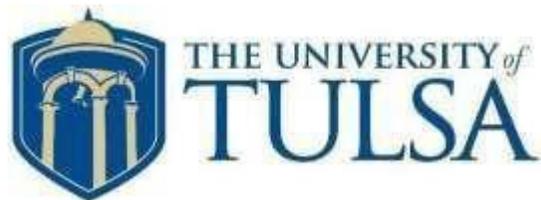


**The University of Tulsa  
Financial Aid Guide  
2019-2020**



# The University of Tulsa Financial Aid Guide 2019-2020

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## TU FINANCIAL AID GUIDE 2019-2020

STUDENT FINANCIAL SERVICES • COLLINS HALL • 800 SOUTH TUCKER DRIVE • TULSA, OK 74104-9700 • 918-631-2526 • FAX 918-631-5105 • FINAID@UTULSA.EDU

This guide provides information about your financial aid award and its determination. You are responsible for this material as well as the information in the TU Financial Aid Award Letter.

### IMPORTANT FACTS TO KNOW

- Federal regulations require universities to make student consumer information available to prospective and current students concerning graduation rates, default rates, campus safety, average indebtedness and certain information pertaining to NCAA athletic participation. This information may be obtained from Student Financial Services at [www.utulsa.edu/financialaid](http://www.utulsa.edu/financialaid). A paper copy will be provided upon request.
- **All students must have a valid TU email address. You will receive all correspondence from Student Financial Services via your TU email account.**
- Read your Award Letter carefully. Electronically accept your award on the TU portal.
- **Immediately**, report any non-TU scholarship(s) received to Student Financial Services. This may affect eligibility for current funding.
- **Immediately**, report any change in your enrollment or living situation, e.g. part-time enrollment rather than full-time enrollment or commuting from home rather than living on campus, to Student Financial Services.
- If you are interested in applying for summer federal aid, you need to complete a Summer Financial Aid Application and submit it to Student Financial Services.
- TU Scholarships do not apply to summer enrollment.
- Financial aid records are protected in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, as amended. If you would like the university to share your information with a family member, complete the FERPA form available at <https://canelink.utulsa.edu>.
- Students should have personal funds available to meet initial expenses such as books and supplies.
- Students must accept their federal direct loans prior to the last day of the semester in order to receive their loans.
- Annual federal student loan limits are based upon grade level. As you progress from freshman to sophomore and from sophomore to junior/senior, you may be eligible for additional loan funding. If the grade level change occurs between the fall and spring semesters, contact your financial aid counselor so your file can be reviewed.

## TU AWARD PROCESS

Financial aid at TU is awarded on a combination of academic achievement and financial need.

### **Selection**

Scholarship candidates are evaluated on a competitive basis. Several factors are reviewed in selecting a student to receive an award. For new entering students, of prime importance are the student's academic record and the results of national testing programs. Candidates for federal aid programs are evaluated based on financial need, as determined by the FAFSA (Free Application for Federal Student Aid).

### **Award Value**

The amount of aid offered to a student is determined by demonstrated financial need. Financial need is the difference between the amount of money the student and parent(s) can contribute from income and assets (based upon a congressionally approved analysis) and the cost of attending TU, less outside awards.

### **Award Package**

At the time your application was reviewed, you were automatically considered for all categories of aid, including scholarships, grants, loans and employment. It is the responsibility of Student Financial Services to determine your eligibility and assign awards appropriate to your needs.

TU reserves the right to reduce or rescind award packages if allocations to the university are insufficient to cover expenditures. Outside sources of assistance may be estimated and may change when the award is finalized.

The student budget models used for the determination of financial aid eligibility are based on the "modest but adequate" concept and include both fixed and variable expenses. No provision is made for expenses that are not directly related to your college attendance. These are the three budget models:

**Resident** – The student resides in a university residence hall and contracts for a university meal plan. University apartments and fraternities are considered off-campus for cost of attendance purposes.

**Commuter** – The student resides with a parent or other relative. Freshmen and sophomores must abide by university housing policies.

**Off-Campus** – The student commutes from and resides in off-campus housing (not owned by a parent or relative). University Apartments and fraternities are considered off-campus for cost of attendance purposes.

The financial aid budget is calculated as full-time. If you enroll in fewer than 12 hours, you need to submit a written statement to Student Financial Services indicating you will be a less than full-time student. Your financial aid package will be adjusted to reflect your less than full-time status. Living arrangements reported on the FAFSA will determine your cost of attendance budget. If you change your living status after completing the FAFSA you need to contact Student Financial Services in writing to adjust your cost of attendance budget. Enrollment in audit classes DOES NOT count toward eligibility for financial assistance. If aid is advanced to you for which you are not or were not eligible, you will be required to repay that amount, possibly with interest.

### **Renewal of Awards**

Financial aid awards are determined annually. You must reapply for federal aid each year you wish to receive assistance. Renewal of aid beyond the first year depends upon your academic record and your continued need as based on the most recent financial information. As a freshman or transfer student, if you do not meet the required gpa for your scholarship, Student Financial Services will send you a contract through the Center for Academic Support (CSAS). This contract will offer you workshops and tutoring through the CSAS office. If you sign the contract prior to the first two weeks of the fall semester and agree to the terms and conditions of the contract, your scholarship assistance will be reinstated at 100% for your second year. For students that started in the academic years prior to the Fall of 2017, if you are a junior or senior, and have not met the gpa requirements for your scholarship Student Financial Services will review your scholarship eligibility based on a sliding scale depending on the gpa

requirements. If you have questions regarding the sliding scale, you should contact your financial aid counselor for further clarification. If you leave TU and want to return and are in good academic standing for your scholarship assistance, if you have not attended another educational institution, you will have your remaining semesters reinstated. Endowed scholarship are renewed depending on the criteria restricted by the donor. If you have questions regarding the renewal of these accounts, you should direct those to your financial aid counselor. If you have attended TU for 8 semesters, have not yet obtained a degree from The University of Tulsa, and are still in good standing academically for the academic scholarship, you may submit an appeal to Student Financial Services to have your scholarship funds renewed. If the appeal is approved, your scholarships will be renewed at 50% of scholarship eligibility for no more than 2 additional semesters during your fifth year of study. Student Financial Services reserve the right to ask for a degree audit. You will be notified in writing if the appeal is approved or denied. Timely submission of the FAFSA and all information requested is required for renewal.

**DEFINITION OF AWARDS AND DISBURSEMENT PROCEDURES FOR FINANCIAL AID**  
**Available only to full-time undergraduate students (12 or more credits per semester).**

Unless otherwise noted, the amount(s) listed on the Award Letter are yearly awards with one-half applicable to the fall semester and one-half applicable to the spring semester. The single exception is the Federal Work-Study Program which is received in bi-weekly paychecks as earned. Since a student must earn the Work-Study award this amount is not available to be applied towards your account.

**UNIVERSITY SCHOLARSHIPS**

TU scholarships and grants, unless specifically stated, may be applied only toward tuition for full-time, degree seeking students. University Scholarships credit to the student's account no earlier than the first day of class each semester. These awards are made possible from general funds budgeted each year with approval from the TU Board of Trustees.

