

North Carolina A&T State University

Student Financial Aid Office

INFORMATION FOR DOCTORAL, MASTERS', TEACHER CERTIFICATION AND LICENSURE STUDENTS

Financial assistance is available to graduate students attending NC A&T State University. To apply for federal assistance, graduate students must complete the Free Application for Federal Student Aid (FAFSA). The primary source of funding awarded through the Financial Aid Office for graduate students are loans (Federal and Alternative Loans). Graduate students may also receive funding through Scholarships, fellowships, teaching assistants, research assistants, tuition remission and other sources.

Eligibility – Graduate students must be admitted as a degree seeking student.
Eligibility for federal assistance is based upon the results of the processed FAFSA.

Reapplication - The continuation of your financial aid from year to year is not automatic. All recipients must reapply for aid each academic year. Students can apply at (www.fafsa.ed.gov). FAFSA forms are generally available after January 1 each year. NC A&T State University school code is **002905**.

Course Work – Masters' and Doctoral students must enroll in at least half time (**5 hours**) of **graduate course work (600 or 700 course level)** to be eligible for a Federal Direct Student Loan. The University considers 9 hours to be full-time; therefore, half time would be 5 hours. Financial aid for Graduate students will not cover undergraduate courses taken or classes that are being audited.

Federal Direct Loans – Graduate students who receive a Federal Direct Student Loan must sign a Master Promissory Note only once for all disbursements unless the student cease continued enrollment for a year or longer. The award notification or the Disclosure Statement from the U.S. Department of Education will serve as notification of the loan amount. Students may decrease the amount borrowed by completing the decrease section of the Federal Direct Loan Certification Form. Graduate student's awards may include the subsidized and/or unsubsidized loan. All Federal Direct Loans are disbursed in two payments. Listed below is the difference between a subsidized and unsubsidized loan.

A subsidized loan is based on financial need. The federal government pays the interest on the loan while you are enrolled in school and the grace period. The Unsubsidized loan is not based on financial need and you pay the interest (monthly or quarterly) while enrolled in school or the interest may be deferred and added to the principal amount. Payment on Federal Direct Loan begins six months after you graduate, cease enrollment or drop below half-time enrollment.

All Federal Direct Loan borrowers at NC A&T State University are encouraged to sign their Direct Loan promissory note electronically. Students must have their U.S. Department of Education assigned PIN# to sign their promissory note. **This is not the PIN# assigned to you by the University.** The website to sign your Master Promissory Note is (dlenote.ed.gov). A listing of students who signed their promissory note will be forwarded electronically to the Student Financial Aid Office.

U.S. Department of Education PIN Number - It is very important that every financial aid recipient who completes the Free Application for Federal Student Aid receives and maintains the PIN# from the U.S. Department of Education. Anybody for whom a PIN# has not already been generated can now have one created by supplying basic identifying information on the website. Once created, the PIN#, when used along with the applicant's identifying data, allows access to that applicant's data in several Student Financial Aid systems, as identified below, and may also serve as that person's signature. Anyone interested in obtaining a PIN# should go to www.pin.ed.gov and click on Apply for a PIN. Once the data has been successfully submitted, the Central Processing System will confirm the identifying information with the Social Security Administration Database. After a successful match, a PIN# will be generated.

The PIN# should be used to apply for aid each year and to access various websites by the Department of Education. This PIN# can be used to access the following web sites:

Entrance Counseling - If this is your first time attending NC A&T State University and/or first time borrowing through the Federal Direct Student Loan Program, you must complete the entrance counseling session. This session is available via the web at (www.dlssonline.com). You should click on Entrance Counseling. You must have your PIN number to complete the Entrance Counseling Session.

Right to Cancel A Loan – As a Direct Loan borrower you have the right to cancel or reduce your loan within 14 days of disbursement. Your bill from the University indicates the date the loan proceeds are credited to your account.

Tuition Remission – Tuition Remission awarded prior to registration will only be **offered** on the system. The semester award will not be posted to student's account until after the Graduate School verifies the hours enrolled and matching funds. If tuition remission is awarded on the system, the Treasurer's Office will use the semester amount in calculating the semester balance. The Graduate School Office will notify the Student Financial Aid Office after the drop/add period when to credit the amount to the student's account. Please do not expect a refund from Tuition Remission during the first three weeks of classes.

