



FINANCIAL AID 101: QUICK REFERENCE TO UNDERSTANDING YOUR AID

Financial Aid Award

There are several factors that determine the amount and type of financial aid you are awarded, which includes:

- financial need
- timing of your application
- willingness to accept various types of aid
- availability of funds

Depending on the need analysis results and timing of your completed file in the Financial Aid Office (FAO), your award may include need-based and non-need based aid. There are two rules that we would like for you to keep in mind:

- **Your total need-based aid cannot exceed your financial need.**
- **Your total need-based and non-need-based aid cannot exceed the total Cost of Attendance.**

Your award may include grants, scholarships, work and loans. Grants and scholarships require no repayment. Work requires students to employment, generally on campus. Loans must be repaid over a period of time.

Cost of Attendance Budget

The cost of attendance (COA) is a reasonable estimate of educational expenses associated with attending Lincoln University for the period of enrollment. It reflects a modest and adequate budget during your attendance at the University. Eligibility for financial aid is based on the standard estimated allowance and not on individual preferences, lifestyles and spending habits. You can access your Cost of Attendance (COA) on the web at www.lincoln.edu. **The COA budget is not the amount you owe.** This is only your budget established for your attendance for the academic year or semester. The COA budget includes an allowance for tuition, fees, room, board, books & supplies, personal and transportation. Students graduating in December or attending for one semester must notify the FAO for an adjustment to the budget and financial aid award. The COA is used to determine eligibility for grant, loan, work and scholarship assistance.

Students receiving any form of aid should note that their aid, inclusive of federal, state, institutional and external aid, should not exceed their estimated Cost of Attendance. The University reserves the right to reduce, return or cancel aid that is excess of a student's Cost of Attendance without prior notice. Students who receive funds in excess of the estimated Cost of Attendance in the form of a refund/credit balance check may be required to repay any funds that are to be returned or cancelled.

Expected Family Contribution

The Expected Family Contribution (EFC) is based upon the information provided on the Free Application for Federal Student Aid (FAFSA). It is used to evaluate your financial need and eligibility to receive federal, state and institutional funds. The EFC is not the amount of money your family will have to pay for college.

Method of Communication

E-mail is an official method for communication with students at Lincoln University. Students should check their Lincoln e-mail address regularly during the academic year and summer. The FAO will be communicating mostly through your Lincoln University e-mail and messaging on Web Advisor. To ensure that the request for documents and other pertinent information is received in a timely manner, you are responsible for viewing your e-mail on a regular basis.

Some documents and request will be mailed via the US Postal Service. It is your responsibility to keep your permanent and local address updated with the Registrar's Office. You may update your address by completing the [Address Change](#) form and submitting it to the Registrar's Office. This will prevent unnecessary delays in receiving information from the various offices. You should also keep your address updated with the federal processor.

Identification

Students must provide their picture ID to receive financial information (awards, loan information, etc.) from the FAO. For your protection, the information provided over the phone will be limited and only shared with the parent whose information is on the FAFSA, unless you submit a request in writing to not release the information. The signed request must be submitted to the Financial Aid Office. Students must sign an [Authorization to Release](#) form for the FAO to release financial aid information to others via in person or telephone.

Declining Your Award

All students' awards will be accepted as listed, unless the award notification is returned with changes requested by the student.

All students should read Financial Aid 101: Quick Reference in its entirety. Your acceptance of the financial aid indicates that you have read and understand your award and the related conditions.

Enrollment Status

To be eligible for aid, students must meet the minimum enrollment requirements. Most awards are based on the assumption that you will enroll full-time. Aid for students who are enrolled less than full-time at the end of the add/drop period may be reduced or canceled. Audit hours do not count in the credit hours.

Level of Study	Full-Time	3/4 Time	1/2 Time	Less than Half time	
Undergraduate	12 or more credit hours	9 - 11 credit hours	6 - 8 credit hours	Less than 6 credit hours	
Graduate	9 or more credit hours	Not applicable	6 credit hours	Less than 6 credit hours	(600, 700 and 800 course levels)

To receive financial aid, graduate students must enrolled in at least six (6) hours of graduate courses (600 or above course level). You should notify the Financial Aid Office of any changes in enrollment so that you can avoid receiving refunds for which you are not eligible.

Revision and Cancellation of Aid

Federal and state regulations require the FAO to consider all sources of financial assistance when awarding aid, including private scholarships, athletic grants, tuition discounts, etc. If your Financial Aid Award Letter did not include all of the assistance you are receiving, your award will be revised upon notification. You are responsible for informing the FAO of all anticipated aid from external sources.

The addition of other aid may cause an over award or over budget, which means that the FAO may have to reduce one or more of your awards.