**The various levels of TU Academic funding cannot be combined. TU Academic funding awards are labeled with an \*.**

**Presidential Scholarship** – Given to new freshmen. Scholarships are determined by exceptional class rank, ACT and/or SAT scores and overall academic performance. Awards range up to \$6,000 per year and can be combined with other scholarship awards to total TU's base tuition, room and board. Awarded for eight semesters with a cumulative gpa of 3.25 and completion of 24 credit hours per academic year. \*Limited number awarded. Please see "Other Scholarship Awards" to see how outside scholarships affect this award.

**National Merit/Presidential Scholar Award** – National Merit finalists who list TU as their school of choice, and are chosen by TU as a Presidential Scholar, will be granted scholarships that cover up to base TU tuition, room and board charges (additional charges and fees not included). If eligible for the Oklahoma Academic Scholars program this funding is inclusive in the total scholarship. A cumulative 3.25 gpa and completion of a renewal application for the NMSC program is required. \*Limited number awarded. Please see "Other Scholarship Awards" to see how outside scholarships affect this award.

**\*TU Academic Scholarship** -Awarded for eight semesters with a 2.0 cumulative gpa. Values range from \$12,000-\$29,000.

**TU Commitment**- Awarded for eight semesters with a 2.0 cumulative gpa. Average value is \$1000.

**Dean's Scholarship** - Awarded for eight semesters with a 3.0 cumulative gpa. Value equals an average award of \$1000.

**International Baccalaureate Scholarship Award** – Given to students based on earning an International Baccalaureate diploma. Awarded for eight semesters with a 3.0 cumulative gpa. Value equals \$2,000 for students beginning in the Fall 2019, prior IB scholarships value of \$3000.

**\*International Leadership Scholarship** – Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$1,000 up to \$25,000.

**Honors Program Scholarship** – Awards available to new freshmen based on exceptional performance in high school, ACT or SAT scores and Honors Program application essay. Participation in Honors Program coursework is mandatory. Value equals \$1,000-\$2,000.

**\*Transfer Hurricane Scholarship** – Awarded to new transfer students, based on exceptional performance in previous college coursework. Renewable with a 2.0 cumulative gpa. Students receiving this award are not eligible for the Transfer Honors Scholarship. Values vary.

**\*Transfer Honors Scholarship** – Awarded to new transfer students who were members of Phi Theta Kappa at 2-year schools. Must have a cumulative 3.5 gpa and at least 48 hours of transferrable credit or participate in the TCC Honors Program with a cumulative 3.5 gpa. Renewable with a cumulative 2.0 gpa. Students receiving this award are not eligible for the Transfer Hurricane Scholarship. Value equals \$22,000.

**TCC Honors Award**- Awarded to new transfer students effective Fall 2018 who earn an Associate’s degree from Tulsa Community College as an Honors Scholar with a cumulative 3.5 gpa. Renewable with a cumulative 2.0 gpa. Students receiving this award may also receive the Transfer Hurricane Scholarship or the Transfer Honors Scholarship. Value equals \$2000.

**Performance, Talent and Athletic Scholarships** – Scholarships awarded based on merit and demonstrated talent. Awarded by departments through audition or evaluation of performance. Awarded by department guidelines. Values will vary up to full tuition.

**(The following awards are not available for new students starting in the fall, 2019.)**

**\*Vision of Excellence**- Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$29,000

**\*Capstone Scholarship** – Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$24,000.

**\*TU Excellence Scholarship** – Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$22,000

**\*Royal Blue Scholarship** - Awarded for eight semesters with a 2.0 cumulative gpa. Value equals 20,000.

**\*Old Gold Scholarship** - Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$15,000

**\*Force For Good Award** - Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$9,000.

**University Academic Scholarship** – Awarded for eight semesters with a 3.0 cumulative gpa. This will not be awarded to new students effective Fall 2018.

**MacKay Innovation Scholarship**

The Andrew and Helen MacKay TU Scholarship for Innovation will provide a limited number of scholarships to incoming freshman. The award will be given to US citizens or permanent residents who have filed a FAFSA and have need, preference given to Oklahoma residents and students from a military background. MacKay Scholars will be enrolled full-time, have an ACT score ranging from 28-32 and major in one of the following degrees: mechanical engineering, electrical engineering, computer science/cybersecurity, math, applied math, engineering physics, physics, chemical engineering, electrical or computer engineering, information technology, computer simulation and gaming, biology, biochemistry or chemistry. This scholarship will be awarded for eight consecutive

undergraduate semesters at full-time enrollment (excluding summers) with a cumulative gpa of a 3.0, continued need, and enrollment in one of the majors listed above. Value equals \$10,000-\$25,000. This scholarship was awarded to eligible applicants for the 2018-2019 academic year.

**Case Tulsa Talent Initiative Scholarship** – Variable amounts, 2.0 gpa required for renewal. Renewal is based on fulltime enrollment.

**Heritage Award** - Awarded for eight semesters with a 2.5 cumulative gpa. Value equals \$1,000-\$15,000 with an average award of \$5,000. This will not be awarded to new students effective Fall 2018.

**Presbyterian Leadership Award** – Based upon recommendation from a Presbyterian Minister in specific churches. Scholarship renewal is contingent on active participation in the Presbyterian leadership program on campus. Awarded for eight semesters with a 2.5 cumulative gpa. Value equals \$1,000-\$6,000. This will not be awarded to new students effective Fall 2018.

**Dependent of Presbyterian Ministers Grant** – Must be a dependent of a Presbyterian Minister and be eligible to be claimed on parent’s most recent federal tax return. Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$2,000. This will not be awarded to new students effective Fall 2018.

**Sibling Grant** – This grant is available to entering students who currently have a sibling attending TU. Awarded for eight semesters with a 2.0 cumulative gpa. Value equals \$2,000. This will not be awarded to new students effective Fall 2018.

**\*TCCTA Tulsa Achieves** – Awarded to new students graduating from TCC. Must have a 3.0 gpa at TCC. Renewed with a 2.5 cumulative gpa if the student continues full-time enrollment at TU. Students receiving this award are not eligible for the Transfer TU Academic Scholarship or the Phi Theta Kappa Scholarship. Value equals \$15,000. This will not be awarded to new students effective Fall 2017.

**\*Transfer TU Academic Scholarship** – Awarded to new transfer students, based on exceptional performance in previous college course work. Must have at least 48 transferable hours and a 3.25 cumulative gpa. Renewable with a 3.0 cumulative gpa. Students receiving this award are not eligible for the TCC Honors Student Scholarship or the Phi Theta Kappa Scholarship. Value equals \$1,000-\$24,000. This will not be awarded to new students effective Fall 2017.

**\*TCC Honors Graduate Program** – Awarded to new AA or AS degree candidates graduating from TCC’s Honors Program. Must have a 3.5 gpa at TCC. Award may be given provisionally – must have required hours and gpa by start of their entering semester. Awarded with a 3.0 cumulative gpa for four semesters if the student continues full-time enrollment at TU. The scholarship is forfeited upon withdrawal or dismissal. Students receiving this award are not eligible for the Transfer TU Academic Scholarship or the Phi Theta Kappa Scholarship. Value equals \$26,000. This will not be awarded to new students effective Fall 2017.

**\*Vision Scholarship** - Awarded for eight semesters with a 3.0 cumulative gpa. Value equals \$30,000. Fall 2017 - value equals \$29,000. This will not be awarded to new students effective Fall 2018.

