



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 2013-2014 Free Application for Federal Student Aid (FAFSA) using your current 2012 tax return at www.fafsa.ed.gov

- *Most students will also need their parents 2012 tax return to complete the FAFSA*
- *Be sure to list OLLU's school code **003598** on the FAFSA so we may access your information*

The Financial Aid Office will send important information to your OLLU email. Please check your email regularly.

STEP THREE:

Financial Aid will mail you documents to complete your student file approximately two weeks after we 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 you have any questions, please contact the Financial Aid Office.

If you choose to accept your Federal Direct Loan award, you will need to complete the following steps:

- ***First-Time Borrowers** - Complete Direct Loan Entrance Counseling and complete an Electronic Master Promissory Note (eMPN) at <https://studentloans.gov/myDirectLoan/index.action>*
- ***Returning Student Borrowers** - All returning students who received direct loans in the pervious academic year will not need to complete a new Master Promissory Note or loan counseling.*

Note: If you choose not to accept your student loan award, please notify our office via email, mail or in person.

Awarding Philosophy for Gift Aid Funds: At Our Lady of the Lake University, a student may be eligible to receive gift aid up to the cost of tuition only. Note: Gift aid funds include scholarships, grants and discounts that are received from federal, state, institutional and private sources.

- Please complete your financial aid file by **May 1, 2013**, to receive priority consideration and to ensure that your financial assistance will be processed in time for the start of school. A complete file includes this data form, a processed FAFSA, and all required U.S. Department of Education documents, which include:
 - **2013-2014 Independent/Dependent Verification Worksheet** if selected for verification by the Federal Government
 - **2012 IRS Tax Return Transcript** if selected 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

Additional documents may be required depending on individual circumstances. Frequently requested documentation includes receipt of food stamps, child support paid, selective service confirmation, amended tax return, etc.

ALL FORMS MAY BE FOUND AT: www.ollusa.edu/FinancialAidForms

- All requests received **after May 1, 2013**, will be considered after we have processed all priority applications. Financial aid applications received **after May 1, 2013 may not** be processed until after late registration is complete; if you submit forms after the deadline, you will be required to make payment arrangements with OLLU's Business Office.
- If you plan on attending 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

- Federal aid is awarded based on the information you provide on your Free Application for Federal Student Aid (FAFSA) and the resulting expected family contribution number (EFC).
- Summer 2014 aid is additional aid. If you do not exhaust all of the aid for which you are eligible during the 2013-2014 academic year, you **may** be eligible for summer aid.
- Cost of Attendance Budget (COA) is the maximum amount of aid you may receive for an academic period.
- 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	GRADUATE Half time — 3 credit hours attempted
UNDERGRADUATE Half time — 6 to 8 credit hours attempted	GRADUATE Full time — 6 or more credit hours attempted
UNDERGRADUATE ¾ time — 9 to 11 credit hours attempted	
UNDERGRADUATE Full time — 12 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 cancellation of grants, scholarships or loans, and you will be responsible to pay these funds back to the program.

STUDENT LOANS

- **First-Time Borrowers** must complete an Electronic Master Promissory Note (eMPN) at <https://studentloans.gov/myDirectLoan/index.action> and must also complete loan entrance counseling before their loan proceeds can be disbursed. Please go to <https://studentloans.gov/myDirectLoan/index.action> and sign in with your FAFSA PIN
- All students, regardless of income, may be eligible for a Federal Direct Loan. You will first be considered for a subsidized Federal Direct 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 Direct 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 Direct, 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 federal loan programs.
- To maintain eligibility for your loan(s), 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 Direct Loan Entrance Counseling by going to <https://studentloans.gov/myDirectLoan/index.action> and click on "Entrance and Exit Counseling."
- All students applying for a Federal Direct Loan and parents applying for a Federal PLUS Loan, must be U.S. citizens or eligible non-citizens.
- Some federal loans are subject to disbursement fees. All fees are deducted proportionately from loan proceeds before the money is disbursed.
- If you want to apply for a Federal Direct Loan, please indicate "yes" on the attached Financial Aid Data Form.

All returning students who received direct loans in the previous academic year will not need to complete a new Master Promissory Note or Entrance Counseling.

