification; conflicting information; additional resources; fraud; availability of funds; federal or state regulations; and computation error. Some awards may be adjusted because of institutional policy. Your eligibility for financial aid is contingent upon your compliance with all federal, state, and institutional policies and regulations that govern awards.

If at any time we revise your financial aid award, you will be notified by e-mail at your SU campus address. The revised award invalidates your original award. Your financial aid award is valid for the fall 2010 – spring 2011 school year; you must complete the FAFSA every year to re-apply for need-based grant aid, student loans, and PLUS loans.

For questions, please contact the Financial Aid Office at 443-334-3500.

## DETERMINING NEED-BASED AID ELIGIBILITY & COST OF ATTENDANCE

Financial aid programs were created by the federal government and based on the premise that the primary responsibility for paying for college rests with the student and his or her family. Need-based financial aid is available to families who demonstrate a need for additional resources to help pay college costs. The formula used to determine need is: Cost of Attendance (COA) minus Expected Family Contribution (EFC) = Need.

**Cost of Attendance (COA or budget)** represents a reasonable *estimate* of the cost of attending school for a 9 month academic year (fall and spring semesters). The Financial Aid Office determines student budgets every year as a basis for awarding financial aid funds. It includes direct costs, tuition and fees, room and board; and indirect costs, allowances for books, supplies, transportation and personal/miscellaneous expenses. Direct costs are charges for which you will be billed directly by Stevenson. Indirect charges are costs you may incur as a result of going to school, but not necessarily billed for by SU. **Actual charges vary depending on your choice of program, enrollment, and living arrangements.** A breakdown of direct charges for Stevenson University is available at [stevenson.edu/finaid](http://stevenson.edu/finaid), select Costs.

**The Expected Family Contribution (EFC)** is an amount that your family is expected to pay towards your cost of attendance; it is **not** your bill. It is derived from a formula created by the federal government and is calculated based on the information provided on your FAFSA.

**Need** for financial aid is the difference between the cost of attendance and your EFC.

To assist you in planning your costs for the upcoming school year, the Financial Aid Office has established the following estimated budgets:

### ESTIMATED COST OF ATTENDANCE CHARTS

#### 2010-2011 ACADEMIC YEAR

	Tuition & Fees	Living Expenses	Books	Transportation	Personal Expenses	Total COA
Traditional Full-Time Living in SU Housing	\$22,090	\$10,296*	\$1,250	\$960	\$2,160	\$36,756
Traditional Full-Time Living With Parent	\$22,090	-----	\$1,250	\$2,956	\$2,160	\$28,456
Traditional Full-Time Living Off Campus	\$22,090	-----	\$1,250	\$2,956	\$5,420	\$31,715

*\*Based on standard double occupancy SU Suite rate and 225 meals (Meal Plan A)*

**ESTIMATED COST OF ATTENDANCE CHARTS CONTINUED**

	<b>Tuition &amp; Fees</b>	<b>Living Expenses</b>	<b>Books</b>	<b>Transportation</b>	<b>Personal Expenses</b>	<b>Total COA</b>
<b>Traditional and GPS UG 3/4-Time (9 credits) Living With Parent</b>	\$9,740	----	\$900	\$2,000	\$2,160	\$14,800
<b>Traditional and GPS UG 3/4-Time (9 credits) Living Off Campus</b>	\$9,740	-----	\$900	\$2,000	\$5,420	\$18,060
<b>Traditional and GPS UG Half-Time (6 credits) Living With Parent</b>	\$6,560	-----	\$625	\$1,500	\$2,160	\$10,845
<b>Traditional and GPS UG Half-Time (6 credits) Living Off Campus</b>	\$6,560	----	\$625	\$1,500	\$5,420	\$14,105
<b>Accelerated Full-Time (12 credits)</b>	\$11,360	----	\$1,250	\$2,956	\$5,420	\$20,986
<b>Graduate Full-Time (6 credits)</b>	\$6,560	\$8,240	\$1,000	\$2,200	\$2,500	\$20,500
<b>Graduate Part-Time (3 credits)</b>	\$3,380	\$8,240	\$500	\$1,100	\$2,500	\$15,720

## FINANCIAL AID DISBURSEMENT INFORMATION

Financial aid funds will post to your student account after the financial aid census date.

- For students enrolled in TRADITIONAL UNDERGRADUATE programs, the census date is the 28<sup>th</sup> day of each semester.
- For students enrolled in ACCELERATED UNDERGRADUATE and GRADUATE Programs, your census date is based on the “drop without record date” for each session for which you are enrolled during the semester.
- If you are taking classes outside your primary program area, some forms of aid may not be disbursed until after the LAST drop date for which you are enrolled or when you reach half-time enrollment.