**Alumni Grant** – Awarded to new undergraduate students based on at least one parent or grandparent with a degree from TU. Awarded for a student’s first undergraduate degree with a 2.0 cumulative gpa. Value equals \$2,000. This will not be awarded to new students effective Fall 2018.

**\*Phi Theta Kappa Scholarship** – Awarded to new transfer students who were members of Phi Theta Kappa at two-year schools. Must have a 3.5 gpa and at least 48 hours of transferable credit. Renewable with a 3.0 cumulative gpa. Students receiving this award are not eligible for the Transfer TU Academic Scholarship or the TCC Honors Graduate Scholarship. Value equals \$24,000. This will not be awarded to new students effective Fall 2017.

**Endowed and Supported Scholarships** – These awards are made possible by the annual earnings of restricted gifts invested with TU’s endowment funds or by gifts given to TU by corporations, foundations and friends of the university. Most of these awards are used to underwrite university grants, scholarships and other sources of TU funded assistance. To reemphasize, these funds are not combined on top of current funding. The scholarships are honorary in nature.

**Law and Graduate** – Students receiving scholarships, stipends or assistantships should contact the respective college for information and renewal of awards.

**Other Scholarship Awards** –Funds from sources outside the university will credit to the student’s account no earlier than the first day of class each semester upon receipt of the funds. Outside scholarships received and TU scholarship funds may be combined up to the federal cost of attendance. TU will follow the directives issued by the funding source if their guidelines are more restrictive than TU’s policy. Presidential Scholars may combine outside scholarships up to the federal cost of attendance, except for the Oklahoma Academic Scholars funding and the National Merit Scholarship as both of these sources are part of the comprehensive Presidential package. It is necessary to report to Student Financial Services any change in circumstance, including outside scholarship awards not considered in the offer of assistance. By law, Student Financial Services must make adjustments to prevent or correct “over awards” that may result from the receipt of these outside sources of financial assistance. Adjustments will be in both gift aid (grants/scholarships) and self-help aid (work/loans.)

**IMPORTANT! If you are a student athlete you must meet with The University of Tulsa Athletic Compliance Office. There are NCAA rules that may impact the renewal of your TU Academic Scholarship based on your gpa.**

Scholarship policies are reviewed annually and are subject to change from year to year.

## GRANTS

**Federal Pell Grant** – This grant is available to undergraduates with a maximum award of \$6,195 based on an entitlement computation formula and federal funding. Application is made through the FAFSA. Pell funding will credit the student’s account no earlier than the first day of class each semester if the award is finalized. Students who are Pell recipients and are receiving scholarships that cover their charges in full must contact the Bursar’s Office to obtain information on how to purchase their required books in the bookstore.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – This federal grant is awarded to undergraduate students showing financial need with priority given to Federal Pell Grant recipients. The number of awards depends on the annual funding allocations set by the U.S. Department of Education. FSEOG will credit the student’s account no earlier than the first day of class each semester. Value equals \$200-\$1000.

**University Grant** – This grant is made possible from general funds budgeted each year with approval of the TU Board of Trustees and are only available to full-time undergraduate students. Renewal is based upon a 2.0 cumulative gpa. During the semester, these awards may be underwritten by an endowed or supported scholarship. The total amount of the award will not change if underwritten. University grants credit to the student’s account no earlier than the first day of class. Value varies.

**Early Filer’s Grant** – The Early Filer’s Grant is a \$1,000 renewable grant. This grant is available for eight semesters if the student is enrolled full-time and maintains a cumulative 2.0 grade point average. It is not necessary that families file the FAFSA annually to receive the renewal of this grant. Transfer students are not eligible for this grant. This grant will not be awarded to new students effective Fall 2018. **IMPORTANT! If you are a student athlete you must contact The University of Tulsa Athletic Compliance Office to determine if you are eligible to accept this grant per the NCAA rules.**

**Hurricane Pledge** – TU will match dollar for dollar Oklahoma’s Promise funding for students who are eligible to receive Oklahoma’s Promise. TU’s match is limited to tuition expenses for fall and spring semesters only. Students

must meet all eligibility requirements that are necessary to receive Oklahoma's Promise. This funding will not be awarded to new students effective Fall 2018.

**TEACH Grant (Teacher Education Assistance for College and Higher Education Grant)** – This grant is for students who are completing or who plan to complete coursework that is required to begin a career in teaching and who agree to teach full-time for at least four years as a highly qualified teacher; at a school or educational service agency servicing low income students and in a high need field. The four years of teaching must be completed within eight years after you complete or otherwise cease to be enrolled in the program for which you received a TEACH Grant. This teaching requirement is known as your TEACH Grant obligation. In order to qualify for a TEACH Grant as an entering college student, you must be making a 3.25 GPA or be in the 75th percentile on admission tests (i.e., SAT, ACT, GRE). Students must maintain a 3.25 GPA while receiving the grant. Prior to receiving your TEACH Grant, a student must complete an Agreement to Serve (ATS) for that year. This is done at <https://teach-ats.ed.gov>. The session consists of a TEACH Grant Overview and 3 additional sections that cover: (1) TEACH Grant ATS, (2) Service Obligations, (3) Conversion of a TEACH Grant to a loan. Students may receive approximately \$3,800/yr. for their first undergraduate program with the maximum allowed being \$16,000. Graduate students may receive approximately \$3,800/yr. with the maximum of \$8,000. Each student upon completion of their undergraduate program/graduate program must complete exit counseling on the student access website at <https://www.nsls.ed.gov>.

**Need Based Housing Grant** – This grant is only available to students who began at TU in the fall of 2016, 2017 and 2018. Limited awards may be offered for fall 19. This grant is available for 8 semesters if the student maintains a cumulative 2.0 gpa. This award is only available for the fall and spring, and the student must incur university housing charges. For renewal the student must have lived in campus housing a minimum of one semester during their first year of attendance. Value equals \$2,000. **Important! If you are a student athlete you must contact The University of Tulsa Athletic Compliance Office to determine if you are eligible to receive this grant per NCAA rules.**

## STATE FUNDS

**Eligibility for state funding is determined and administered by the State of Oklahoma.**

**Oklahoma Tuition Aid Grant (OTAG)** – Oklahoma residents may qualify for awards up to \$1,300. Application is made by completing the FAFSA. Early application is important, as funding is limited. **The FAFSA must be received by the processing center as soon as possible after October 1 as funds are awarded on a first-come, first-served basis until depleted.** For detailed program requirements, please visit the [OSRHE](https://www.oksrhe.org/OTAG) OTAG page: ([https://www.okcollegestart.org/Financial\\_Aid\\_Planning/Oklahoma\\_Grants/Oklahoma\\_Tuition\\_Aid\\_Grant.aspx](https://www.okcollegestart.org/Financial_Aid_Planning/Oklahoma_Grants/Oklahoma_Tuition_Aid_Grant.aspx)). Billing is done the 3<sup>rd</sup> week of classes. Funds will credit the student’s account upon receipt of the check from the State Treasurer’s Office. Students who are not Oklahoma residents are encouraged to contact their home state to inquire about the availability of grant assistance.

