



REPAYMENT OF FEDERAL AND STATE AID IF YOUR ENROLLMENT CHANGES

Student aid is offered on the assumption that you will attend classes and complete all of the courses for which you enrolled in each academic term. If you withdraw from school (either drop-out or take a leave of absence) or if you drop a course, you may become ineligible for certain financial aid programs. Depending upon the program, repayment of a pro-rated share of your aid may be required. Repayment of federal loans may also be required to begin. Failure to complete courses can affect your eligibility for subsequent semesters.

CONSULT WITH THE FINANCIAL AID OFFICE BEFORE MAKING ANY CHANGES IN YOUR ENROLLMENT STATUS.

What happens if you:

Drop below full time status (less than 12 credits per term):

- **Pell Grant:** If you drop below full time status before the end of the add/drop period, the amount will be pro-rated. You will receive 3/4 of the award amount for 9-11 credits, or 1/2 of the award for 6-8 credits. After the add/drop period your Pell Grant will not be recalculated, but you may fail to meet the academic progress requirements needed to be eligible for federal aid.
- **Other Federal Aid:** If you drop below full time status before the end of the add/drop period, the amount will be adjusted to reflect the actual tuition and fees you owe. After the add/drop period, you may fail to meet the academic progress requirements needed to be eligible for federal aid for the next academic term.
- **NYS Tuition Assistance Program:** If you drop below full time status before the end of the tuition refund period, you will lose eligibility for TAP for that academic term. After the tuition refund period, you may fail to meet the academic progress requirements needed to be eligible for TAP aid for the next academic term.
- **Financial Aid from Upstate:** Amounts may be adjusted to reflect changes in actual tuition and fees.

Drop below half time status (less than 6 credits per term):

- **Pell Grant:** If you drop below half time status before the end of the add/drop period, but remain enrolled for at least 3 credit hours, the amount will be pro-rated. Awards for less than half time students are very limited, and not all

students who are Pell Grant recipients qualify for awards if enrolled less than half time. If you drop below 3 credits, the grant is canceled. If you drop courses after the add/drop period, but before the completion of 60% of the academic term, you will be required to repay a pro-rata share of your grant. The school may also be required to repay a pro-rated share of your grant. If that share is greater than the amount of your tuition refund, or if you are not eligible for a tuition refund, the school is permitted to bill you for the repaid amount. An example of how repayment of Federal student aid is calculated is shown below. In addition, dropping courses after the add/drop period will probably result in your failing to meet the academic progress requirements needed to be eligible for federal aid for the next academic term.

- **Federal Student Aid:** If you drop below half time status before 60% of the academic term is over, you lose eligibility for all Federal student aid programs except for Pell Grants (see above) and the Perkins Loan (with repayment beginning immediately, however). You will be required to repay a pro-rata share of the aid you have received for the term. Loans you received are repaid in accordance with the terms of the promissory note. The grace period before repayment will begin. If you do not enroll for at least half time study before the end of the grace period, monthly repayment will start. If you owe money for grants (Pell or SEOG), you will be required to repay one-half of the unearned aid. The school may also be required to repay a pro-rated share of your aid. If that share is greater than the amount of your tuition refund, or if you are not eligible for a tuition refund, the school is permitted to bill you for the repaid amount. An example of how repayment of Federal student aid is calculated is shown below. In addition, dropping courses after the add/drop period will probably result in your failing to meet the academic progress requirements needed to be eligible for federal aid for the next academic term.
- **NYS Aid for Part Time Study (APTS):** Your award is calculated based on your enrollment at the end of the add/drop period. If you drop courses after this point, your award will be adjusted to reflect the actual tuition and fees you owe. You will probably fail to meet the academic progress requirements needed to be eligible for TAP or APTS for the next academic term.
- **Financial Aid from Upstate:** All funds will be canceled.

Withdrawal, Leaves of Absence, or Dismissal from School:

- **Federal Student Aid:** If you leave school before 60% of the academic term is over, you lose eligibility for all Federal student aid programs. You will be required to repay a pro-rated share of the aid you have received for the term. Loans are repaid in accordance with the terms of the promissory note. The grace period before repayment will begin. If you do not enroll for at least half time study before the end of the grace period, monthly repayment will start. If you owe money for grants (Pell or SEOG), you will be required to repay one-half of the unearned aid. The school may also be required to repay a pro-rated share of your unearned aid. If that share is greater than the amount of your tuition refund, the school is permitted to bill you for the repaid amount. Examples of how repayment of Federal student aid is calculated are shown

below.

Leaves of absence must generally be treated as withdrawals from school. An exception may be made if you are granted a leave of less than 180 days, and upon your return from the leave of absence, you are permitted to complete the coursework begun prior to the leave of absence, without repeating the part completed.

- **NYS TAP and APTS:** If you leave school before the end of the tuition refund period, your award will be recalculated based on the actual tuition paid.
- **Financial Aid from Upstate:** All funds will be canceled.

Example 1: Medical Student

Bill enrolled on August 30, and received \$10,723 in federal student aid (\$6,601 Unsubsidized Federal Stafford loan and \$4,122 subsidized Federal Stafford loan). He withdraws on September 11, completing 13 out of 111 days in the term, or 11.712% of the term. He is eligible for this percentage of aid, 11.712%, or \$1,256 of the \$10,723 of federal aid received. The balance, \$9,467, must be returned. Some of this will be repaid by Upstate, and some by Bill.