Your award is subject to change if corrections are made to the information you provided on the Free Application for Federal Student Aid (FAFSA), Renewal Application or you receive additional funds at any time during the academic year. The FAO reserves the right to revise or cancel your award because of changes in your status.

Adjustment to your financial aid may be necessary if the following occurs:

- Change in your household or financial information;
- Change in enrollment status;
- Change in housing status;
- Change in residency;
- Receive additional financial assistance not listed on the award;
- Receive information that you are in default on a federal student loan;
- If you owe a repayment on your financial aid

Adjustments are also based on the hours enrolled as of the census date (last day to add/drop). You are responsible for repayment of funds if an adjustment is made after you have received a refund.

The submission of false or misleading information will be considered immediate grounds for cancellation of aid and you will be reported to the Department of Education Office of Inspector General. To maximize the use of grants and scholarships, your award may be revised if additional institutional scholarships are received. The Financial Aid Office will cancel your award if it is determined that you are in default on a Federal Student loan or if you owe a repayment on any Title IV federal student aid.

The FAO does not guarantee substitution of funds for any portion of the award which is declined or reduced by you, the departments or outside agencies.

Aid Disbursement and Refunds

The Financial Aid Office authorizes financial aid awards to be credited to the student's account each semester. The student will receive a refund of the overage amount if the total aid disbursed to the student's account exceeds the charges. Disbursement of certain funds may be delayed for some students based on the request of the awarding department. Disbursement is the date the aid is expected to be credited to the student's account and the refund date is the date the check is available for pickup or the money is deposited into the student's direct deposit account. Financial Aid for full-time continuing and graduate students is generally disbursed during the second week of classes provided the student's financial aid file is complete and the student has been awarded.

If a Federal Direct Loan is awarded and you are a first time borrower, your loan funds will not be disbursed until you have completed the Entrance Counseling Session and electronically signed a master promissory note (on-line) with the US Department of Education. Per requirements of Title IV regulations, Federal Direct Loan disbursements are delayed for thirty days from the first day of classes for first year first time borrowers.

All aid is disbursed in two payments (one-half in the fall semester and the other half in the spring semester) unless otherwise required by the awarding department or donor.

Disbursement of aid to part-time students does not occur until the week after the last day to drop and add classes (census date) as established by the University.

Students are responsible for any charges added to their account after aid disbursement.

To ensure a smooth registration process, it is imperative that all documents are complete and on file in the FAO at least thirty days before registration.

STUDENT LOAN INFORMATION

If you were awarded a Federal Direct Loan at Lincoln University and you wish to accept the loan, there are certain items that must be completed before the loan process is complete. Accepting a loan means that you understand that the funds received must be repaid with interest.

Master Promissory Note

Continuing students who were enrolled and received a loan for the 2019-2020 school year do not have to complete a new Master Promissory Note for 2020-2021 academic year. **First-time borrowers and transfer students** must complete the electronic Master Promissory Note on-line at studentaid.gov before the loan proceeds are disbursed. The FAO will be notified (generally within a week) of the note signing.

Federal Direct Loan Entrance Counseling Session – Federal Law requires each student awarded a Federal Direct Student Loan to complete an Entrance Counseling session before the loan is disbursed. New and Returning students borrowing for the first time through the Federal Direct Loan program must complete the Entrance Counseling session on line studentaid.gov The FAO will be notified when the session has been successfully completed. The Federal Direct Loan will not be disbursed to the student's account until this requirement is met.

Loan Disbursement

All completed documents must be on file for your loan to be disbursed. To be eligible for a Federal Student Loan, you must enroll at least half-time (6 hours for an **Undergraduate** and **Graduate** Student). All Loans will be disbursed in two payments, one-half the first semester and the remainder the second semester. Students who are borrowing for one-semester will receive two disbursements (one half at the beginning of the semester and the second disbursement after the mid-point of the semester). The disbursement for first time undergraduate students will not occur until 30 days after the first day of classes.

Right to Refuse or Reduce a Loan

You have the right to refuse or reduce the amount of your Federal Direct and Federal Perkins Loan after you have signed your promissory note. If you would like to reduce or cancel your loan, you may do so by submitting a request in writing to the FAO. You have the right to cancel your loan within 14 days after disbursement. Alternative payment or arrangements should be made prior to the loan being canceled. The FAO has the right to deny your request for cancellation after the 14 days have expired. The FAO does not guarantee substitution of funds for any portion of the award which is declined or reduced by you.

Loan Fees

Certain loans may have an origination fee deducted from the loan amount. The Federal Direct Loan program origination fee is currently 1.059 percent for student loans and 4.2360 percent for parent loans (subject to change). A disclosure statement will be mailed to you from your lender. The disclosure statement will list the amount and disbursement date for each semester.