**Oklahoma Tuition Equalization Grant (OTEG)** – Oklahoma residents meeting certain income categories may receive \$2,000 in assistance. These recipients are chosen by TU according to regulations. Funding is limited and may be used to offset university scholarships. Application is made through the FAFSA. This grant is a need-based grant and renewability depends on the family’s income. OTEG is billed the 3<sup>rd</sup> week of classes. Funds will credit the student’s account upon receipt of the check from the State Treasurer’s Office.

**Oklahoma’s Promise** – To receive Oklahoma’s Promise, a student must have applied during their 8th, 9th or 10th grade year of high school. They must be an Oklahoma resident, file a FAFSA annually, and have completed the requirements as set by the program. For detailed program requirements, please visit the OSRHE at <http://www.okhighered.org/okpromise>. Oklahoma’s Promise is billed after the 3<sup>rd</sup> week of classes. Funds will credit the student’s account upon receipt of the check from the State Treasurer’s Office.

**Oklahoma Academic Scholars** – The State of Oklahoma determines eligibility and awards scholarships to academically outstanding students who are Oklahoma residents planning to attend an Oklahoma public or private college or university. First year students must complete the application provided by the Oklahoma State Regents for Higher Education. For detailed program requirements, please visit the OSRHE at [https://secure.okcollegestart.org/Financial\\_Aid\\_Planning/Scholarships/Academic\\_Scholarships/Academic\\_Scholars\\_Program.aspx](https://secure.okcollegestart.org/Financial_Aid_Planning/Scholarships/Academic_Scholarships/Academic_Scholars_Program.aspx). Oklahoma Academic Scholars is billed the 3<sup>rd</sup> week of classes. Funds will credit the student’s account upon receipt of the check from the State Treasurer’s Office.

## VETERANS' INFORMATION

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

For more information about the above, please contact Cindy Watts, Associate Registrar and Director of Veteran's Affairs, at 918-631-3985 or [cindy-watts@utulsa.edu](mailto:cindy-watts@utulsa.edu).

The University of Tulsa provides educational plans for all individuals using federal military and veteran's educational benefits that detail the general degree requirements, the education plan, and for transfer students, the evaluated educational plan. Please contact the Academic Advising Offices for information regarding these plans or any other questions you may have regarding your degree.

## EMPLOYMENT

**Federal Work-Study Program** – Throughout the year, Student Financial Services lists employment opportunities at <http://www.utulsa.edu/financial-aid/jobs>. In addition to on-campus jobs, several jobs are available in community service agencies throughout Tulsa. It is the responsibility of the student to find employment and to work enough hours to earn the award. Hourly wage rates for all campus student employees begin at minimum wage. A common work week is 11 to 12 hours. Students will be paid bi-weekly as funds are earned. Earnings are paid directly to the student through direct deposit. Therefore, the Federal Work-Study award is not available to be applied towards the student's account. If the award is needed to help with the student's bill, a payment plan must be set up with the Bursar's Office. Arrangements for direct deposit should be made through the payroll office. Earnings through the Federal Work-Study Program are taxable and will be reported to the IRS. New students must attend a Work Study session during Orientation in August. Additionally, new Federal Work-Study students are required to complete an I-9 and W-4 form through the Office of Human Resources prior to beginning their employment. Since Work-Study funding is limited, it is important to apply early while funds are available.

To secure employment:

- File the FAFSA early. This either qualifies or disqualifies you for the federal work-study program. This has to be done annually.
- You will receive an award letter from Student Financial Services indicating if you have federal work-study eligibility. If you have eligibility the work study positions can be found on:

<https://portal.utulsa.edu/offices/financial-aid/layouts/15/start.aspx#/SitePages/Federal%20Work%20Study%20Positions.aspx>

- Click on the department you wish to review to find your position.
- Contact the Supervisor listed on the position you choose and set up an interview.
- The Supervisor will have a Hiring Form for you to complete with their department and you will then need to go to Human Resources in Fisher Hall and complete the necessary payroll paperwork, which will include completing a direct deposit form for your earnings to credit to the account of your choice.

## LOANS

**Federal Perkins Loan** – This loan program was eliminated by the U.S. Department of Education. If you have questions regarding your past Perkins Loan, please contact the TU Bursar’s Office at 918-631-2606. *If you default on your Perkins Loan, the credit bureau must be notified.*

**Direct Subsidized/Unsubsidized Loans** – A FAFSA must be filed before TU can determine eligibility for Direct Loans. To qualify for a Direct Subsidized Loan, a student must exhibit financial need as determined by their FAFSA. Students exhibiting no financial need, or no remaining need after other aid sources, may qualify to borrow a Direct Unsubsidized Loan. Aggregate loan amounts for dependent undergraduate students are \$31,000 (not to exceed \$23,000 in Direct Subsidized Loan funds). Aggregate loan amounts for independent undergraduate students are \$57,500 (not to exceed \$23,000 in Direct Subsidized Loan funds). Aggregate loan amounts for graduate/professional students are \$138,500 (not to exceed \$65,500 in Direct Subsidized Loan funds). As of 7/1/13, a new provision was added to the Direct Loan requirements that limit a first-time borrower’s eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower’s educational program. Only first-time borrowers on or after 7/1/13 are subject to the new provision.

The current interest rate for Direct Subsidized/Unsubsidized Loans is determined each June for new loans being processed for the upcoming award year, which runs from July 1 to the following June 30. The fixed interest rate will be for the life of the loan. The government will deduct an origination (processing) fee from each Direct Subsidized/Unsubsidized Loan disbursement. Refer to <https://studentaid.ed.gov/sa/types/loans/interest-rates> for the actual interest rate and origination fee for your Direct Subsidized/Unsubsidized Loans. The federal government pays the interest on a Direct Subsidized Loan while a student attends school at least half-time, during the first six months of repayment once a student graduates or drops below half time enrollment (referred to as a grace period), and during a deferment period. Direct Unsubsidized Loans begin accruing interest at the time the loan disburses. A student may defer the interest payment or may choose to pay the interest quarterly.

Prior to receiving the first loan disbursement, borrowers are required to electronically accept the loan(s) on the TU Portal and complete entrance counseling and a Master Promissory Note (MPN) at <https://studentloans.gov>. Both documents must be completed before funds are received at TU. A Direct Subsidized/Unsubsidized MPN is valid for ten years. Direct Subsidized/Unsubsidized Loans are made in two equal disbursements for a two-semester loan. At least one-half of the loan period must elapse before the second disbursement can be released. Direct Subsidized/Unsubsidized Loans credit to the student’s Bursar account no earlier than the first day of class each semester. A disbursement letter will be emailed to the student’s TU email address when funds credit. A student has the right to cancel all or any portion of the loan within 14 days of the loan crediting their student Bursar account. It is the student’s responsibility to notify Student Financial Services, in writing, if they wish to reduce or cancel their student loan(s). After all university charges have been paid in full, any excess loan proceeds will be refunded by the Bursar’s Office within 14 days to the student. Repayment begins six months after the student ceases to be enrolled at least half-time. Exit counseling is required upon leaving the university. Refer to <https://studentaid.ed.gov/sa/repay-loans/understand/plans> for repayment plans.