The census date is important because it determines if you continue to meet the eligibility requirements for each of the aid programs included in your financial aid award. If you do not and a revision is warranted, we will notify you by e-mail at your campus address. It is possible for your award to increase, decrease or worst case scenario, to be cancelled. To avoid unexpected revisions to your award, be sure to review the ENROLLMENT and HOUSING STATUS on your AWARD LETTER upon receipt. Please notify us immediately if your enrollment and/or housing plans change.

### **Please note:**

- *Accelerated and Graduate Students:* Your enrollment status is monitored after the drop date for each of the sessions for which you are enrolled during the semester. Once you attain half-time enrollment, we will disburse your loan funds. For example, if you are enrolled for three credit hours in 8-week 1 and three credit hours in 8-week 2 during the fall semester, you loan will be disbursed after the 8-week 2 drop date. You must be enrolled at-least half-time at the time of disbursement. Federal grants will post after the LAST drop date for all sessions for which you are enrolled in the semester.
- State awards post upon receipt of the funds from the State of Maryland; November for the fall semester, March for the spring semester.
- Work-study earnings are not posted to your student account. You will receive a bi-weekly paycheck directly from your supervisor.
- Private scholarships and any other awards you may be receiving from independent sources will be credited to your account upon receipt of these funds by the SU Student Accounts Office. Often times, private scholarship funds are sent to the university in one check and therefore, posted to your account as a single disbursement for the fall semester.
- *Credit Balance:* If you have a credit balance from your financial aid, you will receive a refund check from the Student Accounts Office. No refund checks will be issued until your aid is posted to your student account. State aid recipient refund checks may be delayed due to the receipt date of these funds.
- *Book Vouchers:* Under certain circumstances, you may be able to take a credit against your financial aid in the form of a Book Voucher to purchase required books and supplies from the University Store. Your loans must be certified, and your total aid combined with any other form of payment on your student account must exceed your total charges. To find out if you are eligible, contact Student Financial Services at 443-334-3500.

# SUPPLEMENTAL FINANCING OPTIONS

## ALTERNATIVE LOANS

Alternative loans, commonly referred to as private loans or secondary student loans, are commercial loans offered by banks and other private lenders to cover the cost of college not covered by financial aid. Alternative loans generally have higher interest rates than federal student loans. Some alternative loan lenders require interest payments while you are in school. If you would like more information, go to Alternative Loans at [http://www.stevenson.edu/admissions/financial/alternative\\_loans](http://www.stevenson.edu/admissions/financial/alternative_loans).

## MONTHLY PAYMENT PLAN

If additional assistance is needed to help with tuition, room and board, you may want to consider the University's monthly payment plan managed through Tuition Management System (TMS), Inc. This externally managed plan offers your family the opportunity to pay on an installment basis at no interest and without worry of debt load. The annual enrollment fee allows corporate support of the plan and an insurance-like tuition protection program. If you are a full-time student, you may choose a ten or twelve month plan. If you are looking to pay for one semester, you may select the single semester plan. For detailed information, including enrollment dates, payments, and plan benefits please contact the Student Accounts Office at 443-334-3500



## PLANNING FOR YOUR 2010 – 2011 EDUCATION EXPENSES

You can budget on an annual and/or semester basis. Use your SU Financial Aid Award Letter and the direct cost information available at [stevenson.edu/admissions/costs/index.asp](http://stevenson.edu/admissions/costs/index.asp) or your student bill to complete the following worksheet.

	Annual	Fall Semester	Spring Semester
Tuition			
Fees			
SU Housing			
Meal Plan			
<b>Total Expenses (1)</b>			
Deposits/Cash Payments			
SU Scholarships/Grants			
Federal Pell Grant			
Other Federal Grants			
State Scholarships/Grants			
Direct Subsidized Loan minus .5%			
Direct Unsubsidized Loan minus .5%			
Other Aid			
<b>Total Financial Aid (2)</b>			
<b>Balance (1 minus 2) ( Expenses minus Aid)</b>			

**If your (2) Total Financial Aid is more than your (1) Total Expenses**, you will have a surplus balance to use for other educational expenses, and you will receive a refund check from the Student Accounts Office. Refer to the Financial Aid Disbursement Information section of this handbook for more information.

**If your (1) Total Expenses are more than your (2) Total Financial Aid**, you are responsible for the balance. For additional financial assistance, you may want to think about a Direct PLUS Loan, the University's monthly payment plan, and/or an alternative loan, all previously mentioned in this handbook.

- Direct PLUS Loan – if this loan is included on your Award Letter, the dollar amount reflects the maximum amount your parent may borrow. When deciding how much to borrow, consider the balance due, and possibly other education expenses such as books, transportation, etc. Make sure you allow for the origination fee and up-front interest rebate. For example, a \$10,000 loan after the 2.5% net fee charge would be  $\$10,000 - \$250 = \$9,750$  or \$4,875 per semester.

