

2008-2009 AWARD NOTIFICATION INSTRUCTIONS

PRINT AND KEEP COPY FOR YOUR RECORDS

**** IMPORTANT INFORMATION REGARDING YOUR AWARD ****

Submission of false or incomplete information may result in immediate cancellation of your award and your repayment of all funds that have been received. It may also result in consequences with the University and the Federal government.

This award notification is **NOT** a guarantee that you will receive financial aid. The Financial Aid Office (FAO) is required to clarify or confirm such things as Selective Service status, post-baccalaureate status, dependency, citizenship, admission status, grade level, and satisfactory academic progress (SAP). You may view the CSUSB Satisfactory Academic Progress Policy on the Financial Aid website under the [Apply for Financial Aid-Eligibility](#) section. Be sure to read it, as it applies to you. However, your funds will not be authorized to disburse until all conflicting items have been resolved.

*****Failure to comply with these standards may result in cancellation of future aid*****

OUTSIDE / EDUCATIONAL RESOURCES

Additional funds from any source may result in the modification of your financial aid award and may require you to immediately repay funds already disbursed to you. You must notify the Financial Aid Office of all resources which you and/or your parent (if dependent) or your spouse (if independent) receives or anticipates receiving. Include all scholarships, fellowships, loans, employment (i.e. resident hall advisor), VA Benefits, Vocational Rehabilitation benefits, stipends, fee waivers, etc., and all types of graduate support not listed on this award.

WORK-STUDY

If you have been awarded Federal Work-Study and you are interested in job placement, please visit our website and click on [Student Employment-Work-Study](#) for additional instructions.

LOANS

If you have been awarded Direct Student Loans and are interested in accepting your loans please visit the *MyCoyote* portal. To accept the Parent Loan for Undergraduate Students (PLUS), parents will need to go to the Financial Aid website at <http://finaid.csusb.edu>, navigate to the [Applications and Forms](#) section, click on the [2008-2009 Direct PLUS Loan Application and Authorization form](#) and follow the instructions provided.

NOTE: Direct Student Loans for one term are disbursed in two equal disbursements. The first disbursement is authorized at the beginning of the term and the second disbursement at the midpoint of the term.

ACADEMIC COMPETITIVENESS GRANT

If you have been awarded the ACG Grant, you must maintain a minimum cumulative grade point average (GPA) of a 3.0 and full-time enrollment quarterly.

NATIONAL SCIENCE & MATHEMATICS ACCESS TO RETAIN TALENT GRANT (SMART Grant)

If you have been awarded the SMART Grant, you must maintain a minimum cumulative grade point average (GPA) of a 3.0 in course work required to pursue an eligible major and full-time enrollment quarterly.

DISBURSEMENT OF FUNDS

Please visit the [Apply for Aid-Disbursement Process](#) page on the Financial Aid website to view disbursement information. If your financial aid is greater than your total tuition, fees, and/or on-campus housing charges at CSUSB, the Student Accounts Office (SAO) will disburse the excess funds to you by one of the following methods:

- 1) Transmit funds to your bank, if you are a Direct Deposit participant.
- 2) Mail a check to the address that is displayed on the *MyCoyote* portal.

ADDS/ DROPS / WITHDRAWALS / REPAYMENTS

NOTE: If you will not attend CSUSB, you must drop all classes through the *MyCoyote* portal, **before the 1st day of the quarter**, or you will be liable for your fees. A student who withdraws during the quarter and has received financial aid may be required to repay the funds not used for educational expenses. A copy of the repayment schedule is located in the quarterly class schedule.

WARNING: The amount of financial aid you are eligible to receive is based on your unit enrollment by the Census Date of each quarter.

AWARD TERMS AND CONDITIONS

When you “receive” financial aid funds, you acknowledge the following policies:

Policy One – California State University, San Bernardino reserves the right to review, adjust or cancel financial aid awards at any time because of changes in federal, state, or CSUSB availability of funds.

Policy Two – State University Grant funds are awarded based on need and on a first come, first served basis to cover part or all of registration fees.

Policy Three – To be eligible for State University Grant, you must enroll in a minimum of 6 units for undergraduate, credential, or 2nd BA students or a minimum of 4 grad level units for classified graduate students.

Policy Four – Pell Grant is based on academic year eligibility and will be adjusted each quarter according to the number of units in which you enroll.