**Direct Parent PLUS Loan** – A FAFSA must be filed on behalf of the student (listing TU’s school code 003185) before TU can determine eligibility for a Direct Parent PLUS Loan (PLUS). Only a parent (or a stepparent whose income was supplied on the FAFSA) of a dependent student can apply for this loan. (Note: An independent undergraduate student only has the option to apply for a private loan.) To request a PLUS loan, the parent must log into <https://studentloans.gov>, click on “Apply for a Direct PLUS Loan” and select “START” and “Direct PLUS Loan Application for Parents.”

The PLUS loan is administered by the U.S. Department of Education and approval is based on no adverse credit within the last five years and not credit worthiness. The U.S. Department of Education will run a credit check and notify the parent and Student Financial Services of the credit decision. If the PLUS loan is approved, the parent may electronically sign the PLUS Master Promissory Note (MPN) at the completion of the application process or at a later date at the same website. The PLUS MPN is used for loans borrowed for a dependent student and is good for ten years. If the PLUS loan is denied, the student has the option of accepting an additional Direct Unsubsidized Loan up

to \$4,000 annually for freshmen and sophomores or up to \$5,000 annually for juniors and seniors. If the PLUS loan is later approved due to a credit appeal or an approved endorser, the additional Direct Unsubsidized Loan will be cancelled and the PLUS loan processed. If approved with an endorser, the PLUS MPN cannot be used for multiple PLUS loans, but is only good for the academic year or term the endorsed loan was approved for by the U.S. Department of Education. If approved with a credit appeal, a new PLUS MPN is not required. PLUS credit counseling must be completed for PLUS loans approved with an endorser or credit appeal. PLUS credit counseling may be completed at <https://studentloans.gov>.

The current interest rate for a PLUS loan is determined each June for new loans being processed for the upcoming award year, which runs from July 1 to the following June 30. The fixed interest rate will be for the life of the loan. Interest begins accruing at the time of disbursement. The government will deduct an origination (processing) fee from each PLUS loan disbursement. Refer to <https://studentaid.ed.gov/sa/types/loans/interest-rates> for the actual interest rate and origination fee for your PLUS loan.

A PLUS loan is made in two equal disbursements for a two-semester loan. At least one-half of the loan period must elapse before the second disbursement can be released. The PLUS loan amount will credit to the student's Bursar account no earlier than the first day of class each semester. A disbursement letter is mailed to the parent's address once funds are credited. A parent has the right to cancel all or any portion of the loan within 14 days of the loan crediting the student's Bursar account. After all university charges have been paid in full, any excess loan proceeds will be refunded by the Bursar's Office within 14 days to the parent or student as indicated by the parent during the online application process and in coordination with the Bursar's Office refund guidelines. Repayment on a PLUS loan begins once the loan is fully disbursed. The first payment is due 60 days after the final disbursement. A parent may choose to defer repayment while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after the student ceases to be enrolled at least half-time. Refer to <https://studentaid.ed.gov/sa/repay-loans/understand/plans> for repayment plans.

**Direct Graduate PLUS Loan** – A FAFSA must be filed before TU can determine a student's eligibility for a Direct Graduate PLUS Loan (GPLUS). To request a GPLUS loan, go to <https://studentloans.gov>, click on "Apply for a Direct PLUS Loan" and select "START" and "Direct PLUS Loan Application for Graduate/Professional Students."

The GPLUS loan is administered by the U.S. Department of Education and approval is based on no adverse credit within the last five years and not credit worthiness. The U.S. Department of Education will run a credit check and notify the student and Student Financial Services of the credit decision. If the GPLUS loan is approved, the student may electronically sign a GPLUS Master Promissory Note (MPN) at the completion of the application process or at a later date at the same website. The GPLUS MPN is similar to the Direct Unsubsidized Loan MPN including its use for multiple loans for the same borrower. The GPLUS MPN is valid for ten years and is a separate MPN from the Direct Unsubsidized Loan. If the GPLUS loan is denied and later approved with an endorser, the GPLUS MPN cannot be used for multiple GPLUS loans. A new GPLUS MPN must be completed and is only good for the academic year or term the endorsed loan was approved for by the U.S. Department of Education. If the GPLUS loan is denied and later approved with a credit appeal, a new GPLUS MPN is not required. PLUS credit counseling must be completed at <https://studentloans.gov> for GPLUS loans approved with an endorser or credit appeal.

The current interest rate for a GPLUS loan is determined each June for new loans being processed for the upcoming award year, which runs from July 1 to the following June 30. The fixed interest rate will be for the life of the loan. Interest begins accruing at the time of disbursement. The government will deduct an origination (processing) fee from each GPLUS loan disbursement. Refer to <https://studentaid.ed.gov/sa/types/loans/interest-rates> for the actual interest rate and origination fee for your GPLUS loan.

Prior to receiving the first GPLUS loan disbursement, the GPLUS MPN must be completed as well as entrance counseling. Entrance counseling may be completed at <https://studentloans.gov>. Note: PLUS credit counseling is not entrance counseling and does not fulfill the entrance counseling requirement for first-time graduate/law students. Therefore, it is possible a graduate/law student could complete two different counseling sessions.

A GPLUS loan is made in two equal disbursements for a two-semester loan. At least one-half of the loan period must elapse before the second disbursement can be released. The GPLUS loan will credit the student's Bursar account no earlier than the first day of class each semester. A disbursement letter will be emailed to the student's TU email address when funds credit. A student has the right to cancel all or any portion of the loan within 14 days of the loan crediting the student's Bursar account. After all university charges have been paid in full, any excess loan proceeds will be refunded by the Bursar's Office within 14 days to the student. Repayment on the GPLUS loan begins six months after the student ceases to be enrolled at least half-time. Exit counseling is required upon leaving the university. Refer to <https://studentaid.ed.gov/sa/repay-loans/understand/plans> for repayment plans.

**Private Loan** – Applicants must complete and submit a separate online loan application to apply for preapproval and initiate the loan process. A private loan is a nonfederal loan issued by a lending institution (bank or credit union) and based on credit worthiness. Interest rates will vary depending on your credit score and the usage of a co-signer. Co-signers can be used to reduce the interest rate or to help obtain a loan due to credit problems. The Student Financial Services website provides a current and comprehensive list of lenders commonly used over the past three years. Go to <https://utulsa.edu/financial-aid/loans/private-loan/#private-loan-lenders> for this listing. A private loan application is completed electronically with the lender of your choice. Contact the lender for information regarding eligibility requirements, terms, benefits, and repayment options before applying for a private loan. Be prepared to wait a minimum of thirty days to receive a private loan. The lender will communicate with you via email or mail, requesting multiple documents as they guide you through their application process.

All loans made through the Department of Education's federal student loan programs for a student and/or parent are submitted to the National Student Loan Data System (NSLDS) and are accessible by guarantee agencies, lenders, loan servicers, and schools determined to be authorized users of the data system.

#### FSA Ombudsman

The Ombudsman's office is a resource for borrowers to use when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the school, company, agency or office directly involved. If the borrower has made a reasonable effort to resolve the problem through normal processes and has not been successful, he or she should contact the FSA Ombudsman.

Office of the Ombudsman  
U.S. Dept. of Education  
830 First St., NE, Mail Stop 5144  
Washington, D.C. 20202-5144

Toll Free: 1 (877) 557-2575  
1 (202) 377-3800  
Fax: 1 (202) 275-0549  
Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)  
Website: <http://studentaid.ed.gov/repay-loans/disputes/prepare>

## HOW TO ACKNOWLEDGE YOUR FINANCIAL AID AWARD

**Award Letter** - You will be notified via your TU email account that your award letter is available to be reviewed on the TU portal. Accept or decline your award electronically.

