Effective: January 3, 2017

Terms and Conditions

VERY IMPORTANT INFORMATION; PLEASE READ!

Here is an overview of standard policies and practices governing student financial aid; please read carefully. For more detailed information, you may visit our Web site at www.mtsu.edu/financial-aid. If you have questions, contact the MT One Stop at 615-898-2111.

General Terms and Conditions for Financial Aid at Middle Tennessee State University are:

Correspondence

- Your MTSU email accounts will be the primary method used by the MTSU Financial Aid Office (FAO) to communicate about financial aid. It is important for you to check your email account frequently.

Federal Eligibility Requirements

- You must be in a degree-seeking program or seeking teacher certification.
- To be eligible for federal and state financial aid, you must be maintaining Financial Aid Satisfactory Academic Progress towards a degree. Your cumulative GPA, completion rate, and maximum time limits for the completion of your degree are monitored each semester.
- You cannot receive federal financial aid at two schools simultaneously.
- Class attendance is required. Failure to attend classes may result in you owing funds to MTSU.
- Contact the MT One Stop before dropping or withdrawing from classes because it may cause you to owe a balance to MTSU and/or lose eligibility for some types of financial aid.
- Graduate students who are required to enroll in undergraduate pre-requisites before enrolling in a graduate course or before enrolling in core graduate classes (as noted in the Graduate Catalog), undergraduate students working on an additional bachelor's degree, or students working solely on teacher certification must submit a Request for Federal Financial Aid for Additional Coursework Form and additional documentation (if required) before financial aid can be processed or disbursed.
- A Free Application for Federal Student Aid (FAFSA) must be completed annually.
- Students incarcerated in federal and state penal institutions are not eligible for financial aid. You must notify the MTSU Financial Aid Office if you are currently incarcerated.

Financial Aid Awards

- Your financial aid Cost of Attendance (COA) or financial aid budget is based on an allowance for direct (tuition/fees) and indirect (housing, meals, etc.) costs for full-time enrollment. Your financial aid awards may not exceed your COA.
- Initially, your financial aid awards are based on the assumption that you will be attending full-time. Your COA will be updated based on your enrollment on the day aid is first disbursed for the semester. However, if you are receiving federal campus-based aid (i.e., Federal SEOG, Federal Perkins Loan, or Federal Work-Study) or the Federal TEACH Grant, your COA is based on your enrollment as of the census date. Also, financial aid awards will be adjusted based on actual enrollment as of the census date. The census date is typically the 14th day of classes for Fall and Spring semesters. For Summer, refer to the Registration Guide.
- Notify the MT One Stop if you plan to enroll part-time, your residency has changed from out-of-state to in-state status, and/or you will receive a private scholarship, third-party payments such as Vocational Rehabilitation, or discounts, etc. Otherwise, if your aid is adjusted, you may owe a balance to MTSU.
Financial aid is based on the number of hours enrolled. After you pass a class with a grade of A, B, C, D, P, or S, you can enroll and complete the class and have it count towards your financial aid eligibility only one more time.

**Awards and Financial Aid Refunds**

- Grants will automatically be accepted for you. Grants are prorated based on the number of hours enrolled.
- If your financial aid awards are more than your MTSU charges, then you will receive a Financial Aid Refund. You can receive your Financial Aid Refund by signing up for Direct Deposit.
- You must confirm your registration to keep your classes from being dropped.
- Though the Financial Aid Office does not anticipate any reduction in federal, state, and institutional funding, all awards are contingent upon the availability of funds.

**Pell Grant**

- Students will be monitored by the federal government as related to the maximum number of semesters that they can receive the Federal Pell Grant. Inclusive of all postsecondary institutions, eligible students can receive the Federal Pell Grant until a baccalaureate degree is earned or have received a Pell Grant the equivalent of twelve (12) full-time semesters, whichever comes first. Refer to the following link for additional information: http://www.mtsu.edu/financial-aid/grants.php.

**Loans**

- You must accept (if available) or submit a Loan Request for any federal direct loans you wish to receive. Accept Subsidized loans before accepting Unsubsidized loans. For more information about federal direct loans, click here.
- There is a limit on the maximum period of time that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized loans for more than 150% of the published length of your program.
- You must be attending at least half-time (6 undergraduate or 5 hours graduate hours) at the time of loan disbursement.
- All first-time borrowers at MTSU must complete Loan Entrance Counseling at http://www.StudentLoans.gov within one month or the loan may be cancelled.
- All borrowers must electronically sign a Direct Loan Master Promissory Note (MPN) at http://www.StudentLoans.gov within one month or the loan may be cancelled. Typically, the MPN is valid for up to 10 years.

**EVEA**

- Beginning with Spring 2013, students who are new admits or readmits to MTSU must verify US citizenship or lawful presence to receive state funded benefits as required by the Eligibility Verification for Entitlements Act (EVEA). For more information, please refer to http://www.mtsu.edu/how-to-apply/eva.php. Failure to meet this requirement will result in cancellation of Academic scholarships, Lottery Scholarships, and the Tennessee Student Assistance Award (TSAA).

**Scholarships**
- Students may apply for scholarships each year to be considered for scholarships for the upcoming year.
- The online Scholarship Application will be available in late fall and must be submitted by February 15.
- For more information, go to [http://www.mtsu.edu/financial-aid/scholarships](http://www.mtsu.edu/financial-aid/scholarships)

**Tennessee Education Lottery Scholarship Program**

- Students who are awarded a Lottery Scholarship will be notified by email to complete the online Tennessee Education Lottery Scholarship Statement of Understanding.

**I understand that I am responsible for paying all charges owed to MTSU.**
If it is determined that I become ineligible for any financial aid awarded during the academic year, I agree to repay these amounts to the MTSU Business Office.