

# 2022-2023 Academic Year Award Notification Guide

This Award Notification Guide is a resource for understanding the financial aid process, including types of financial aid that may be offered; how to maintain aid eligibility and actions required to receiving aid.

## BY ACCEPTING FINANCIAL AID

Student acknowledges having read the Guide and authorizes Sacramento State to automatically transfer the necessary amount of financial aid to pay tuition fees and/or other fees / obligations owed to the University. Student understands that financial aid award amounts are contingent on availability of funds, which are sometimes subject to change. The student also recognizes that they may not receive financial aid from another institution while receiving aid at Sacramento State.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student has the right to know:

- Types of financial aid available at Sacramento State
- Application deadlines for financial aid
- Cost of Attendance (COA)
- Disbursement of funds
- Repayment/Refund Policy
- Satisfactory Academic Progress (SAP) toward degree progress

### Students has the responsibility to:

- Provide correct and accurate information on the Financial Aid Application as well as requested documentation
- Read and understand all information before signing
- Keep copies for records
- Accept responsibility for all agreements signed

## MySacState Student Center

Students should monitor their My Sac State Student Center “To Do List” for initiated documentation and submit within two weeks of the request date. Monitoring the “To Do List” will ensure timely completion of the financial aid file and delivery of aid.

# ELIGIBILITY

## A STUDENT IS ELIGIBLE FOR FINANCIAL AID IF

- Admitted to a degree program
- A financial aid application is on file for the aid year
- Maintain Satisfactory Academic Progress (SAP)
- Undergraduate students must be enrolled in at least 6 units and graduate students must be enrolled in at least 4 units
- Undergraduate students enrolled in only one semester and graduating are eligible for a prorated loan amount in their last semester

## A STUDENT IS INELIGIBLE FOR FINANCIAL AID IF

- Courses taken for audit (AU)
- Courses taken through Open University

**Undergraduate** students are considered for all financial aid programs.

**Classified and Conditionally Classified Graduates** are considered for Direct Unsubsidized and Graduate PLUS Loans.

**Second Bachelor, Second Master & Second Credential Students** are eligible for Direct Loans.

**College of Continuing Education (CCE) Students** who are enrolled in programs through CCE require special processing.

# CALIFORNIA DREAM AID

Dream Act applicants must meet the following eligibility criteria for consideration of state aid:

- AB 540 status is determined by the Residency Screening Office Admissions & Outreach
- Complete the Dream Act Application online at [www.caldreamact.org](http://www.caldreamact.org), by the priority deadline of March 2
- Meet eligibility requirements for different types of financial aid
- Meet the Satisfactory Academic Progress requirements

Dream Act allows students who have been verified as AB540 by the University, to be considered for the following types of state aid

- Cal Grant A and Cal Grant B
- Chafee Foster Youth

# SPRING ONLY STUDENTS

Spring only students are awarded once admitted. Due to limited funding, spring only students may not be awarded certain aid types. Students enrolled for the academic year are given funding priority.

## VERIFICATION

Each year an estimated 25% of financial aid applicants will be selected for verification and must submit required documentation in order to determine financial aid eligibility. Verification is a process mandated by Federal Regulations to confirm information provided on the Financial Aid Application is true and accurate.

## SUMMER AID ELIGIBILITY

Summer aid eligibility is determined based on aid utilized during the academic year. Pell eligible students may be eligible for "Summer Pell" if enrolled in at least 6 units. Students may also request a loan for summer if they have not reached annual or lifetime loan limits for the academic year. An online Summer loan application is available mid-April and can be found in the Student Center.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The University is required to uniformly measure all financial aid recipients' progress toward their degree objective. The Financial Aid & Scholarships Office measures SAP annually, after Spring grades have posted. Students not meeting [SAP Standards](https://www.csus.edu/apply/financial-aid-scholarships/requirement-policies/satisfactory-academic-progress.html) (https://www.csus.edu/apply/financial-aid-scholarships/requirement-policies/satisfactory-academic-progress.html) may submit a SAP Appeal for consideration of aid.