Please note: If you want to reduce a loan, you must print off your award letter, make the change and return the award letter to Student Financial Services.

Declining, fully or in part, any form of assistance (scholarship, grant, loan, Work-Study) does not automatically lead to other assistance being increased or substituted. Contact a counselor in Student Financial Services to clarify your specific situation.

## VERIFICATION

A Federal Pell Grant applicant that is selected for verification can submit a valid ISIR (FAFSA) after the last day of enrollment for the 2019-2020 award year. The verification process must be completed for the 2019-2020 award year by the anticipated date of September 18, 2020 or 120 days after the last day of the student's enrollment, whichever is earlier.

Campus-Based and Direct loan applicants must complete verification prior to the last day of enrollment. If you have any questions concerning verification and the required documents, please contact Student Financial Services. Failing to complete verification by the deadlines will result in the loss of eligibility for federal aid funds. In the event that a student completely withdraws, verification documents must have been received prior to withdrawal in order to be considered for federal financial aid.

If your FAFSA application is selected for verification by the U.S. Department of Education, you will receive an introductory email to the address you provided on the FAFSA.

### For the 2019-2020 academic year

#### What Happens Next?

A custom school link will be included in the introductory communication requesting you access ProVerify. You will need to do the following:

- **Confirm** your identity (authentication).
- **Create** a secure password.
- **Access** your documents and begin the verification process (this includes the completion of online forms).

Upon receipt of all required documents, ProVerify will begin the verification process. Students will be notified if there are any questions or if any additional documentation is required via email, text, or phone. Once verification has been completed, the student and our school will be notified.

#### Questions

If you have any questions about the verification process, please contact ProVerify, Monday through Friday from 8:00 am – 5:00 pm Central at 866.214.5035 or by email at [answers@proed.org](mailto:answers@proed.org).

#### About ProVerify

ProEducation Solutions is a privately held company that offers superior financial aid business solutions to colleges and universities nationwide. Since 2001, ProEd has been a leading provider of innovative technology solutions.

#### IRS DATA RETRIEVAL TOOL

##### Who Can Use the IRS Data Retrieval Tool?

Applicants must have a valid Social Security Number and FSA ID to use the IRS Data Retrieval Tool. The applicant will need to authenticate himself or herself to the IRS in order to use the IRS Data Retrieval Tool. Students and parents must use the tool separately for their respective income tax returns.

##### Who Can't Use the IRS Data Retrieval Tool?

If an independent applicant is married and files separate federal income tax returns or a dependent applicant's parents are married and file separate federal income tax returns (e.g., married filing separately or head of household), the applicant will not be able to use the IRS Data Retrieval Tool. Also, if there has been a change in the

marital status of the applicant or parent (if the applicant is a dependent student) after the end of the tax year, the applicant will not be able to use the IRS Data Retrieval Tool.

The IRS Data Retrieval Tool will transfer information only from an original income tax return and not an amended income tax return. Thus if the applicant, spouse or parent, as applicable, has filed an amended income tax return, the applicant will not be able to use the IRS Data Retrieval Tool.

Applicants who have filed a foreign income tax return instead of or in addition to a US income tax return will be unable to use the IRS Data Retrieval Tool. For example, taxpayers who file both a US income tax return and a Puerto Rican tax return will be unable to use the IRS Data Retrieval Tool. Also, the IRS Data Retrieval Tool is available only to taxpayers who have a valid Social Security number. Taxpayers who file income tax returns using a Tax ID Number (TIN) will not be able to use the tool.

The home address listed on the FAFSA must match the home address listed on the federal income tax return.

### **Tax Return(s) Recently Filed/Tax Data Not Available to Transfer**

Students or parents who filed their tax returns electronically within the last three weeks, or through the mail within the last eleven weeks, might need to either enter their tax return information manually and return at a later date to transfer their tax return information into the FAFSA, as their tax return information might not be available for transfer from the IRS.

View the [IRS Data Retrieval Tool Availability Chart](#).

### **SUBMITTING AN INCOME TAX RETURN**

If a student and/or parent did not complete the IRS Data Retrieval Tool, it will be necessary to submit a signed copy of the 2017 income tax return for the 2019-2020 FAFSA.

### **HOW TO REQUEST A TAX TRANSCRIPT FROM THE IRS**

Tax filers can request a transcript of a recent tax return, free of charge, from the IRS in one of four ways.

#### **Online Request**

Available at [www.irs.gov](http://www.irs.gov)

- Under Tools, click “Get Transcript of Your Tax Records”.
- Click “Get Transcript ONLINE”.
- Create an account if one does not already exist.
- Enter the tax filer’s personal information that is requested.
- Click “Continue”.
- You will then be required to answer the security questions.
- Select Higher Education/Student Aid as the reason you are requesting the transcript.
- Select 2017 under “Return Transcript”.
- If successfully validated, the Tax Transcript will open in a PDF that you can print or save.
- Submit the tax return transcript to The University of Tulsa Office of Student Financial Services; make sure to include the student’s name and TU ID on the transcript.

#### **Get Transcript by Mail**

Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.”

Click “Get Transcript by MAIL.”

**\*\*\*Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript\*\*\***

#### **Paper Request Form**

Go to [www.irs.gov](http://www.irs.gov) and print the form based on your tax filing status:

IRS Form 4506-T or IRS Form 4506T-EZ

#### **Telephone Request**

Available from the IRS by calling 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select “Option 2” to request an IRS Tax Return Transcript (not “Tax Account Transcript”) and then enter the year of the return begin requested.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Submit the tax return transcript to The University of Tulsa Office of Student Financial Services; make sure to include the student’s name and TU ID on the transcript.

**Mail to:**

The University of Tulsa  
Office of Student Financial Services  
800 South Tucker Drive  
Tulsa, OK 74104

**How to fix address matching problems when ordering online**

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn’t work, try using the standardized version of your address.

To get a standardized version of your address:

- Go to [www.usps.com](http://www.usps.com)
- Click Look Up a Zip Code
- Enter Street Address, City, State
- Click Find

If you still have problems, the IRS Help Desk can be reached toll-free at 1-800-876-1715, Monday – Friday 8:00 a.m. – 8:00 p.m. (Eastern Time).

**REQUEST NON-TAX FILER CONFIRMATION**

Independent students, along with their spouses if applicable, and parents of dependent students are required to submit documentation from the IRS that indicates the requested year’s IRS income tax return was not filed with the IRS or other relevant tax authority.

A confirmation of non-filing can be obtained from the IRS using [Form 4506-T](#) and checking box 7.

If the individual is unable to obtain Verification of Nonfiling (VNF), the following will be required:

- A signed statement of Nonfiling for the 2019-2020 FAFSA ([PDF](#));
- A copy of IRS Form W–2, or an equivalent document, for each source of 2017 employment income received by the individual for the 2019-2020 FAFSA.

