



2011-2012 AWARD TERMS AND CONDITIONS
PRINT AND KEEP COPY FOR YOUR RECORDS

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.

The Financial Aid Office 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 Aid-Eligibility" section. Be sure to read it, as it applies to you. 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 current and/or aid. **By accepting and receiving financial aid, you are agreeing to these terms and conditions.**

GENERAL INFORMATION

1. Financial aid is provisionally awarded based on federal funding. Award amounts are subject to change as a result of final enactment of the federal budget.
2. California State University, San Bernardino reserves the right to review, adjust or cancel financial aid awards at any time due to changes in federal, state, or CSUSB availability of funds.
3. You are responsible for paying tuition 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.
4. You are responsible for being admitted to a degree or certificate program that is eligible for financial aid funds. College of Extended Learning (Open University), transitory students or students pursuing a certificate program less-than 36 units are ineligible to receive financial aid.
5. State University Grant funds are awarded based on need and on a first come, first serve basis to cover part or all of tuition fees. You must be a California resident to be eligible to receive this grant.
6. Your financial aid offer will be void and/or cancelled if it is based on any error in determining eligibility for aid whether you or the Financial Aid Office made the error.

7. 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 CSUSB regulations.
8. Your eligibility for financial aid programs is contingent upon your meeting Satisfactory Academic Progress (SAP) policies. NOTICE: Students must read the SAP policy prior to accepting any financial aid awarded.
9. The amount of financial aid you are eligible to receive is based on your unit enrollment by the census date of each quarter.
10. If your financial aid is greater than your total tuition fee 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:
 - a. Transmit funds to your bank, if you are a direct deposit participant.
 - b. Mail a check to the address that is displayed in the MyCoyote portal.
11. If you stop attending a class, you are responsible for following the procedures and deadlines published in the class schedule. Withdrawal from one or more courses may result in cancellation or repayment of part or all of your aid.
12. If you withdraw from CSUSB, any fee refund due will be returned to the appropriate financial aid program.
13. If you will not attend CSUSB, you must drop all classes through the MyCoyote portal, **before the first day of the quarter**, or you will be liable for your tuition fee. After the first day of the quarter, you must go through the withdrawal process with the Records, Registration and Evaluations Office. 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.
14. Receipt of federal, state or institutional aid authorizes California State University, San Bernardino (CSUSB) to apply your financial aid disbursement(s) to pay for your tuition fees and other educationally-related charges*. This authorization will remain in effect through your entire period of enrollment at the University. You may rescind this authorization at any time by contacting the Student Accounts Office at (909) 537-5162 or visiting them in Sierra Hall, Room 119.

**Federal regulations allow the University to apply a student's financial aid automatically to his/her account for allowable institutional charges, such as tuition fees and contracted room and board.*
15. Regulations governing financial aid are subject to change at any time without notice.

AWARD ASSUMPTIONS

Undergraduate

1. You have declared a degree objective with the Records, Registration and Evaluations Office.
2. You will carry a full time load of 12 or more units per quarter. If you will be enrolled in fewer units, you must notify the Financial Aid Office via a "Change of Status."
3. You will attend all three quarters of the academic year. If you will not attend a quarter or plan to attend an additional quarter, you must notify the Financial Aid Office via a "Change of Status."
4. Pell Grant is based on academic year eligibility and will be adjusted each quarter according to the number of units you are enrolled in at census.

Credential

1. You have been admitted into a teaching credential program.
2. You are pursuing a single subject, multiple subject or special education credential.
3. You will carry a full time load of 12 units per quarter. If you will be enrolled in fewer units, you must notify the Financial Aid Office via a "Change of Status."
4. You will attend all three quarters of the academic year. If you will not attend a quarter or plan to attend an additional quarter, you must notify the Financial Aid Office via a "Change of Status."
5. Pell Grant is based on academic year eligibility and will be adjusted each quarter according to the number of Pell eligible units you are enrolled in at census.
6. To receive a Federal Pell Grant, you must be classified as a 'PBAC' (post-baccalaureate) student AND you must be pursuing teaching credential certificate. 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. To view these Pell eligible courses please go to the Financial Aid Office website and under the Types of Aid page, scroll down to the Credential section. Please note that Pell eligible courses are reviewed and holds are removed after census each quarter.
7. You may be eligible for a Pell Grant for a maximum of 48 attempted units. Once you meet this maximum you will not be considered for this grant.

Graduate

1. You must be a classified graduate student.
2. You will enroll in 4 or more units per quarter of 500 level courses or higher. If you will be enrolled in fewer units, you must notify the Financial Aid Office via a "Change of Status."

3. You will attend all three quarters of the academic year. If you will not attend a quarter or plan to attend an additional quarter, you must notify the Financial Aid Office in the form of a "Change of Status." 698 Continuous Enrollment for Graduate Candidacy Standing is a "zero" unit course and 999 (or other) Comprehensive Examination is a "zero" or "one" unit course. If you are only registered for these courses you are not eligible to receive financial aid.
4. You will attend all three quarters of the academic year. If you will not attend a quarter or plan to attend an additional quarter, you must notify the Financial Aid Office in the form of a "Change of Status" form.
5. To be eligible for State University Grant, you must enroll in a minimum of 4 graduate level units.
6. To be eligible for Federal Direct Loans, you must be enrolled in a minimum of 4 graduate level units.

Certificate

Certificate students must contact the Financial Aid Office to determine eligibility.

SPECIFIC AID INFORMATION

Scholarships

If you have been awarded a scholarship that requires you to submit a typed and signed Thank You Letter, your scholarship funds will be held until the Thank You Letter is received and approved by the Advancement Office. Failure to submit your letter may result in withdrawal of your award.

Outside / Education 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 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.

Cal Grant

Cal Grant Fee awards are applied towards the State University Fee (SUF) and cannot be combined with any other fee paying program (e.g. Veterans, CSU Staff Fee Waiver, and State University Grant). Awards may be renewable up to four years for qualifying students.

Work- Study

Work-Study awards are contingent upon the Student Employment Team (SET) determining your eligibility to participate in the program. Students must meet all eligibility requirements prior to placement in the program. Please contact the SET if you have been awarded Work-Study at (909) 537-5226 and/or visit our web site at <http://finaid.csusb.edu> for further hiring instructions.

Loans

If you have been awarded Federal Direct 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 Office website at <http://finaid.csusb.edu>, navigate to “Applications and Forms,” click on “2011-2012 Direct PLUS Loan Application and Authorization” and follow the instructions provided.

In order to obtain a Federal Direct Loan you must have a valid Master Promissory Note on file with the Loan Origination Center. You can now complete your Master Promissory Note on-line at: www.studentloans.gov . In addition, if you are a first time borrower, you will need to complete an Entrance Counseling Session. You may do so online at: www.studentloans.gov .

Please note that in addition to completing an MPN and a loan entrance interview, you must accept your loan on the MyCoyote portal prior to the loan being processed and in order for it to be included as anticipated aid for billing purposes. Failure to accept your loans may result in your classes being dropped. The loan acceptance instructions can be found on the Applications and Forms page of the Financial Aid Office website.

Loan Exit Counseling

The Department of Education Federal Regulations requires that all departing students who received Federal Student Loans at CSUSB must complete an Exit Counseling Session. This requirement is for all students who are graduating, leaving school, drop to less than half-time status or are transferring out of CSUSB. Students who fail to meet this requirement prior to leaving CSUSB will have their diplomas and official transcripts placed on hold. Students may complete this requirement online at www.nsls.ed.gov .