All financial aid recipients must meet all of the following SAP Standards for financial aid eligibility at annual review:

- Complete degree objective within 150% of the maximum time-frame of degree requirement
- Maintain Standard Pace of 67%
- Meet the cumulative grade point average based on career
- Undergraduate = 2.0 GPA
- 2<sup>nd</sup> Bachelors = 2.5 GPA
- Post-baccalaureate = 3.0 GPA

## COST OF ATTENDANCE

The Cost of Attendance (COA), also known as student budgets, are designed to provide students a projection of costs to attend Sacramento State for a nine-month school period. This includes tuition and fees, standard allowances for books & supplies, food & housing, transportation, and miscellaneous personal expenses. The housing allowance is based upon students living arrangements while enrolled at Sacramento State. **A student may not receive financial aid assistance above their COA.**

Table 1 - The following chart is an estimate of the Cost of Attendance for a full-time undergraduate student.

## DIRECT COSTS

ALLOWANCE	WITH PARENTS	OFF-CAMPUS
<b>Tuition Fees are based on program. Visit the CCE website for more information, <a href="http://cce.csus.edu">cce.csus.edu</a>.</b>		
<b>Food &amp; Housing</b>	May vary	May vary

## INDIRECT COSTS

ALLOWANCE	WITH PARENTS	OFF-CAMPUS
<b>Books &amp; Supplies</b>	\$1,136	\$1,136
<b>Food &amp; Housing</b>	\$6,934	\$21,620
<b>Transportation</b>	\$1,610	\$1,400
<b>Misc. Personal</b>	\$2,672	\$2,672

**NOTE:** *The CSU makes every effort to keep student costs to a minimum. Tuition fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, the CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.*

## COST OF ATTENDANCE

- **EXPECTED FAMILY CONTRIBUTION (EFC)** Is the federally-determined amount that the student and their family are expected to contribute toward the cost of education based on the information provided on the financial aid application.
- **FINANCIAL NEED** Is the total Cost of Attendance minus the expected family contribution, which will determine eligibility for need-based aid.
- **UNMET FINANCIAL NEED** Is the financial need that has not been met by financial aid awards.

## AWARD NOTIFICATIONS & ADDITIONAL AID

Student will receive an award notification once all documents are received, reviewed and packaged with financial aid. If there are adjustments to awards, once packaged, student will receive a revised financial aid notification. Reasons for adjustments of aid can vary from change to enrollment to notification of a new award. Award adjustments may result in an increase, decrease or in some cases cancellation of funds.

Grants will be awarded in an “Accepted” status and all other aid programs will be awarded in an “Offer” status. Financial Aid awards that are left in an “Offered” status will be subject to cancellation if not accepted or declined within two weeks. Before declining an award, student is advised that not all grant aid can be restored. **Student may reduce the amount of loan offered and are encouraged to only borrow what is needed for school.**

If student receives additional aid such as scholarships, stipends, tuition fees paid by third party contract, waivers, etc., not listed on the Award Notification, the student must inform the Financial Aid & Scholarships Office in writing. These additional resources must be included as part of the financial aid package, which may require a reduction of other awards.

## OVER-AWARD(S)

Federal and state regulations do not permit students to receive aid which exceeds their Cost of Attendance or financial need. The following situations may cause an over-award:

- Change in budget, housing status, resident status or academic career
- Change in enrollment status
- Increase in family contribution as a result of corrections made to the financial aid application
- Unreported aid from outside resources
- Scholarships, grants, stipends, third party tuition fee payments received at other schools, etc.
- Human error in calculation or data entry of award(s)

Students are required to repay all aid for which they are determined to be ineligible.

## ENROLLMENT STATUS & DISBURSEMENT

The Financial Aid & Scholarships Office offers awards based on full-time enrollment. However, disbursement of funds is based on number of units enrolled in at the time of disbursement. For example: If the student is enrolled in 12 units, aid will disburse based at 12 units. If the student drops to 9 units before the next disbursement, aid may be adjusted creating a balance owed to the University.