## **BILLS AND PAYMENT OPTIONS**

The Bursar's Office will issue bills beginning in July for the fall semester charges and beginning in December for the spring semester charges. Financial aid will credit the account as funding is received. Outside (non-university) awards are credited to a student's Bursar account after checks are received by the university but not prior to the first day of class each semester. TU's payment policy requires that arrangements for payment of term expenses be made by August 1. During the fall and spring terms, if financial aid does not cover all expenses either payment in full or enrollment in a monthly payment plan is required with a 20% down payment. Information on the monthly payment option is available at <https://utulsa.edu/bursar/>. Refunds of financial aid received above university charges will not be made until the student's aid is received and the student's costs are completely covered. A monthly finance charge of 1.5 percent is assessed for late payments. The university accepts Visa, MasterCard and Discover credit cards.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that all recipients of federal student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Teach Grant, Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), Oklahoma’s Promise, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet **THREE** requirements to maintain their financial aid eligibility at TU:

- 1 **QUALITATIVE:** Students must meet a required minimum cumulative grade point average.
- 2 **QUANTITATIVE:** Students are required to complete (pass) a minimum **67%** of hours they attempt.
- 3 **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner.

These **three** requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on **\*Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation**. Satisfactory academic progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

1. **Qualitative - Grade Point Average Requirement** - Each student must meet a required minimum cumulative grade point average to remain eligible for federal student aid.

| Satisfactory Academic Progress Policy Requirements | Undergraduate Students | Graduate Students | Law Students |
|--|------------------------|-------------------|--------------|
| Total Hours Attempted from all Institutions        | All Hours              | All Hours         | All Hours    |
| Minimum Cumulative GPA Requirements                | 2.00 GPA               | 3.00 GPA          | 2.00 GPA     |

2. **Quantitative – Satisfactory Completion of Semester Hours Requirement.** Students must also successfully complete and pass **67%** of all courses they attempt. Grades of A, B, C, D, F, P, I, W and MG are all considered attempted hours. All transfer and repeat hours are included in this calculation. Courses dropped within the first 3 weeks of the semester will not be included in the calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standard Charts for Undergraduate Students, Graduate Students, PhD Students and Law Students.

| Percentage of cumulative attempted hours a student must complete to remain eligible for federal student aid | Undergraduate Students | Graduate Students      | Law Students           |
|---|------------------------|------------------------|------------------------|
| Students must successfully complete:  | 67% of attempted hours | 67% of attempted hours | 67% of attempted hours |

3. **Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted timeframe to remain eligible for federal financial aid. The chart below indicates the timeframe in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, **all accepted hours from all institutions attended will be included**, even if a student did not receive federal student aid. Student Financial Services recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For federal financial aid purposes grades of A, B, C, D, F, P, I, W and MG are all considered in the attempted hours. Courses dropped within the first 3 weeks of the semester will not be included in the attempted hours. **All transfer and repeat hours are included in this calculation.** Once students reach their maximum timeframe (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid. If there are

extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to Student Financial Services. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

|  |   |  |
|--|---|--|
| <p><b>Attempted Hours Allowed For Earning a Degree:</b></p> <p><b>150% of the published length of the degree program</b></p> | <p>186 hours – 1<sup>st</sup> Bachelor’s Degree</p> | <p>54 hours – 1<sup>st</sup> Master’s Degree<br/>135 hours – Ph.D.<br/>132 hours - Law</p> |
|--|---|--|

**Repeated Coursework** – Students may receive federal financial aid consideration to repeat a previously passed course once. Student may repeat failed courses until they have attained a passing grade. An “Incomplete” grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed, but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.

***\*Please note: Financial Aid Warning, Financial Aid Probation and Financial Aid Suspension are separate from Academic Probation and Academic Suspension.***

**Satisfactory Academic Progress (SAP) Evaluation**

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation. Courses dropped within the first 3 weeks of the semester will not be included in the SAP evaluation.

- **Good Standing** – students that are enrolled in an eligible program, in compliance with satisfactory academic progress and receiving federal aid.
- **A Financial Aid Warning** – students are placed on Financial Aid Warning if they do not meet both requirements I and II of the Satisfactory Academic Progress Policy (SAP). During this warning status, financial aid eligibility and payment of funds will be continued throughout the Financial Aid Warning period. Note: A warning is not given to students regarding maximum time frame, it is the student’s responsibility to know how many hours they have attempted and where they stand. Students that have been placed on Financial Aid Warning may be removed from that status and return to Good Standing by meeting the completion rate and/or cumulative grade point average requirements as set forth in the Satisfactory Academic Progress Policy by the end of the Financial Aid Warning term. A student who returns to good standing after the Financial Aid Warning period and then does not meet SAP at the end of the next term, can be placed on Financial Aid Warning again. However, a student cannot be placed on a Financial Aid Warning status for consecutive terms.
- **Financial Aid Suspension** - will be required for students who fail to meet either requirements 1 and 2 at the conclusion of their Financial Aid Warning. Students placed on Financial Aid Suspension have had consecutive terms of SAP non-compliance. Students cannot receive funds from the federal aid programs listed above while suspended. The Financial Aid Officer will determine if the Financial Aid Suspension can be appealed. Students will be allowed to appeal their first suspension and if approved, will be put on Financial Aid Probation.
- **Financial Aid Probation** – is assigned to students who were on Financial Aid Suspension, appealed and have received an appeal approval. The status of Financial Aid Probation is given for the next period of enrollment to demonstrate satisfactory academic progress. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of federal financial aid for the upcoming semester. Students can be placed on Financial Aid Probation for one payment period per appeal at The University of Tulsa. The student must comply with the completion and grade point average requirements by the end of the semester. After grades for the semester are posted to the student academic transcript, the Student Financial Services Office will review the academic performance of the student to determine if the satisfactory academic progress requirements are met. If the student meets the SAP requirements at the completion of the semester, federal financial aid is continued for future semesters. If the student cannot mathematically achieve SAP standards in one payment period, an academic plan will be required.

- **Financial Aid Academic Plan** – is the status assigned to students who were on Financial Aid Suspension, appealed and have received an appeal approval but cannot achieve SAP standards within one payment period. Students in this category must follow an individually designed Academic Plan developed by the Academic Advisor to ensure achievement of satisfactory academic progress standards over an assigned period of time. Students remain eligible for federal aid as long as the conditions of the Academic Plan are met.

**Rules are applied uniformly to all students whether or not aid has been received previously.**

### **Financial Aid Appeal Process**

A student with extenuating circumstances may appeal a Financial Aid Suspension by submitting a Financial Aid Satisfactory Academic Progress Appeal form to Student Financial Services within two weeks of the date of the letter of suspension. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure and how the situation has since improved. Examples of extenuating circumstances include, but are not limited to, illness, medical issues with immediate family members or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances. The Financial Aid Appeals Committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed to the student's TU email account within approximately ten working days from the submission date. **If the appeal is denied**, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards of academic progress. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

**If the appeal is approved**, the student will either be:

1. Placed on **Financial Aid Probation** for one semester only, or
2. Placed on an **Academic Plan** designed for completion rate and/or cumulative grade point average improvements until the standards of the SAP policy are met, not to exceed one year from the date of the Academic Plan.