LOAN AMOUNTS:

The amount of loan dollars you can receive depends upon your dependency status as determined by the FAFSA, and whether you are an undergraduate or a graduate student. Please refer to this chart for the maximum yearly loan amount that you may 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 unsubsidized Direct Loan

- The maximum total Direct loan amount a dependent undergraduate student can borrow to complete an undergraduate degree program is \$31,000. The maximum total Direct loan amount an independent undergraduate student can borrow to complete an undergraduate degree program is \$57,500.
- The maximum total unsubsidized Direct loan amount a graduate student can borrow to complete a graduate degree program is \$138,500.
- Effective July 1 2012 per federal regulation, Public Law 112-74: Direct Subsidized Loans are not eligible for an interest subsidy during the six-month grace period. Effective for loans disbursed July 1, 2012 to June 30, 2014.

SATISFACTORY ACADEMIC PROGRESS

- 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 a 3.0** during any semester, session or academic year. If the above requirements are met, you may continue to receive Title IV financial aid, as long as you are eligible, 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 requirements 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.

Effective Fall 2012 there are new federal regulations regarding the following: remedial coursework, repeat coursework and updates to standards of satisfactory academic progress. Please review full details at 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 (TEACH, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loan and Federal PLUS Loan), your aid will be reduced 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 disburseable aid for the semester/session that you have earned. The percentage of the period that you remained enrolled is calculated by dividing the number of days you attended by the number of days in the semester/session. Only calendar days are used. 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 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 Direct Loan, Subsidized Direct Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, TEACH and Federal Supplemental Educational Opportunity Grant.
- **Unofficial Withdrawal/No Passing Grades** - Federal regulations require that any student who fails to earn a passing grade in at least one course in the semester shall be considered as having unofficially withdrawn.

At the end of each semester, OLLU is required to review academic transcripts. Students who have received all F's or No Credit grades, will have their financial aid recalculated and will see their aid reduced or canceled to comply with federal requirements.

PELL GRANT RECIPIENTS

Public Law 112-74, signed into law on December 23, 2011, reduces the maximum period for which a student may receive Pell Grants to 12 full-time semesters. This includes all semesters that Pell funds were received at other institutions.

TUITION EQUALIZATION GRANT (TEG)

If you are an undergraduate you must complete at least 12 credit hours during each of the fall and spring semesters to maintain TEG eligibility. If you are a graduate student you must complete 9 credit hours during each of the fall and spring semesters to maintain TEG eligibility. You must also maintain, each semester, a cumulative 2.5 grade point average for undergraduate and a cumulative 3.0 grade point average for graduate to maintain eligibility for this grant. Failure to meet these requirements will result in forfeiture of your grant. If you lose this grant, you may regain eligibility by either earning up to 24 credit hours for an undergraduate student and 18 credit hours for a graduate student in the summer term at OLLU or increasing your cumulative grade point average to be equal or greater than a 2.5 for undergraduate or 3.0 for graduate.

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

VERIFICATION OF HIGH SCHOOL COMPLETION STATUS

Effective July 2012 Budget Control Act of 2011 Public Law 112-74: All undergraduate students must submit a final high school official transcript that shows the date the high school diploma was awarded.

UNDERSTANDING THE VERIFICATION PROCESS

What is Verification?

Verification is a process by which the Financial Aid Office is required to verify the data that was submitted on a FAFSA application. Students selected must submit documentation to validate the information used to file the FAFSA. Any discrepancies found during the Verification Process will be adjusted on the FAFSA to correspond with documentation. If you are selected for verification, you cannot receive any federal or state aid until verification is completed.

How will I be notified if my FAFSA record has been selected for verification?

You will receive an email from the Department of Education that you have been selected for the verification process and you will be directed to contact the financial aid office at your school. You will also receive an official request for verification documents from the Financial Aid Office at OLLU.

How are FAFSA records chosen for verification?

A FAFSA record is selected for verification for one of two reasons

- random selection by the Department of Education
- institution finds conflicting information

What documentation will be required in the verification process?

Students may be asked to submit one or all of the following documents based on their individual verification tracking group:

- 2013-2014 Dependent Verification Worksheet
- 2013-2014 Independent Verification Worksheet
- Copy of student (and spouses if married and filed separately) 2012 IRS Tax Return Transcript
- Copy of Parent (s) 2012 IRS Tax Return Transcript (submit both returns if married and filed separately)
- Statement of Education Purpose & Certification of Identity

Will these be the only documents required for verification?