### ENROLLMENT STATUS CHART

Enrollment Status	Undergraduate	Graduate
<b>Full - Time</b>	12 units	7 or more units
<b>3/4 Time</b>	9 - 11 units	N/A
<b>1/2 Time</b>	6 - 8 units	4 - 6 units
<b>Less than 1/2 Time</b>	Less than 6 units	Less than 4 units

### PELL GRANT DISBURSEMENT

Enrolled Units	Prorated Award Amount
<b>Up to 5 units</b>	May receive up to 25%
<b>6 - 8 units</b>	May receive up to 50%
<b>9 -11 units</b>	May receive up to 75%
<b>12 or more units</b>	100%

### CAL GRANT DISBURSEMENT

Enrolled Units	Prorated Award Amount
<b>Up to 5 units</b>	Not Eligible
<b>6 - 8 units</b>	May receive up to 50%
<b>9 - 11 units</b>	May receive up to 75%
<b>12 or more units</b>	100%

### Remember!

To graduate in 4 years, a student needs to complete 15 units per semester (30 units per academic year).

If receiving a Cal Grant, eligibility is limited up to four academic years. Depending on the education level, and when the student first became eligible, student may be eligible for Cal Grant at less than four academic years. Check [WebGrants 4 Students](https://mygrantinfo.csac.ca.gov/) (https://mygrantinfo.csac.ca.gov/) account or consult the Financial Aid & Scholarships Office regarding questions about the Cal Grant award.

## WITHDRAWAL FROM SCHOOL

If the student received financial aid and withdraw from the University, the Financial Aid & Scholarships Office is required to calculate the portion of aid that may need to be returned to the federal and/or state programs, the portion of aid to keep and the portion that may be owed to the University. Prior to withdrawal from school, we encourage the student to consider the impact withdrawing may have on repayment of aid, future aid eligibility, and maintaining Satisfactory Academic Progress (SAP) standards. If the student withdraws from school after the semester starts, they will owe pro-rated fees for the number of days enrolled.

## CENSUS

On the Census date for each semester, a student's enrollment locks and financial aid awards are also locked and adjusted based on enrolled units on at Census.

**For example:** If the student was initially paid at full-time (12) units and then at Census enrolled in less than full-time (9) units, student may have to repay aid not eligible to keep.

### CENSUS Dates:

- Fall 2022: September 26, 2022
- Spring 2023: February 18, 2023

## DISBURSEMENT

Disbursement is a process by which the Financial Aid & Scholarships Office authorizes payment of aid.

## REFUND

The Bursar's Office will first apply disbursement aid to any debt owed to the University. They will calculate and refund any remaining funds (credit balance) after fees and other university debt(s) have been paid. Sign-up for e-refund so that any credit balance may be deposited directly to the bank account.

## TYPES OF FINANCIAL AID

**FINANCIAL AID** includes Grants, Scholarships and Loans

**GRANTS** do not have to be paid back and are typically based on financial need

- **Federal Pell Grant** is a need-based grant available to eligible undergraduate students and students pursuing their first non-degree teaching credential. Pell Grant funding is limited for up to 12 (full-time) semesters, regardless of school attended.

- **Bureau of Indian Affairs Grant (BIA)** is available to eligible students and funds will be awarded by the BIA.
- **Cal Grant** is available to eligible undergraduate California residents. Eligibility is determined by the California Student Aid Commission (CSAC) for students meeting the March 2 filing deadline. Cal Grant A and Cal Grant B Fees are designated for tuition fees. *A student may only receive one award designated for tuition fees.*

**SCHOLARSHIPS** are considered a resource when awarding and other financial aid may be adjusted to ensure student is not awarded beyond their Cost of Attendance. Students are encouraged to complete the single online scholarship application (see link in the Student Center) to be considered Departmental and Institutional Scholarships. The application is open October 1 – March 1 each year.

- **Scholarships Departmental Scholarships** are awarded by the respective campus departments
- **Institutional Scholarships** are awarded by the University Scholarship Committee. Scholarship Application period is mid-January to mid-March for the up-coming Fall and Spring semesters
- **Community Scholarships** are awarded by off-campus donors and are shown as estimates until the funds have been received

**LOANS** must be repaid after the student graduates, leaves school or drops below half-time enrollment. ALL student loan borrowers must complete a Federal Direct Loan Master Promissory Note (MPN) and Entrance Loan Counseling (ELC). These items will be “initiated on their “To Do List” after accepting the loan offer.