National Student Loan Data System (NSLDS)

Students may view information on previous federal loans and grants via the National Student Loan Data System. Students are encouraged to periodically review the loan amount borrowed. The NSLDS system can be viewed at www.nslds.ed.gov.

Satisfactory Academic Progress

Each student must maintain Satisfactory Academic Progress according to the University policy to continue receiving federal and state financial assistance. All courses for which a student is enrolled after the census date will be counted as attempted hours and used to determine Satisfactory Academic Progress. Please refer to the Web for the Satisfactory Academic Policy. Students who withdraw and return to the University at a later date will be re-evaluated for financial aid eligibility.

Graduate Students

To be in compliance with the Satisfactory Academic Progress standards, graduate students must meet the following requirements:

- Must have a cumulative grade point average (GPA) of 3.0 or higher
- Must earn 67% of hours attempted
- Must not exceed 150% of hours required for degree completion
- Must be enrolled in graduate level courses (**600, 700 or 800** level courses).

Class Attendance

Students who are enrolled in classes should attend each class. Failure to attend one or all of your classes will require your financial aid to be adjusted or canceled and may cause you to repay funds already disbursed. If you register for a semester and you do not attend, please contact the Office of the Registrar to complete the withdrawal process. If you receive a refund and you do not attend class, you are required to return the funds immediately to the Bursar's Office.

Withdrawal

Students withdrawing from the University should follow the official withdrawal process by securing a Withdrawal Form from the Office of the Registrar. If the student is no longer on campus, the process can be completed via telephone by calling 1.800.739.4461 or via e-mail at registrar@lincoln.edu. Students who receive federal Title IV financial aid and withdraw from classes before completing 60 percent of the semester (as determined by the University) will have a portion of their financial aid returned to the various aid program(s). The Federal Government has a withdrawal policy for institutions called the Return of Title IV Funds. **If you receive financial aid and withdraw or receive all F's, you may be required to repay any refund received and other aid disbursed to your account.**

If you officially or unofficially withdraw from Lincoln University or your professor cannot verify that you attended through the 60% of the semester, the aid you received will be returned in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

You will be notified, in writing, of the amount that must be repaid. For the purposes of refunds of federal and state funds, if you leave but do not formally withdraw from the university, the official withdrawal date is the midpoint of the semester. If you register and receive aid and never attend classes, your financial aid will be canceled and you must repay any refund received from federal and state funds. You will be notified, in writing, of the amount that must be repaid or adjustments made due to official or unofficial withdrawal.

SCHOLARSHIPS

Scholarship Policy

Scholarship funds awarded through the University may be limited to an amount not to exceed tuition, fees, on-campus housing and board (meals) costs according to the University Schedule of Fees. Scholarship awards for tuition will cover 12-18 credit hours. Scholarships for fees will cover mandatory fees only. A listing of mandatory fees is located on the Bursar's section of the University Web site.

Funds received from federal and state grants may reduce or cancel the amount of the University scholarship. University based awards will not be reduced by external awards received from entities such as high schools, churches, fraternities/sororities, etc. Federal and state financial assistance may be reduced or canceled to prevent an over-award or over-budget caused by another award as determined by the FAO.

Outside and Other Awards

Students receiving assistance from outside agencies must report all scholarships and assistance awarded for the academic year. You should review the award notification to ensure that all awards are listed. A copy of the award letter from the donor should be sent to the FAO. Additional awards may cause a reduction or cancellation in aid already awarded. An e-mail is sent advising that your award has been revised. Other financial assistance includes, but is not limited to the following: Private Scholarships, Tuition Assistance, Stipends, Graduate Assistantship, Vocational Rehabilitation and Lincoln University scholarships not listed. It is your responsibility to notify this office of outside assistance. Receipt of additional funding may require your aid to be reduced and may leave you with a balance due to the University.

Scholarship Award

If you are receiving a University scholarship or other outside assistance that is not on your award notification, a revised award notification or e-mail notification will be sent to you once the department or outside agency submits the notification to the FAO. A copy of your outside scholarship award(s) should be forwarded to the FAO immediately upon receipt.

Book Purchases

Students with excess funds after the assessment of the semester charges may request their books at www.lincoln.ecampus.com. Payments also can be made by credit or debit card, PayPal or buyback credit.

Taxability of Scholarships

If you receive scholarships during the calendar year that exceed the cost of tuition, fees, books, supplies, and equipment, the amount that exceeds these costs must be reported as taxable income.

OTHER PAYMENT OPTIONS

Do not have enough funds to cover your direct costs or other educational expenses? Other options are available to you and your family.

Payment Plan

The University Bursar Office coordinates payment arrangements for students with outstanding balances. The student or parent may contact the Bursar's Office at bursar@lincoln.edu or via telephone at 1.855.287.4003 to discuss available options.

