

## Award Information

Welcome to the Lesley University community. We've prepared this information in an effort to help you understand your financial aid eligibility. For more information about financial aid, your eligibility, and your rights and responsibilities, please consult the Financial Aid Award Guide. If you are a first-time financial aid recipient, the guide will be included in this packet. Otherwise, the guide can be found online at [lesley.edu/financial-aid](http://lesley.edu/financial-aid).

**If you are awarded a Federal Direct Stafford Loan in your financial aid award, further action is required.** You will need to log in to your LOIS account ([lesley.edu/LOIS](http://lesley.edu/LOIS)) and choose to accept, decline, or revise the award amount. Once you accept the loan, it will be considered as pending on your student account.

If you are required to sign a Master Promissory Note (MPN) or complete Entrance Counseling, you will be directed to do so while logged in to your LOIS account. You can complete both steps at [studentloans.gov](http://studentloans.gov). Emails will also be sent to your Lesley email address until any necessary steps have been completed. Your loan(s) will be cancelled if no action is taken within 60 days of receiving the first email. (Note: If you are receiving an Award Letter close to the end of the academic year, all steps must be completed before the date of your last course within that academic year.)

The program you are in determines how your award is constructed and when disbursement occurs. For this reason, the following information has been listed by program in an effort to help you better understand your award. Additional information that applies to all students, including "Satisfactory Academic Progress" and the "Terms and Conditions of Your Award" can be found on the other side of this document.

### ON-CAMPUS AND LOW-RESIDENCY PROGRAMS: GRADUATE AND PHD

Half-time status (3 credits) is required for full financial aid consideration. Full-time status may be required for some scholarships, but is not required for federal or alternative educational loans. Financial aid must be equally divided among all semesters of enrollment. Please review your Financial Aid Award Letter carefully. We encourage you to complete the Loan Adjustment Request Form if your enrollment plans do not include all semesters listed on your Financial Aid Award Letter. Financial aid disbursements will occur after the add/drop period has ended for each low-residency or semester. If you decide to enroll in an online course instead of an on-campus course, send an email to [sfs@lesley.edu](mailto:sfs@lesley.edu) so that your scheduled disbursement date can be modified to coincide with the online course. Doing so will ensure that your financial aid funds disburse as early as possible and without delay. As a graduate student, you have been awarded the maximum amount of Federal Stafford Loan funding you are eligible to receive. Should you need additional funding for tuition or living expenses, consider a Graduate PLUS Loan ([studentloans.gov](http://studentloans.gov)) or a private alternative loan. For more information, see pages 9-10 of the Financial Aid Award Guide or visit: [lesley.edu/financial-aid/additional-options](http://lesley.edu/financial-aid/additional-options).

### GRADUATE ONLINE AND COHORT PROGRAMS

Half-time status (3 credits) is required for full financial aid consideration. Your academic year consists of 8-week terms. Your financial aid has been constructed to disburse equally among each term. The dates of enrollment and disbursement are listed below. If your program begins in Summer 2, then Summer 2 will be the first term of your academic year.

#### SUMMER 2

Term dates: 7/11/16 – 9/4/16 • Disbursement date: 7/25/16

#### FALL 1

Term dates: 9/6/16 - 10/30/16 • Disbursement date: 9/22/16

#### FALL 2

Term dates: 10/31/16 - 12/23/16 • Disbursement date: 11/14/16

#### SPRING 1

Term dates: 1/23/17 - 3/19/17 • Disbursement date: 2/9/17

#### SPRING 2

Term dates: 3/20/17 - 5/14/17 • Disbursement date: 4/3/17

#### SUMMER 1

Term dates: 5/15/17 - 7/9/17 • Disbursement date: 5/24/17

#### SUMMER 2

Term dates: 7/10/17 - 9/3/17 • Disbursement date: 7/24/17

Submit enrollment changes to the Financial Aid Office by sending an email to [sfs@lesley.edu](mailto:sfs@lesley.edu) in order to avoid delays in disbursement. As a graduate student, you have been awarded the maximum amount of Federal Stafford Loan funding you are eligible to receive. Should you need additional funding for tuition or living expenses, consider a Graduate PLUS Loan ([studentloans.gov](http://studentloans.gov)) or a private alternative loan. For more information, see pages 9-10 of the Financial Aid Award Guide or visit [lesley.edu/financial-aid/additional-options](http://lesley.edu/financial-aid/additional-options). If you are part of an off-campus cohort group, the minimum amount you would need to borrow to cover tuition for the upcoming year is included on your Financial Aid Award Letter and is based on your cohort's published schedule.

#### **A note concerning auto-registration for off-campus cohort students.**

Auto-registration is a convenience for off-campus cohort programs. However, if you decide not to enroll in a course, you need to do two things: (1) Contact the Registrar's Office prior to the term dates listed above and actively drop the course. Otherwise, you will be charged for it. (2) Contact the Financial Aid Office with your updated enrollment plans so that your financial aid in future terms can be reinstated and disbursed according to schedule.

If you are not following your cohort's schedule, one of the following actions must occur: (1) Students making up courses need to provide the Financial Aid Office with each course number, title, location, start and end date. (2) If joining another cohort, contact your program advisor to submit an Official Change Form to the Registrar's Office. (3) If starting a second program, you must be officially accepted before your financial aid application will be reviewed.