Enrolled for One Semester -If you are enrolled for one semester, your loan will be disbursed in two payments. The first disbursement at the beginning of the semester, (provided all required forms are completed and on file and a Master Promissory note is signed) and the difference at the mid-point of the semester, generally October for Fall semester and March for Spring semester.

Satisfactory Academic Progress – Masters' and Doctoral students must maintain a 3.0 cumulative grade point average (gpa) to continue receipt of financial aid. **Full-time students must earn at least 9 hours per semester and part-time students must pass 80% of the classes enrolled for the academic year.** Financial aid is suspended if the appropriate number of hours and cumulative grade point average is not earned. Masters' students are not eligible for aid beyond 54 semester hours unless enrolled in the Human Development and Services program with a major in Counselor Education, Human Resource (Agency Counseling), and Human Resource (Business and Industry). Students enrolled in the Human Development and Services program are not allowed to receive aid beyond 90 semester hours. Satisfactory Academic Progress is checked at the end of each Spring semester.

Outside Scholarships - Students are encouraged to investigate all possible forms of assistance from outside sources. All scholarship checks should be made payable to **North Carolina A&T State University** and **mailed to the Treasurer's Office, 1601 East Market Street, Greensboro, NC 27411.** We encourage students to search for scholarships via the Web. You may visit our website at www.ncat.edu/finaid for various scholarship information and sites. Please do not pay a company for a free service.

Scholarships And Other Aid Not Listed On Your Award Notification - If you are receiving a scholarship or other aid that is not listed on your award notification, please check with the appropriate office to ensure that documentation is sent to the Student Financial Aid Office. Additional award may cause reduction or cancellation in aid already awarded, even if the student has received a refund from aid already credited to the student's account.

Alternative Loans - Students can apply for an Alternative Loan if enough funding is not awarded to cover your educational expenses. Alternative Loans are made available through banks and other lending agencies. Most alternative lenders conduct a credit check to determine qualification. A co-signer may be required if you cannot show sufficient income or credit worthiness. You may apply for an Alternative Loan by contacting a lender of your choice.

Change in Classification - If you will be classified as an Undergraduate in the Fall Semester but will be a Graduate student in the Spring, you must notify the Financial Aid Office for revision of your aid.

Assistantships – Teaching assistantships are awarded through the academic departments. Contact your Academic Department to see if Assistantships are offered.

Stipends – A stipend is a form of scholarship award paid directly to a student for participating in a program. We call this award a Scholarship Stipend. Scholarship stipends are considered as resource for financial aid purposes and counted as a form of financial aid. Stipends may affect your eligibility for federal financial aid. Federal or State taxes are not withheld from scholarship stipends. **Graduate student who receive a stipend after a loan has been disbursed, may have to repay some or all of the refund received from the Federal Direct Student Loan.** We are unable to tell you how a stipend will affect your award until we receive the total amount of stipend for the year, however, if you contact the Scholarship Office, they will provide you with as much information as possible.

A stipend award may reduce the amount of aid awarded to you. Listed below is an example of how a stipend may affect your award:

	Budget	\$16,800
Expected Family Contribution (determined by the Federal Government)	-	1,200
	Unmet Financial Need	= 15,600
	Financial Aid Awarded (Academic Year)(Stipend)	- 8,500
Amount of additional aid you can receive (Federal Loans)	=	\$7,100

If your stipend payments are more than the eligible amount of additional aid you can receive, your financial aid must be reduced. This is considered an overaward. If you received a refund from aid previously disbursed, you must repay the amount that exceeds the eligible amount (overaward). Any balance due to the University as a result of an overaward or overbudget will be your responsibility. Please plan accordingly.

Refunds – Refunds will be generated according to the refund schedule provided all documents have been submitted and processed, aid posted to the account, promissory notes and/or Direct Loan Certification signed and entrance counseling session completed. Part-time (less than 9 hours) students' financial aid will not be posted to the account until after the census date. Refund is generally ready a week after the aid is disbursed to the account. Please refer to the refund schedule.

Adjustment to an Award – Financial aid awards are based on the assumption that students will enroll full-time. Financial aid budgets and awards will be adjusted for graduate students enrolled less than 9 hours. Adjustments will be based on the hours enrolled as of the census date. If adjustments are made and the student has received a refund, the student will be responsible for any balance due the University. Adjustments are also made to prevent student from being over awarded and over budgeted according to guidelines established by the federal government.