Federal Direct PLUS Loan

The Federal PLUS Loan is a loan borrowed by a parent on behalf of a child to help pay for tuition and other school related expenses at Lincoln University. Parents may borrow up to the student's cost of attendance minus any other financial aid received. The PLUS Loan is for parents who are interested in borrowing for their **dependent** child's education. Parents interested in applying for a PLUS loan would complete an online credit check by login in to studentaid.gov. A credit check will be performed by the Department of Education's Common Origination & Disbursement Center to determine approval or denial of the loan. The parent will be notified by mail of the loan status. If the parent signed a Master Promissory Note (MPN) for a PLUS Loan in the previous year, a new MPN does not have to be completed unless the PLUS loan was approved with an endorser. The MPN allows a parent to receive additional funding (within eligibility) without signing another note. The MPN can be mailed to the parent for completion should the parent choose not to complete the MPN on the Internet. If the PLUS loan is denied, the parent has the option of obtaining an endorser. The Borrower Services Center will mail an endorser form to the applicant's address. If the loan is denied and the parent does not obtain an endorser, the student will be awarded the Federal Direct Unsubsidized Loan in the amount of \$4,000 for freshman and sophomore students and \$5,000 for juniors and seniors. If the Federal Direct Unsubsidized Loan is awarded, the student is responsible for payment of interest while enrolled in school. This loan or any loan may be decreased if the student receives additional financial assistance. If the Federal Direct Unsubsidized loan is awarded and the Federal Direct PLUS Loan is later approved, the Federal Direct Unsubsidized loan will be canceled. **Students cannot complete the online credit check for the parent.**

Alternative Loan

The University does not select or recommend lenders for students. If you were not awarded enough funding to cover your educational expenses, you may apply for an Alternative Loan. Alternative loans are private loans between you and a lender of your choice. 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 are responsible for researching your lender to ensure the best terms. You can do a search on the Internet by typing "Alternative or Private Education Loans", using Google or any search engine. We encourage you to seek all other options before borrowing an alternative loan.

Some alternative loan funds are disbursed electronically. If disbursement of funds is made via checks for Alternative Loans, the check is forwarded to the Cashier's Office for the student's endorsement.

OTHER IMPORTANT INFORMATION

Change in Classification

The student's classification during the fall semester is used in awarding financial aid for the academic year. Financial aid will not be revising loans to reflect a classification change until the next academic year. Those students classified as Undergraduates in the fall semester but will continue as graduate students in the spring, must notify the FAO for revision of the aid awarded.

Change in Circumstances

If your family's status has changed due to a loss of employment, loss of other income, separation, divorce or death, you should discuss the situation with a financial aid counselor.

Federal Work Study Students

All Federal Work Study recipients are required to attend a Federal Work Study Workshop after enrollment to obtain his/her job assignment. If you are awarded Federal Work Study, it will be listed on your award letter. You should not begin work until the agreement form has been signed by your supervisor and returned to the Student Employment Office. Students are not allowed to work more than ten (10) hours per week to ensure that you do not exceed the amount of the award. It is your responsibility to monitor your hours and award. The award amount is found on the award notification and the Federal Work Study Agreement Form. Federal Work Study students are paid an hourly wage. Federal Work Study assignments may be on or off campus. Federal Work Study cannot be used as credit towards charges for tuition, fees, room and board.

U.S. Department of Education Federal Student Aid ID (FSA ID)

It is very important that every financial aid recipient who completes the Free Application for Federal Student Aid apply and maintain their FSA ID. If you do not have a FSA ID, you may apply for one at fsaid.ed.gov. The FSA ID is your electronic signature. Please be advised that each parent must have a FSA ID to electronically sign the FAFSA form and MPN, if applying for a Federal PLUS (Parent) Loan.

A **FSA ID** may be used to access the following web sites:

- FAFSA, RENEWAL APPLICATION AND CORRECTIONS ON THE WEB (www.fafsa.ed.gov)
- DIRECT LOAN MANAGING (studentaid.gov)
- NATIONAL STUDENT LOAN DATABASE SYSTEM (www.nslsds.ed.gov)

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 October 1 each year.

Drug Convictions and Federal Student Aid

If you are convicted of any offense, during a period of enrollment for which you receive Title IV, Higher Education Act (HEA) Federal Student Aid, under any federal or state law involving the possession or sale of illegal drugs, you will lose your eligibility for any Title IV, HEA grant, loan, or work-study assistance.

RIGHTS

The Office of Financial Aid reserves the right to review, modify or cancel your financial aid award at any time due to changes in your or your parent's financial status, academic status or changes to your Expected Family Contribution (EFC) or if additional funds are received.

For additional information on financial aid, please visit www.lincoln.edu/financialaid or call 1.800.561.2606.

Office Hours: Monday - Friday

8:30 a.m. – 4:00 p.m.