### BACHELOR'S DEGREE COMPLETION PROGRAMS: ON-CAMPUS

Half-time status (6 credits) is required for full financial aid consideration. Full-time status (12 credits) may be required for some state grants and/or scholarships, but is not required for federal or alternative educational loans. The Federal Pell Grant amount is based on full-time (12 credits), three-quarter time (9 credits), half-time (6 credits) or less than half-time (3 credits) enrollment.

Disbursements are scheduled to occur after the add/drop period for on-campus programs or once half-time status is reached (6 credits). If your reported enrollment includes an online course later in the term, your financial aid funds may not occur until that course begins and your enrollment has been confirmed.

If you are attending a second institution to complete courses towards your degree, you must submit a Consortium Agreement that has been signed by your program advisor and by the second institution. The Consortium Agreement factors in the tuition and fees for courses taken at the second institution, which will allow Lesley University to reevaluate your financial aid eligibility. Financial aid received from a second institution while receiving financial aid from Lesley University will impact your overall financial aid eligibility.

### BACHELOR'S DEGREE COMPLETION PROGRAMS: ONLINE AND 8-WEEK FORMATS

Half-time status (6 credits) is required for Federal Direct Stafford Loans. Full-time status (12 credits) is required for some state-based grants. The Federal Pell Grant amount is based on full-time (12 credits), three-quarter time (9 credits), half-time (6 credits), or less than half-time (3 credits) enrollment.

If you will reach half-time status in each 8-week term (at least 6 credits), then your financial aid award will disburse once per 8-week term. If you reach half-time status by taking one class in each term, then your financial aid award will disburse once half-time status is reached. (Example 1: If you register for 6 credits in Fall Term 1 and 6 credits in Fall Term 2, your financial aid funds will disburse in both Fall Term 1 and Fall Term 2. Example 2: If you register for 3 credits in Fall Term 1 and 3 credits in Fall Term 2, then you will reach half-time status in Fall Term 2 and financial aid funds will disburse after Fall Term 2 begins.)

Your financial aid award has been structured based on enrollment plans submitted to us by your program or by your institutional application. If your enrollment plans are different from what is listed on your Financial Aid Award Letter, send an email to [sfs@lesley.edu](mailto:sfs@lesley.edu) with your new enrollment plans so that your financial aid eligibility can be reevaluated and we can help you avoid delays in financial aid disbursements.

### SATISFACTORY ACADEMIC PROGRESS

Students receiving financial aid of any type are required to make "Satisfactory Academic Progress" toward their degrees. "Satisfactory Academic Progress" is defined by regulations of the U.S. Department of Education as "proceeding in a positive manner toward fulfilling degree requirements." According to these federal guidelines, students must maintain "Satisfactory Academic Progress" as defined in their college catalog. Students are reviewed annually in June with regard to their continued eligibility for federal, state, and/or institutional financial aid for the following year.

Students not making satisfactory progress are allowed to appeal based on unusual circumstances (e.g., health problems or a family emergency). Appeals to this policy for special and unusual circumstances may be made in writing to the director of student financial aid. Students who are granted an appeal will be granted a "probation" status in order to obtain the necessary requirements for maintaining progress. If during the probation period the student does not maintain a satisfactory grade point average and/or does not satisfactorily complete all credits attempted as defined in their college catalog, aid eligibility will be discontinued for all future semesters until the student has reestablished satisfactory academic status. A student may only be granted an appeal once during his or her academic career at Lesley University.

### TERMS AND CONDITIONS OF YOUR FINANCIAL AID AWARD

The following terms and conditions apply to all students receiving financial aid at Lesley University:

- Financial aid award eligibility is based upon financial information provided by the student and/or his or her family. A student's financial aid award is subject to cancellation or adjustment if errors are subsequently discovered or if the student or his or her family's financial circumstances change.
- If a student receives any forms of educational assistance in addition to those itemized on the enclosed financial aid letter, the student is required to notify the Financial Aid Office immediately to determine if a financial aid award adjustment is necessary.
- Financial aid awards (with the exception of Federal Work-Study) will be credited to a student's billing account only after all loan requirements (loan acceptance, entrance counseling, and the MPN) have been completed.
- Students must notify the Financial Aid Office of enrollment changes.
- Students must be making satisfactory academic progress towards their degrees in order to maintain eligibility for financial aid funding.
- Financial aid is awarded to students on an academic year basis. The enclosed financial aid award letter is for one academic year only. If you wish to receive financial aid funding in following years, you must apply for financial aid each year. Financial aid awards may change from one year to the next if a student's or his or her family's financial circumstances change.
- Students who withdraw, take a leave of absence, or fail to pass classes during a semester or 8-week term will have their aid eligibility recalculated according to the U.S. Department of Education regulations. More information may be obtained from our website at [lesley.edu/financial-aid/policies](http://lesley.edu/financial-aid/policies).
- The Financial Aid Office reserves the right to review, modify, or cancel a student's financial aid award at any time on the basis of information affecting a student's eligibility including, but not limited to: changes in financial, marital, residence, or academic status; sources of education aid received; or changes in the availability of funds. Please refer to the Financial Aid Award Guide for additional information of financial aid policies.