

## FINANCIAL STATUS CHANGES

A student whose family's financial situation changes because of a death, separation or divorce, loss of a full-time job or loss of untaxed income is encouraged to meet with a Financial Aid Administrator to discuss a Special Circumstances appeal. The deadline for submitting a Special Circumstances appeal is March 1 of the academic year for which the appeal is being requested..

## CONFIDENTIALITY

All student records housed in the Office of Financial Aid are protected under the Family Educational Rights and Privacy Act.

## CHANGES IN ENROLLMENT

Changes in enrollment may result in a revised financial aid award. You must notify the Office of Financial Aid immediately if there is a change in your enrollment, should you stop attending classes or should you drop below a half-time status (less than 6 credit hours if an undergraduate student or less than 5 credit hours if a graduate student).

## PAYMENT OF TUITION & FEES

Students have primary responsibility for paying their bill for tuition and fees before the payment deadline date each semester and knowing the status of their account. Payment can be made using financial aid funds and/or personal funds, or through participation in the FACTS Payment Plan.

**Avoid the lines! Pay your bill via PCSTAR! Don't let your classes be cancelled! Be sure to pay your bill for tuition and fees in full by the fee payment deadline each semester. If you are unsure as to the status of your bill, contact Student Accounts at (219) 989-2560 or check PCSTAR.**

## PAYMENT OF TUITION & FEES USING FINANCIAL AID

**Students whose financial aid is equal to or greater than their bill for tuition and fees will automatically have their classes held. In this case should you choose not to attend you must officially withdraw from your classes through the Registrar's Office.**

**If the amount of your financial aid is less than your bill, you must pay the balance owed prior to the fee payment deadline in order to prevent your classes from being cancelled.**

## REFUND CHECKS

Financial Aid refund checks are automatically mailed to students beginning the second week of classes. Note: If there is a balance owing on the student's account for a future semester, the refund may be applied to that balance.

## REPAYMENT OF UNEARNED FINANCIAL AID

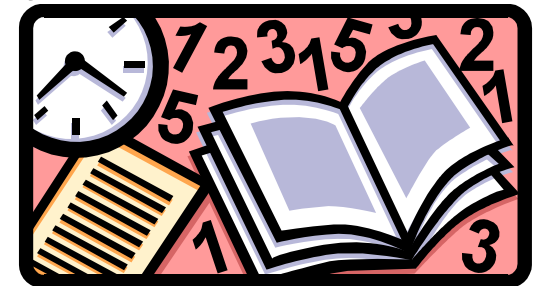
**If you wish to withdraw from all your classes contact Janice Roberts in person at the Office of the Registrar located in the Enrollment Services Center, Lawshe 130 or by phone at (219) 989-2181.**

**Important!** If a student withdraws, discontinues attendance, or drops classes, Student Accounts will determine the amount of financial aid that was earned and the amount that was unearned. The student will be notified if they are responsible for repaying any part of the unearned financial aid.

**Note:** Students withdrawing from all their classes after the 60% point of the semester are not required to repay any part of their unearned financial aid.

## OFFICE OF FINANCIAL AID & STUDENT ACCOUNTS PURDUE UNIVERSITY CALUMET

### *Rights and Responsibilities of Financial Aid Recipients*



Office of Financial Aid & Student Accounts  
Location: Enrollment Services Center  
Lawshe 130

Financial Aid  
Monday thru Thursday 7:30 – 6:30  
Friday 7:30 – 4:30  
(219) 989-2301  
Toll Free: 1-800-HI-PURDUE ext.. 2301

Student Accounts  
Monday thru Thursday 8:00 – 6:30  
Friday 8:00 – 4:30  
(219) 989-2560  
Toll Free: 1-800-HI-PURDUE ext. 2560

E-Mail Address: [finaid@calumet.purdue.edu](mailto:finaid@calumet.purdue.edu)  
Home Page:  
<http://www.calumet.purdue.edu>

PCSTAR: <http://calumet.purdue.edu>

## APPLICATION

Students must apply for Financial Aid each year by completing a Free Application for Federal Student Aid (FAFSA) in order to be considered for financial assistance.

The priority FAFSA filing deadline at Purdue Calumet is March 1. Students submitting a FAFSA after March 1 will only be considered for a Pell Grant and student loan eligibility.

## VERIFICATION

Federal student aid regulations require that the Office of Financial Aid verify data provided by the student on their FAFSA and adjust or cancel awards accordingly. It is important to respond to all requests for information in a timely manner. Students are selected for verification either by the Federal Processor or the institution.

## STUDENT LOAN COUNSELING

First-time borrowers at Purdue Calumet are required to participate in loan entrance counseling prior to the disbursement of their student loan.

Loan borrowers at Purdue Calumet are required to participate in loan exit counseling prior to their graduation or at any time they cease to be enrolled at least half-time.

**Note:** Each and every time a borrower ceases to be enrolled at least half-time, loan exit counseling is required.

## AWARD NOTIFICATION

The first group of Award Notifications is mailed by early June. The second group of Award Notification letters is mailed in late June. After June, Award Notification letters are mailed on a weekly basis as files become complete in the Office of Financial Aid.

Students included in the first groups of Award Notification letters receive priority consideration for campus-based funds (Supplemental Educational Opportunity Grant, Perkins Loan, Federal Work-Study). Campus-based funds are limited.

## AWARD DECISION FORM

Students must complete and return a Financial Aid Award Decision Form accepting or declining their financial aid awards. Failure to return this form within 14 days of the date of the Award Notification letter may result in the cancellation of some or all of the student's financial aid awards.

## IMPORTANT NOTE TO STUDENTS RECEIVING GRANTS AND SCHOLARSHIPS

**All gift aid (grants and scholarships) awarded to you will automatically be accepted on your behalf and applied to your bill. Therefore, should you choose not to attend, you must officially withdraw from your classes through the Office of the Registrar as your classes would have been held for you if the amount of your gift aid paid your bill in full.**

## OUTSIDE AWARDS

The total amount of a student's financial aid may not exceed the amount of their financial need. Therefore, all scholarships or other resources received by the student from private sources must be reported to the Office of Financial Aid. The student's financial aid will be reviewed and adjusted accordingly. If an overaward occurs and a disbursement has already been made, the student will be billed for the amount of the overaward.

## SATISFACTORY ACADEMIC PROGRESS

Financial Aid recipients must meet all Satisfactory Academic Progress requirements in order to be eligible to receive financial aid.

**GPA Requirement.** Undergraduate students whose attempted credit hours are greater than 24 credit hours, or Graduate students whose attempted credit hours are greater than 15 credit hours, must maintain a minimum graduation index based on their current grade classification.

**Completion Rate Requirement.** A student is eligible to receive financial aid for a maximum of 189 attempted credit hours. A student's total number of earned credit hours must be equal to or greater than 67% of the total number of their attempted credit hours.

**Note:** Students who fail to complete any classes during any one semester are placed in an ineligible status.

A student's Satisfactory Academic Progress status is reviewed at the completion of each semester, including Summer. A copy of the Satisfactory Academic Progress policy is mailed to all students with their Award Notification.

A student wishing to appeal their Satisfactory Academic Progress status must complete a written appeal form available from the Office of Financial Aid. The deadline for appeals is the end of the first week of classes of the semester you have become ineligible.

## SUMMER FINANCIAL AID

Once you have completed your summer registration contact the Office of Financial Aid regarding your summer aid eligibility. A separate application is required!