STEP ONE:
Apply for a PIN number at www.pin.ed.gov
• Continuing students will use the same PIN number as last year and will not need to re-apply for a PIN. If you forgot your PIN number, you can request a duplicate PIN number at www.pin.ed.gov

STEP TWO:
Complete your 2010-2011 Free Application for Federal Student Aid (FAFSA) using your current 2009 tax return at www.fafsa.ed.gov
• Many students will also need their parents 2009 tax return to complete the FAFSA
• Be sure to list OLLU's school code 003598 on the FAFSA so we can electronically download and have access to your information

STEP THREE:
Financial Aid will mail you documents to complete your student file approximately two weeks after you have received your completed FAFSA from the U.S. Department of Education.
• Complete and submit all requested documents to the Financial Aid Office. These requested forms can be found at www.ollusa.edu/financialaidforms

STEP FOUR:
Once your file is complete you will receive an award notification. Please review your award notice and if any changes are needed, please seek guidance from the Financial Aid Office.
• If you choose to accept your Federal Direct Stafford Loan award, you will need to complete the following steps:
  First-Time Borrowers - Complete Direct Stafford Loan Entrance Counseling at www.dl.ed.gov
  All Students - Complete An Electronic Master Promissory Note (eMPN) at https://denote.ed.gov/empn/index.jsp

Please remember to check your OLLU E-mail account on a regular basis as the Financial Aid Office will send you important information regarding your financial aid.

DEADLINES AND TIMELINES

• Please complete your financial aid file by May 1, 2010, to receive priority consideration, which means that your request for financial assistance will be processed in time for the start of school. A complete file includes this data form, a processed FAFSA, academic transcripts (if you have attended another school) and all documents the U.S. Department of Education requires such as:
  • 2010/2011 Independent/Dependent Verification Worksheet if chosen for verification by the Federal Government
  • 2009 Signed Income Tax Return if chosen for verification by the Federal Government
  • Social Security Card in the event that we are unable to verify your social security number with the Federal Government
  • Birth Certificate or Resident Alien Card in the event that we are unable to verify your citizenship status
  • Selective Service Registration Verification in the event that we are unable to verify your registration with Selective Service

FORMS LOCATED AT www.ollusa.edu/FinancialAidForms

• All requests received after May 1, 2010, will be considered after we have processed all priority applications. Financial aid applications received after this date may not be processed until after late registration is complete and you will be required to make payment arrangements with OLLU's Business Office if you fail to meet this deadline.

• If you would like to attend summer school, you will need to complete a separate summer application. This application will be available in April at the Financial Aid Office or online at www.ollusa.edu/FinancialAidForms

GENERAL RULES AND REGULATIONS

• Federal aid is awarded based on the information you provide on your Free Application for Federal Student Aid (FAFSA) and your expected family contribution number (EFC).
• Summer 2010 aid is additional aid. If you do not exhaust all the aid for which you are eligible during the 2009-10 academic year, you may be eligible for summer aid.
• Cost of Attendance (COA) Budget is the maximum amount of aid which you may receive for an academic period.
• Institutional Aid may be applied to your account until funding is obtained by a specific scholarship or grant. Once this grant or scholarship is funded, financial aid will exchange the institutional aid with the appropriate funded scholarship or grant.
• According to federal requirements, regardless of what other departments on campus may indicate, financial aid defines enrollment status as:
  UNDERGRADUATE Less than half time — 5 or less credit hours attempted
  UNDERGRADUATE Half time — 6 to 8 credit hours attempted
  UNDERGRADUATE ¾ time — 9 to 11 credit hours attempted
  UNDERGRADUATE Full time — 12 or more credit hours attempted
  GRADUATE Less than half time — 4 or less credit hours attempted
  GRADUATE Half time — 5 credit hours attempted
  GRADUATE ¾ time — 6 to 8 credit hours attempted
  GRADUATE Full time — 9 or more credit hours attempted
• All financial aid recipients should contact the Financial Aid Office before dropping any class. Dropping a class may result in cancelation of certain types of grants, scholarships or loans and you will be responsible to pay these funds back to the program.
**Satisfactory Academic Progress**

- To continue to remain eligible for all Title IV financial aid programs, you must maintain satisfactory academic progress. Satisfactory academic progress for undergraduate students is defined as passing 75 percent of your attempted credit hours per semester or session and achieving a minimum cumulative grade point average of at least a 2.0 during any semester, session or academic year. A graduate or professional student must also complete 75 percent of their attempted classes as well as maintain a cumulative grade point average of at least 3.0 during any semester, session or academic year. If the above requirements are met, you may continue to receive Title IV financial aid until you graduate or until you have attempted 150 percent of the credit hours required to obtain your degree of choice.