Revision or Cancellation of Aid - The Student Financial Aid Office reserves the right to modify or cancel the award because of changes in your financial, residency, academic status, changes in the availability of funds or if you receive additional financial assistance. The submission of false or misleading information will be considered immediate grounds for cancellation of aid. If you receive additional scholarships, stipends or loans, that cause your award to exceed need or the cost of attendance at the University, your financial aid award will be reduced or canceled to prevent the overaward or overbudget.

The student is responsible for repayment of any federal, state, outside agency or university assistance received as a result of unreported or misreported information discovered through verification by the federal government or institution or account reviews.

Receipt of Additional Funds – Generally, all on campus funds are reported to this office. However, if a student is receiving additional funds that are not listed on the award notification, it is the student's responsibility to inform the Student Financial Aid Office of additional assistance received. The student's financial assistance may be adjusted to ensure compliance with federal regulations as a result of additional assistance not reflected on the award notification. The student should report funds such as, Vocational Rehabilitation, Veteran's Benefits, Assisted Tuition Payments and any outside agency providing funds to assist with the student's educational expenses.

Teacher Certification – Students working on Teaching Certification only are eligible to receive a Federal Direct Student Loan provided the student is enrolled in at least six (6) credit hours. The loan can only be awarded at the undergraduate level. Students can only borrow at the fifth grade level only twice. Students cannot exceed the maximum loan amount as an undergraduate student. Teacher Certification

and Licensure students must maintain a 2.0 cumulative grade point average at the end of the academic year.

Tuition Waiver – Employees may receive waiver for one class of tuition and fees. This amount is included as a source in the student's financial aid award. The list of waiver is received after the census date and adjustment to the student's award is made at that time. Students should be mindful that the award may place the student in an overaward or overbudget situation and require the student to repay funds disbursed as a refund.

Distance Learning – Students enrolled in the Distance Education Program are eligible for financial aid. The Distance Education budget includes tuition, fees, an allowance for books & supplies, an allowance for a computer (up to \$2000) provided a receipt is provided. Distance Learning students may not be eligible for aid originally awarded. The Student Financial Aid Office will receive a list of Distance Learning students prior to registration and make the necessary adjustments to the budget and aid awarded. Students who enroll in the Distance Education program after the initial report is received will have their financial aid reviewed and adjusted after the census date.

HOW MUCH DOES IT COST?



Cost of Attendance – Once you have received your NC A&T PIN#, you can access your Cost of Attendance on the web at Aggie Access. This is not the amount you owe. This is only your budget for the academic year. Again, please be reminded that your budget may change after registration depending on your enrollment status.

Actual charges to attend NC A&T State University should be obtained from the Treasurer's Office.

Validated Bill - If your bill is validated at NC A&T and you do not attend classes, it is your responsibility to withdraw from the University. You should contact the University Counseling Services Office at 336-334-7727. Students who receive all Fs may be required to repay all of the financial aid awarded if documentation of attendance cannot be verified.

Withdrawals - Students withdraw from the University for various reasons. Students withdrawing from the University should follow the withdrawal procedure. The Federal Government has implemented a withdrawal policy for institutions. It is called the Return of Title IV Funds. **If you receive financial aid and withdraw or leave the University without notice before the mid-point of the semester, you may be required to repay any refund received and other aid disbursed on your account. You will be notified, in writing, of the amount that must be repaid.**

E-mail and AggieAccess Online – The Student Financial Aid Office uses all e-mail addresses on file to correspond with the student. Students should regularly check their e-mail for updates, important news and various correspondences. Students should also review their financial aid award and missing documents on AggieAccess Online.

All mail to the Student Financial Aid Office should be addressed:

**Student Financial Aid Office
North Carolina A&T State University
1601 East Market Street
Greensboro, North Carolina 27411**

Office Hours: Monday, Thursday & Friday 8:00 a.m. - 5:00 p.m.
Tuesday & Wednesday 8:00 a.m. - 6:00 p.m.

Phone: (336) 334-7973

Fax: (336) 334-7954

Additional information about NC A&T State University can be accessed at our website: www.ncat.edu.