Additional documents may be required depending on individual circumstances; those may include documentation regarding: receipt of food stamps, child support paid, selective service confirmation, amended tax return, W-2, etc.

How do I obtain an IRS Tax Transcript for 2012?

You can order an IRS tax transcript online at www.irs.gov – click on “order a Return or Account Transcript” or by calling 1-800-908-9946.

What if I am a non-filer?

If you or your parents are non-filers, you will need to submit an IRS Form 1722-Verification of Non-filing. This is an official IRS letter confirming that a taxpayer did not file taxes for a particular tax year. IRS Form 1722 can be requested by completing IRS Form 4506-T, checking the box marked “Verification of Non-filing,” and mailing it to the IRS, or by calling the IRS at 1-800-908-9946. You will also need to submit 2012 W2's for each employer, if applicable.

Is there a deadline for submitting and completing Verification?

There is no specific “deadline” for submitting the Verification documents; however, Verification will need to be completed before a student is awarded.

What if I have questions about this process?

Contact the Financial Aid office via E-mail at finaid@ollusa.edu or by phone at 210-434-6711, ext 2299.

STATEMENT OF EDUCATIONAL PURPOSE

I certify the following to be true:

1. I will use federal or state financial aid only to pay costs associated with my attendance at Our Lady of the Lake University (OLLU) in the 2013-2014 academic year.
2. I understand that purposely providing false or misleading information to obtain student financial aid is a federal offense punishable by fines and imprisonment.
3. I understand that the U.S. Secretary of Education has the authority to verify information used to apply for federal student aid with the Internal Revenue Service and other federal agencies.
4. I understand that OLLU has the authority to request documentation required to verify the accuracy of my financial aid application.
5. If I sign any document related to the federal student aid programs electronically using a personal identification number (PIN) I certify that I am the person identified by the PIN and I have not disclosed that PIN to anyone else.
6. I am not in default of a federal student loan or I have made satisfactory arrangements to repay it.
7. I will notify OLLU if I default on a federal student loan.
8. I do not owe money back on a federal student grant or I have made satisfactory arrangements to repay it.
9. I will not receive Federal Pell Grant from more than one school for the same period of time.
10. I understand that to remain eligible to receive financial aid I must maintain Satisfactory Academic Progress toward the completion of my academic program, the requirements for which are published in the financial aid data form.
11. I understand that withdrawing, dropping or not attending my classes may lead to the reduction or cancellation of financial aid and that it is my responsibility to consult with the OLLU Financial Aid Office prior to changing my course load.
12. I understand that OLLU and the U.S. Department of Education will pursue collection efforts for cancelled or reduced aid that I received and to which I am not entitled.



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

OUR MISSION is to provide excellent customer service while helping our students find ways to finance their education at Our Lady of the Lake University. To begin this process, please complete this Financial Aid Data Form and the Free Application for Federal Student Aid (FAFSA) as soon as possible (www.ollusa.edu/FinancialAidForms).

Awarding Philosophy for Gift Aid Funds: At Our Lady of the Lake University, a student may be eligible to receive gift aid up to the cost of tuition only. Note: Gift aid funds include scholarships, grants, discounts from federal, state, institutional and private sources.

PLEASE PRINT

Legal Name _____
Last/Family First/Given Middle

Student ID _____ or Social Security Number _____ - _____ - _____

Permanent Home Address _____
Number and Street (Apt.#, P.O. Box #) City/Town

_____ State/Province Zip/Postal Code County

Cell Phone (_____) _____ Local Phone (_____) _____

Email _____

Are you a United States Citizen? Yes No

If Yes, were you born in the United States Yes No

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 2013 _____ SPRING 2014 _____ SUMMER 2014

Indicate your expected class status for 2013-2014:

- 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 that 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.

Do any of the following currently apply to you? Please check.

- Active military Spouse of active military Eligible to receive VA (Veterans) benefits

Reporting outside Resources: Financial assistance awarded by OLLU may be adjusted if student receives additional resources (from grants, scholarships or employee benefits), which may cause their demonstrated need to change. Financial aid recipients must notify the financial aid office of all assistance received from other sources, including OLLU. This will prevent "overawards" and will allow for equitable distribution of OLLU's limited resources.

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 THIS DOCUMENT, PLEASE RETURN IT TO THE OLLU FINANCIAL AID OFFICE



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 Financial Aid Office • 411 S.W. 24th Street • San Antonio, TX 78207