Upstate charged Bill \$6,002 in tuition and fees for the term. Since Bill is eligible for only 11.712% of his financial aid, the school must return the difference (88.288%, or \$5,299) to the federal student aid programs. This repayment is required regardless of whether the federal financial aid was used to pay his bill, or was given directly to him for living expenses. The school can keep only 11.712% (the amount he earned) of the aid, or \$703. The school repays the \$5,299 to unsubsidized Federal Stafford Loan.

Bill is responsible for the balance of the repayment due to the Federal student aid programs. In this case, the amount is \$4,168 (\$9,467 that must be returned, minus the \$5,299 that the school repays). Loans are repaid in accordance with the terms of the promissory note, so no payment is due at this time. Monthly repayment of the loan will begin at the end of the 6 month grace period.

Because Bill withdrew in the second week of classes, he has a tuition liability of 30%. He also is liable for all of the fees he paid. This means he owes Upstate \$1,626, plus the fees which were \$522, for a total of \$2,148. Since Upstate could only keep \$703 of the student loans, Bill will have to pay the difference of \$1,445 owed on tuition and fees.

\$10,723	federal student aid	\$6002	original tuition & fees
x11.712	percent eligibility	x 11.712%	eligibility
= \$1,256	amount of aid Bill is eligible for	= \$703	school's share of aid

\$10,723	federal student aid	\$6002	tuition and fees
-1,256	new eligibility	- 703	school's share of aid
= 9,467	to be repaid	= \$5299	school must return

\$9,467	to be repaid	\$5,420	tuition
-5,299	school must return	x 30%	tuition liability
=4,168	that Bill must return	+ \$522	fee liability

=\$2,148 Amount bill owes Upstate

Since his aid was from loans, Bill repays according to the terms of his promissory note.

\$2,148 amount Bill owes Upstate
- \$703 aid school keeps
=\$1445 amount Bill owes Upstate

Example 2: Undergraduate Student (College of Health Professions or Nursing)

Mary enrolled on August 30, and received \$4,632 in federal student financial aid (\$1132 subsidized Stafford Loan, \$1200 Perkins Loan, \$1500 Pell Grant, and \$800 Federal SEOG). She withdraws on October 15, completing 47 out of 110 days in the term, or 42.730% of the term. She is eligible for this percentage of aid, 42.730%, or \$1,979 of the \$4,632 in federal aid received. The balance, \$2,653, must be returned. Some of this will be repaid by Upstate, and some by Mary.

Upstate charged Mary \$4,125 for the term (\$1,700 tuition, \$250 fees, \$2175 rent). Since Mary is eligible for only 42.730% of her financial aid, the school must return the difference (57.270%, or \$2,363) to the federal student aid programs. This repayment is required regardless of whether the federal financial aid was used to pay Mary's bill, or was given directly to her for living expenses. The school repays \$1132 to the Stafford Loan, \$1200 to the Perkins Loan, and \$30 to the Pell Grant.

Mary is responsible for the balance of the repayment due to the Federal Student Aid programs. In this case, the amount is \$290 (\$2,653 that must be returned, minus \$2,363 that Upstate repays). Since her student loans were paid off by the money the school returned, she must repay part of her Pell Grant. The amount due is one-half of the calculated amount due, or \$145.

Because Mary withdrew after the fourth week of classes, she has a liability of 100% for her tuition and fees. Her rent in the residence hall will be adjusted to \$914, reflecting the number of days she is a resident. This means she will owe Upstate \$2,864 (\$1,950 tuition and fees, and \$914 rent). Since Upstate could keep only \$1,763 of the federal aid she received, Mary will have to pay the difference of \$1,101 owed in tuition, fees, and rent.

\$ 4,632 federal student aid \$4,125 original school charges
x42.730% of earned aid x 57.270% unearned
= \$ 2,363 amount school = \$1,979 aid earned

\$4,632 federal student aid \$2,653 to be repaid
- 1,979 aid earned - 2,363 school owes
= 2,653 to be repaid = \$ 290 Mary owes

\$ 290 grant aid owed \$2,864 revised school

charges

x50% grant repayment rate- \$1,763aid school can keep

= \$ 145 school that Mary must repay = \$1,101 Mary owes school

Example 3: Student Paid The Tuition Bill

John enrolled on August 30. He received a \$1000 Federal Stafford Loan. John withdraws on September 30, completing 32 out of 110 days in the term, or 20.090% of the term. He is eligible for this percentage of financial aid, which equals \$200 of the \$1000 he received. The balance, \$800, must be returned.

Upstate charged John \$1950 (\$1700 tuition and \$250 fees), which John paid for himself. The \$1000 loan was given to him when it arrived. John is not eligible for a tuition refund, because he withdrew after the fourth week of classes.

Even though John paid his bill in full, and received the financial aid directly, the Federal government assumes that the aid was used to pay his bill. Since John is eligible for only 20.090% of his financial aid, or \$200, Upstate must repay the unearned portion of his financial aid. The unearned portion is 79.910% of John's bill, which would be \$1558. Since that is greater than the amount that must be repaid (\$800), the school only has to return \$800 to the loan program. In effect, the school is using the money John paid for tuition to repay the student loan. Upstate will bill John for the \$800 of tuition that is no longer paid.

\$1000 federal student aid \$1000 federal student aid
x20.090%of aid earned - 200 aid earned
= \$200 aid earned =800 aid that must be returned

\$1950 original school charges for tuition and fees
- 1950 paid by John to Upstate for tuition and fees
+ 800 repaid by Upstate to Federal Stafford Loan
= 800 John owes Upstate