- If you do not meet all of the components of the satisfactory academic progress policy, you will be placed on financial aid suspension. You may appeal your financial aid suspension if there are legitimate circumstances that caused you to fail to meet academic progress standards. An appeal form can be obtained from the Financial Aid Office or through the financial aid Web site, www.ollusa.edu/FinancialAidForms.

**Return of Title IV Funds Policy**

- If you withdraw or otherwise terminate your enrollment during the first 60 percent of the semester or session, and you receive financial assistance from Title IV programs (Academic Competitiveness Grant, SMART, TEACH, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan and Federal PLUS Loan), you earn Title IV funds in direct proportion to the length of time you were enrolled. The percentage of time during the period that you remained enrolled is the percentage of disbursable aid for the semester/session that you have earned. The percentage of the period that you remained enrolled is derived by dividing the number of days you attended by the number of days in the semester/session. Calendar days are used, but breaks of at least five concurrent days are excluded from the calculation.

- Title IV program reimbursement monies will be withheld from any institutional refunds (tuition, room, board, fees, etc.) due to you. If these monies are not sufficient to cover the reimbursement required, you will be billed for the remaining amount. Failure by you to comply with this federal Return of Title IV Funds Policy will make you ineligible to participate in any Title IV aid program from any post-secondary institution until you become compliant with the Return of Title IV Funds Policy.

- The federal government has established the following priority for the distribution of unearned aid: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant, SMART, TEACH and Federal Supplemental Educational Opportunity Grant.

**Student Loans:**

- **All Students:**

  - must complete a new Electronic Master Promissory Note (eMPN) at https://dienote.ed.gov/empn/index.jsp.

- **All Students, regardless of income, may be eligible for a Federal Stafford Loan. You will first be considered for a subsidized Federal Stafford Loan, which means the government pays the interest on the loan while you attend school. If you are not eligible for a subsidized loan, you will be awarded an unsubsidized Federal Stafford Loan, which means you pay the interest on the loan while you are in school. You can pay interest monthly or quarterly, or you can opt to have your interest capitalized and added to the loan principal.

- To be eligible for Federal Stafford, Federal PLUS and Perkins Loans, you must be enrolled at least half time per semester. In the event that you drop below half time per semester, you will become ineligible for any of these loan programs.

- To maintain eligibility for your loan, you must maintain satisfactory academic progress as outlined in this data form.

- **All First-Time Borrowers** must complete loan counseling before their loan proceeds can be disbursed. If you are a First-Time Borrower, please complete Stafford Loan Entrance Counseling by going to www.dl.ed.gov and click on “Entrance and Exit Counseling.”

- **All students applying for a Federal Stafford Loan and parents applying for a Federal PLUS Loan must be U.S. citizens or eligible non-citizens.**

- Some federal loans are subject to fees. All fees are deducted proportionately from loan proceeds before the money is disbursed.

- If you want to apply for a Federal Stafford Loan, please indicate “yes” on the attached Financial Aid Data Form.

**Loan Amounts:**

The amount of loan dollars you can receive depends on your dependency status determined by the FAFSA and whether you are an undergraduate or a graduate student. Please refer to this chart for the maximum loan amount that you can borrow:

**Undergraduate Students**

- **Dependent Freshman** $5,500 ($3,500 subsidized + $2,000 unsubsidized)
- **Dependent Sophomore** $6,500 ($4,500 subsidized + $2,000 unsubsidized)
- **Dependent Junior/Senior** $7,500 ($5,500 subsidized + $2,000 unsubsidized)
- **Independent Freshman** $9,500 ($3,500 subsidized + $6,000 unsubsidized)
- **Independent Sophomore** $10,500 ($4,500 subsidized + $6,000 unsubsidized)
- **Independent Junior/Senior** $12,500 ($5,500 subsidized + $7,000 unsubsidized)

**Graduate Students**

- **Graduate or Professional** $20,500 ($8,500 subsidized + $12,000 unsubsidized)

- The maximum total loan amount a dependent undergraduate student can borrow to complete an undergraduate degree program is $31,000. The maximum total loan amount an independent undergraduate student can borrow to complete an undergraduate degree program is $57,500.