## SITUATIONS AFFECTING YOUR FINANCIAL AID

Your award may be reduced or cancelled, and you may be required to repay financial aid funds you have already received for any of the following reasons:

### AUDITING A CLASS

In general, financial aid may not be used to pay for an audited class. If you are getting a student loan and change a class from credit status to audit status, it could affect your loan repayment. Please check with the Financial Aid Office if you are considering auditing a class.

### ADDING/DROPPING A CLASS

Adding and dropping classes during the semester can impact your financial aid. The extent of which depends on the type of aid you are receiving, the total number of credits for which you remain enrolled, the type of class you are dropping, and timing. If you are thinking of adding or dropping classes, talk to a financial aid staff member first.

### WITHDRAWAL FROM ALL CLASSES

Federal statute requires the SU Financial Aid Office to determine how much Title IV aid (federal aid) you *earned* if you withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the semester. After the 60% point-in-time, Title IV aid is viewed as 100% earned.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- The number of days completed up to the withdrawal date divided by the total days in the semester = percentage of the semester completed. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the semester = aid to be returned

If you earned less aid than was disbursed, SU would be required to return a portion of the funds and you may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, you are responsible for any remaining portion of institutional charges on your student account.

If you earned more aid than was disbursed, SU would owe you a post-withdrawal disbursement which must be paid within 120 days of your withdrawal.

The University must return the amount of Title IV funds for which it is responsible in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans

- Federal Parent PLUS Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Academic Competitiveness Grants for which a Return of funds is required
- National SMART Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

### **Withdrawal Date**

The date used to determine your withdrawal is either:

1. The date you submit the Official Withdrawal from College Form to the Registrar's Office; or
2. The date you otherwise provided official notification to the Registrar's Office of your intent to withdraw; or
3. Your last date of attendance at a documented academically related activity, or
4. The mid-point of the semester if you stop attending all classes without notifying the University.

*The federal statutory interpretation of the Return of Title IV Funds Policy and all related information represents a best faith effort attempt by Stevenson University and is subject to revision at any time pending federal regulatory changes and interpretation.*

*Any revisions to the Return of Title IV Funds Policy will be posted on the University website.*

# SU FINANCIAL AID

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory academic progress (SAP) is the term used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the SU Financial Aid Office to establish, publish, and apply standards to monitor your progress towards a degree. The Stevenson SAP test occurs each Summer, after the completion of any given spring semester, and after the official posting of cumulative grade point average.

### Undergraduate Students

Your academic performance must meet the following SAP standards:

**Qualitative standard:** Represented by your grade point average (GPA). You must maintain a minimum cumulative GPA to remain eligible for aid.

Credit Hours Attempted	Minimum GPA Requirement
1 - 18.5	1.5
19 - 29.5	1.9
30+	2.0

**Quantitative standard:** This standard has two parts. First, you must complete your degree or certificate program within a maximum time frame. Second, you must successfully complete a required percentage of the credits you attempt. This component is referred to as your credit completion ratio.

- Federal regulations allow you to receive aid for 150% of the published length it takes to complete an undergraduate degree program. This means SU undergraduate students must earn their degree within their first 180 attempted credits. If you have not earned a degree within your first 180 attempted credits, whether you have previously received financial aid or not, must attempt any additional credits at your own expense.
- You must complete a minimum of 67% of your cumulative SU courses attempted.

**Attempted credits:** Attempted credits include the following:

- Graded credits (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FX, P)
- Incomplete credits (I)
- Withdrawn credits (W, WF)
- Repeat Credits (If they are taken to replace failing grades)
- Audited Courses
- Transfer credits count as completed credits

**Appealing SAP:** If your academic performance does not meet the minimum standards set forth in the qualitative and/or quantitative test(s), the SU Financial Aid Office maintains an appeals process that seeks information from the student related to the progress issue. In most cases, approved appeals of the SAP policy are connected to major life changes, new medical conditions, or family situations that made academic progress a hardship.

**Graduate Degree Students**

To be eligible for financial aid, you must enroll in a graduate degree program and:

- Maintain a 3.0 minimum cumulative GPA, and
- Earn your degree within their first 54 attempted credits based on a maximum time frame of 150%.

**SU FINANCIAL AID OFFICE CONTACT INFORMATION**

MAIL	PHONE / FAX / WEB SITE	IN-PERSON
<b>Stevenson University            Financial Aid Office            100 Campus Circle            Garrison Hall            Owings Mills, MD 21117</b>	<b>443-334-3500            443-352-4370            Stevenson.edu/finaid</b>	<b>Garrison Hall            2<sup>nd</sup> Floor</b>