

## Graduate Financial Assistance

To apply for financial assistance, each year students must complete and sign an LCU Application for Financial Assistance, State Residency Form, and the Free Application for Federal Student Aid (FAFSA) before federal aid can be awarded. Additional documentation may be required if the U.S. Department of Education selects the file for verification or if special circumstances exist that merit verification. Students selected for verification will be notified by financial assistance office personnel.

### Loans

Loans are based on the financial need of the student and must be repaid. Repayment begins either after graduation or when students stop attending school.

### Financial Assistance Award Procedures

In order to be considered for financial assistance, students must first apply for financial assistance. Financial assistance will only be disbursed when the financial assistance folder is complete, including each document requested by the financial assistance, admissions, and registrar offices. Student accounts are credited at the beginning of each enrollment period. State grant funds will not be credited until they are approved by the State of Texas, usually after September 1 for the fall semester, but later than the semester start date. Awards will be based on the number of hours for which a student is enrolled at the beginning of the enrollment period and the awards will be modified if the enrollment status changes.

### Withdrawals

Students withdrawing from the university may be eligible for a refund of a portion of the tuition paid for the registration period. If students receive financial assistance, then a portion of the aid may need to be returned to the loan source that issued the assistance. Information about the Return to Title IV fund requirements and the institutional refund policy are available in the office of the registrar. Students intending to withdraw must begin the withdrawal process in the office of the registrar.

### Grade of F in All Courses During an Enrollment Period

When a student begins a semester by attending classes but does not earn a passing grade in at least one class or fails to officially withdraw, the institution must assume that the student has unofficially withdrawn unless it can document that the student completed the enrollment period. A student who unofficially withdraws and receives all F's will be placed on Financial Assistance Suspension immediately.

### Repeating Courses

Students repeating a course for the first time that was previously passed will be eligible for financial assistance. Students repeating a course that was previously failed may be eligible for financial assistance until the course is passed.

### Enrolling in Courses not Required for the Degree

Students are responsible for enrolling in courses which apply to their degree plan. Enrolling in courses not required for a degree plan may affect the eligibility for aid. Students must notify financial assistance when enrolling in courses outside of their degree plan.

### Maintaining Eligibility for Financial Assistance

To be eligible for financial assistance, students must maintain satisfactory progress. Financial assistance recipients will be evaluated at the end of each enrollment period. When financial assistance recipients fail to meet the GPA requirement, recipients will be placed on financial assistance warning or suspension, as appropriate.

### Financial Assistance Warning and Suspension

Students failing to meet the required GPA, will be notified that they are on financial assistance warning for the next succeeding payment period and in danger of losing their aid. If during a period of financial assistance warning, students fail to meet the required GPA, they will be placed on financial assistance suspension and will be ineligible for aid. Information regarding the appeal process is provided to the student in writing after student records are reviewed at the end of each payment period. Where extraordinary circumstances exist, students may present in writing their request to appeal the suspension. The appeal should be given, or mailed/emailed, to the Director of Financial Assistance. The appeal will be presented to the Financial Assistance Appeals Committee that will make the final decision regarding the suspension. Students will need to meet with the

committee at the time and place scheduled by the director. If the student has an appeal approved, the student is placed on financial assistance probation for one payment period and is eligible for Title IV aid. If the student will require more than one payment period to reestablish eligibility with SAP standards, the student may be placed on academic plan. The student will be on financial assistance probation during the first payment period of the academic plan. Students must meet SAP requirements at the end of the payment period or meet the requirements of the academic plan to continue to be eligible for aid. Failure to meet SAP or the requirements of the academic plan will result in the suspension of Title IV aid until the student regains eligibility by meeting SAP requirements. Students will be notified in writing of the requirements that must be met.

### **Continued Eligibility Requirements for Federal Programs**

Students must be in compliance with the following.

- Be U. S. citizens or lawful permanent residents
- Be in financial need
- Be able to maintain satisfactory academic progress
- Be enrolled, or accepted for enrollment, as at least half-time students
- Not be in default on a Federal Perkins Loan (NDSL), Federal PLUS, or Federal Stafford Loan
- Not owe a refund on a Federal Pell Grant, TEG, or FSEOG

### **Student Rights and Responsibilities**

Students have the following rights.

- To know what student financial assistance programs are available at the university
- To know the deadlines for submitting applications for each financial assistance program
- To know how their financial need was determined, including how various expenses in their budget are considered
- To know what resources are considered in the calculation of their monetary awards
- To request an explanation of the various programs in their financial assistance package
- To consult with financial assistance personnel concerning their application for assistance
- To consult with financial assistance personnel concerning any budgeting and/or financial problems which might arise
- To cancel any loan proceeds received via electronic funds transfer (EFT) up to fourteen days after the credit has been applied

Students have the following responsibilities

- To check their university e-mail on a regular basis
- To complete all application forms accurately and submit them on time to the appropriate office
- To provide correct information and to be aware that, in most instances, misrepresenting information on a financial aid form is a violation of federal law and may be a criminal offense that could result in indictment under the US Criminal Code
- To provide any additional documentation, verification of information, and information or corrections requested by financial assistance before any funds will be disbursed
- To read, understand, and retain copies of all forms requiring a student's signature
- To keep all of the agreements requiring a student's signature
- To know all of the sources of financial aid received and whether the aid is a loan, grant, or scholarship, and if the aid is a loan, to know to whom repayment must be made and the terms of repayment
- To keep financial assistance informed of a correct address at all times while still in school and after graduation as long as any loans are outstanding
- To inform financial assistance of any change in status as a student or of financial status. This includes but is not limited to marriage, divorce, the birth of a son or daughter, employment, and the employment of a spouse or parents
- To complete an exit interview prior to leaving the university, either as a result of graduation or withdrawal

### **Contact Information**

Lubbock Christian University  
Financial Assistance Office  
5601 19th Street  
Lubbock, TX 79407  
(806) 720-7176

financialassist@lcu.edu