- The maximum total loan amount a graduate student can borrow to complete a graduate degree program is $138,500.

**Tuition Equalization Grant (TEG)**

You must complete 24 credit hours a year if you are an undergraduate or 18 credit hours a year if you are a graduate/professional student, and maintain at least a 2.5 grade point average to maintain eligibility for this grant. Failure to meet these requirements will result in forfeiture of your grant. If you lose this grant, you can regain eligibility by either earning up to 24 credit hours for an undergraduate student and 18 credit hours for a graduate/professional student in the summer term at OLLU or increasing your cumulative grade point average to be equal or greater than a 2.5.

If you officially withdraw from all classes, you will have to return grant proceeds according to the University’s refund policy.

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OLLU • 210-434-6711, ext. 2299 or 800-324-4310 • Fax 210-431-3958 • finaid@ollusa.edu

Financial Aid Office • 411 S.W. 24th Street • San Antonio, TX 78207
## Student Instructions:
Complete this form if you wish to apply for all types of financial aid and return this document to the OLLU Financial Aid Office. (This form must be completed in ink.)

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Last/Family</th>
<th>First/Given</th>
<th>Middle</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred Name (if not first name)</th>
<th>Former Last Name(s) if any</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>or Social Security Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Home Address</th>
<th>Number and Street (Apt.#, P.O. Box #)</th>
<th>City/Town</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>Zip/Postal Code</th>
<th>County</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address while at OLLU</th>
<th>Number and Street (Apt.#, P.O. Box #)</th>
<th>City/Town</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>Zip/Postal Code</th>
<th>County</th>
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</table>

<table>
<thead>
<tr>
<th>Permanent Home Phone (______)</th>
<th>Cell Phone (______)</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Local Phone (______)</th>
<th>E-mail</th>
</tr>
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</table>

Are you a Texas Resident?  □ Yes  □ No

If Yes, please check all that apply to you:

☐ I graduated or will graduate from a Texas High School or received my GED certificate in Texas.

☐ I have resided in Texas for three years leading up to graduation from high school or receiving my GED certificate

☐ I have resided or will have resided in Texas for the 12 months prior to the census date of the semester in which I will enroll in Our Lady of the Lake University.

Indicate the number of hours you plan to enroll each semester:  _______ FALL 2010  _______ SPRING 2011

Indicate your expected class status for 2010-2011:

☐ New Incoming Student  ☐ Continuing Freshman  ☐ Sophomore

☐ Junior  ☐ Senior  ☐ Graduate/Professional

When do you expect to graduate?  _______ Month / _______ Year

Are you a member of a religious order, society, agency, community or other organization that directs your course of study or provides you with support?  □ Yes  □ No

Have you ever received a student loan before at Our Lady of the Lake University?  □ Yes  □ No

Would you like to borrow a student loan to help pay for your tuition and fees to attend OLLU?  □ Yes  □ No

If Yes, please review the student loan section of the data form.

I certify that I have read and understand the policies presented in this Financial Aid Data Form. I understand that my financial aid award may change if any additional information is received after I receive my award letter.

Student Signature: ____________________________ Date: ____________________________
Once you have completed the Financial Data Form inside, please complete our optional survey to help us improve our services.

1. How do you prefer to handle most of your financial aid services?  □ E-mail  □ Phone  □ In person

2. How do you prefer to be contacted by the financial aid office?
   □ E-mail (via your OLLU E-mail)  □ Phone (Phone number listed on Financial Aid Data Form)

3. Please rate the level of satisfaction with our services using the following scale:
   1 - Disagree, 2 - Neutral, 3 - Agree, 4 - Not applicable
   
   It is easy to get in touch with the financial aid office
   The attitude of my financial aid counselor was pleasant
   My financial aid counselor was helpful
   The application process was easy to understand
   The Financial Aid Office Website is helpful

4. Any additional comments you may have or suggestions for improvement

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________