Teaching Credential students: To receive a Federal Pell Grant, you must be classified as a ‘PBAC’ (post-baccalaureate) **AND** you must be a teaching credential student. In addition, you must be enrolled in at least 6 units of Pell eligible teaching credential courses. Prerequisite or ‘waiver’ courses are not included in calculating your enrolled units for purposes of the Federal Pell Grant program.

Policy Five – You are responsible for paying registration fees if you do not receive financial aid to cover your university charges in full. Failure to pay your remaining balance on time may result in you being dropped from your courses and/or inability to register for future terms.

Policy Six – If you stop attending a class, you are responsible for following the withdrawal procedures and deadlines published in the class schedule. Withdrawal from one of more courses may result in cancellation or repayment of part or all of your aid.

Policy Seven - If you received a grant payment and your enrollment status is reduced during a term, you may be billed for any overpaid amount.

Policy Eight – If you withdraw from the University, any fee refund due will be returned to the appropriate financial aid account.

Policy Nine – When the University prepares your disbursement, your aid will be applied towards your university account for allowable institutional charges. Any funds remaining will be issued to you in the form of a check or will be sent to your banking account through Direct Deposit.

Policy Ten – Your eligibility is based on enrollment and educational expenses. You must be enrolled at least half-time to be eligible for a Federal loan (6 units for undergraduate, credential, or 2nd BA students or a minimum of 4 grad level units for classified graduate students).

Graduate master's degree student: must be enrolled in a minimum of 4 units of courses numbered 500 or higher (lower division courses do not earn unit credit and therefore do not meet the enrollment requirement).

Policy Eleven – Your eligibility for financial aid programs is contingent upon your meeting Satisfactory Academic Progress (SAP) policies. You must complete the required number of units as described in the SAP Policy.

Policy Twelve – Regulations governing financial aid are subject to change at any time without notice.

Policy Thirteen – Your financial aid offer will be void and/or one or more financial aid programs (as appropriate) will be cancelled if it is based on any error in determining eligibility for aid whether you or the Financial Aid Office made the error.

Policy Fourteen – Your award may be adjusted or cancelled due to changes in financial aid need, state residency, dependency, marital or academic status or if you fail to comply with State, Federal and University regulations.

AWARD ASSUMPTIONS

Assumptions have been made regarding your Award Notification. If any of our assumptions are incorrect, or if you have other changes, please contact us immediately at (909) 537-5227.

Failure to verify these assumptions are correct may cause a delay in the release of your financial aid disbursement.

Changes may affect the types and amounts of aid you receive. Please read the following carefully! If, in a prior year, you received fee coverage assistance through a program such as any fee waiver program, Cal Grant, Military Tuition Assistance, etc., we assume you will receive those funds for the current academic year. Contact us immediately if this assistance has changed or if you will have assistance from any source not listed on your Financial Aid Award Notification.

For UNDERGRADUATE STUDENTS, we have assumed:

- You will carry a full time load of 12 or more units per quarter (minimum of 6 units per quarter is required to receive financial aid);
- You will attend all three quarters of the academic year. If you graduate at the end of the Fall or Winter quarter and plan to return to CSUSB to pursue another degree, **you must notify the Financial Aid Office.**
- You have declared a degree objective with the Records, Registration & Evaluations Office;
- You will **ONLY** attend **CSUSB** during the current academic year. **If you attend another college during the year, you must notify us immediately.**

For PELL ELIGIBLE TEACHING CREDENTIAL STUDENTS, we have assumed:

- You will carry a full time load of 12 or more Pell eligible units per quarter. To view these Pell eligible courses please go to the Financial Aid website and under the Types of Aid page, scroll down to the **Credential** section;
- You have been admitted into a teaching credential program;
- You are pursuing a single subject, multiple subject or special education credential.

For GRADUATE STUDENTS, we have assumed:

- You will enroll in **4 or more units** per quarter of 500 level courses or higher;
- You declared a Master's degree as your degree objective;
- You have been admitted into the master's program by your department, which is on file with Records, Registration & Evaluations.

For CERTIFICATE STUDENTS we have assumed:

- You need to contact the Financial Aid Office for financial aid eligibility.

For ALL POST BACCALAUREATE & CREDENTIAL/CLASSIFIED STUDENTS, we have assumed:

- You will enroll in **12 or more units** per quarter;
- You will attend all three quarters of the academic year. If you graduate at the end of the Fall or Winter quarter and plan to return to CSUSB to pursue another degree, **you must notify our office.**

For additional financial aid information please visit our website at <http://finaid.csusb.edu>.