- **Federal Direct Subsidized Loan** is a long term, fixed interest rate loan for eligible undergraduate students and is based on financial need. The government pays interest during in-school deferment periods.
- **Federal Direct Unsubsidized Loan** is a long term, fixed interest rate loan for eligible undergraduate and graduate students and is not based on financial need. Interest begins to accrue at the time of disbursement. We recommend students make interest only payments

while in school to avoid unpaid interest being added to the principal amount of the loan at repayment.

- **Federal Direct Graduate PLUS Loan** is a long term, fixed interest rate loan for eligible graduate students who demonstrate credit worthiness.
- **Federal Direct Parent Loans for Undergraduate Students (PLUS)** is a long term, fixed interest rate loan for eligible parents of dependent students. If the parent is denied the PLUS loan because of an adverse credit history, the dependent student may request consideration for additional unsubsidized loan eligibility. Repayment begins sixty (60) days after the full amount has disbursed for the school year. Repayment maybe deferred while the student is enrolled at least full-time in an eligible program.

### MORE ABOUT DIRECT LOANS

The Direct Loans have an annual loan limit based on class level. The loan programs also have lifetime aggregate loan limits based on a student's undergraduate or graduate status. Students may borrow loans up to the annual maximum amount each year. Students are encouraged to only borrow what is needed for their educational expenses. For assistance with building a budget for attending school, reach out to the Financial Wellness Center at [green2gold@csus.edu](mailto:green2gold@csus.edu).

## Exit Loan Counseling

Direct Loan borrowers must complete exit counseling when the borrower leaves school or drops below half-time enrollment. The purpose of exit counseling is to ensure the borrower understands their student loan obligations and are prepared for repayment.

### ANNUAL DIRECT LOAN LIMITS

Student Standing	Subsidized	Additional Unsubsidized Loan Dependent Students	Additional Unsubsidized Loan Independent Students
<b>Freshman</b>	Up to \$3,500	Up to \$2,000	Up to \$6,000
<b>Sophomore</b>	Up to \$4,500	Up to \$2,000	Up to \$6,000
<b>Junior/Senior</b>	Up to \$5,500	Up to \$2,000	Up to \$7,000
<b>Graduate</b>	Not Applicable	Not Applicable	Up to \$20,500

### AGGREGATE LIFETIME DIRECT LOAN LIMITS

Student Standing	Dependent	Independent	Max Subsidized
<b>Undergraduate</b>	\$31,000	\$57,500	\$23,000
<b>Graduate</b>	n/a	\$138,500**	n/a

\*\* Graduate aggregate lifetime limits include loans received for undergraduate study

## Alternative Loans

**Alternative loans** may not have the same repayment benefits as the Federal Direct Loan Program and should be considered as a last resort. These loans may require the applicant meet credit worthy guidelines set by each lender and interest rates may be higher than the loans offered under the Direct Loan Program.

## MY SAC STATE

All students are encouraged to frequently review their Student Center for any To Do List items or Holds that may be placed on their account.

Financial aid holds are semester specific and do not prevent registration. Student should check their My Sac State Student Center for current disbursement holds and take necessary action to clear the holds.

## IMPORTANT REMINDERS

- [Upload financial aid documents](https://onbase.csus.edu/unity/forms/faupload.aspx) (https://onbase.csus.edu/unity/forms/faupload.aspx)
- Include student name, student ID and signature on all documents submitted
- Submit a [Change in Aid \(CIA\)](https://www.csus.edu/student-affairs/centersprograms/student-services-center/) (https://www.csus.edu/student-affairs/centersprograms/student-services-center/) form if the student:
  - ✓ Is graduating at the end of Fall semester or withdraw and plan to return in Spring
  - ✓ Living arrangements change from what is reported on the financial aid application
  - ✓ Required to repay all financial aid for which student determined to be ineligible

## QUESTIONS?

- Email [ccefinancialaid@csus.edu](mailto:ccefinancialaid@csus.edu) or visit [cce.csus.edu/financial-aid](http://cce.csus.edu/financial-aid)
- General financial aid advising is provided at the SSC; Monday thru Friday 8:00 a.m. - 5:00 p.m.

**This guide does not cover every award or situation. Student should check their My Sac State Student Center and web-site for updates and other important information.**