The student's approval letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

### **Removal from Financial Aid Suspension Without Appealing**

To re-establish federal financial aid eligibility without completing the appeal process noted above, students must meet all the criteria listed in the Student Financial Services Satisfactory Academic Progress Policy. A student on Financial Aid Suspension can re-establish eligibility by meeting the standards of the SAP Policy by achieving a completion rate of **67%** and a required minimum cumulative grade point average without federal and/or state financial aid assistance.

### **Changing Majors**

Students who change majors should contact Student Financial Services regarding how this will impact the satisfactory academic progress for federal financial aid.

### **Study Abroad or Consortium Classes**

Any student who has completed a semester with study abroad or has a consortium agreement as a visiting student with another college or university must wait until the study abroad/visiting student grades have been submitted to TU to determine satisfactory academic progress. The student cannot receive federal financial aid for the semester following the study abroad/visiting student semester until the grades are received from the college or university in which the student was enrolled as a study abroad/visiting student and posted to the student's TU academic transcript.

If you are a Presidential Scholar with no federal financial aid, your next semester's funds will not disburse until academic transcripts have been received from the study abroad/visiting student program. All Presidential Scholars must complete at least twelve (12) credit hours per semester with a minimum 3.25 cumulative gpa. After study abroad/visiting student grades are posted to the student's TU academic transcript, eligibility for Presidential Scholar funding will be determined.

#### **Changing from Undergraduate to Master's or from Master's to Doctoral Programs**

If the student is beginning a new degree level, satisfactory academic progress begins in a clear status for the new program.

#### **Students Who Have Been Out of Attendance for Over a Year**

The University of Tulsa reviews satisfactory academic progress each payment period. If the student was not making satisfactory academic progress when last enrolled, provided it was more than a year ago, the student can be placed on Financial Aid Warning for the first payment period.

#### **Part-Time Students**

If the student receives part-time federal financial aid, the required hours completed for satisfactory academic progress will be reduced proportionately.

#### **Transfer Hours**

Transfer hours that are accepted by TU and are applied toward the student's current program, will be included as both attempted and completed hours.

#### **Audit Courses**

Grades of audit (AU) are not counted in the total hours attempted for any semester or as successful completion of the course. Students cannot receive federal financial aid for audit courses.

#### **Independent Courses**

Independent courses may count toward successful completion of hours attempted if they are completed by the last day of the semester. For information about eligibility and payment of federal financial aid for this type of course, please contact Student Financial Services.

#### **Leave of Absence**

The academic leave of absence policy for The University of Tulsa has no bearing on Federal Financial Aid as it pertains to the withdrawal and refund process.

#### **Student Responsibility**

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. For questions, contact Student Financial Services at (918) 631-2526.

## SPECIAL CIRCUMSTANCES

**Summer Course Work** – TU students may take summer courses as non-degree seeking students at other schools. Non-Degree Seeking status, when taking summer courses at another school, is crucial to avoid forfeiting the TU scholarships. Summer credits earned either at TU or transferable from another institution into the student's program may be used to meet the credit hours earned requirement. Grades do not transfer. Students are allowed to enroll at TU for summer courses to make up their deficiency.

**Transfer Students** – Financial aid satisfactory academic progress requirements for students transferring into TU will be based on all credits accepted into their program.

**Tuition Refund Policy** – Students who withdraw from courses receive refunds according to the following schedules, which are calculated from the date the application for withdrawal is received by the advising office of the student's program: <https://utulsa.edu/financial-aid/policies/#tu-refund-policy>. Non-attendance of classes does not constitute official withdrawal. Federal financial aid recipients withdrawing completely will have their Title IV aid returned to the proper aid accounts as determined by Student Financial Services pursuant to federal guidelines.

**Study Abroad/Visiting Student Information** - Enrollment in a study abroad/visiting student program, approved for credit by TU, will have enrollment at TU for purposes of applying for federal financial aid. TU will be considered the home school and will be responsible for processing federal financial aid. Disbursement of student loans will credit the student's account in the Bursar's Office no earlier than 10 calendar days prior to the first day of class of the study abroad/visiting student program.\*

For all study abroad/visiting students, your next semester's federal financial aid will not be released until the grades from the study abroad/visiting student program are received and posted to the student's TU academic transcript. TU reviews the student's Satisfactory Academic Progress (SAP) every semester which is why study abroad/visiting student grades must be posted to the student's TU academic transcript before federal financial aid can be released. This is an effort to remain in compliance with regulations associated with federal financial aid.

- **Study Abroad** - The Center for Global Education (CGE) Study Abroad Budget form submitted by CGE to Student Financial Services will be reviewed by the student's financial aid counselor. The figures provided on this form are considered to be estimated pending final review of the student's study abroad cost of attendance (budget) by the financial aid counselor. If the student will be applying for Tuition Benefit, only one term of a study abroad program is covered by Tuition Benefit. \*Federal loan funds can only be disbursed if the Registrar's Office has verified enrollment on/before the disbursement date. If not verified on/before the disbursement date, federal loan funds will not be disbursed and will be delayed until enrollment is verified.
- **Visiting Student** - The student cannot receive federal financial aid from the institution in which the student is enrolled as a visiting student.
- **Presidential Scholars** - If you are a Presidential Scholar with no federal financial aid, your next semester's funds will not disburse until academic transcripts have been received from the study abroad/visiting student program. All Presidential Scholars must complete at least twelve (12) credit hours per semester with a minimum 3.25 cumulative gpa. After study abroad/visiting student grades are posted to the student's TU academic transcript, eligibility for Presidential Scholar funding will be determined.

**Withdrawal Policy** – TU's refund policy refers to the amount owed by a student for various categories of university charges when a student withdraws, drops out or is expelled within a given time frame of a term. The withdrawal policy may change without notice. Students withdrawing during a term at TU will receive a refund based on the following calculations.

**Fall or Spring Term**

| <b>Tuition</b>                | <b>Refund</b> |
|-------------------------------|---------------|
| Up through 1st day of classes | 100%          |
| Day 2 through end of 1st week | 90%           |
| Weeks 2 and 3                 | 50%           |
| Weeks 4 through 7             | 25%           |
| Remainder of semester         | 0%            |

**Summer Term**

| <b>Tuition</b>                | <b>Refund</b> |
|-------------------------------|---------------|
| Up through 1st day of classes | 100%          |
| Day 2 through day 4           | 80%           |
| Day 5 through day 7           | 50%           |
| Day 8 through day 10          | 25%           |
| Remainder of semester         | 0%            |

**Return of Title IV Funds** – Federal financial aid recipients withdrawing from all classes during a semester will have their Title IV funds returned to the federal programs according to federal guidelines. TU will first determine the percentage of the semester the student completed. The percentage completed will be the number of days attended divided by the number of days in the semester. If the percentage completed is 60% or less, the return of funds calculation will be used.

If the student has completed 60% or less of the semester, TU will apply the calculated completed percentage to the total awarded Title IV aid for which the student established eligibility before withdrawing. This calculation will be earned aid. The earned aid will be subtracted from the total disbursed aid to determine the amount of unearned aid to be returned to the federal Title IV funds, TU will return the unearned aid to the Title IV programs.

**Title IV Return of Funds Distribution Policy** – For all students receiving federal Title IV funds, returns are distributed back to the programs in the following order up to the full amount received from each program for the term.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Graduate PLUS Loan
4. Federal Parent PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Teacher Education Assistance for College and Higher Education Grant (TEACH)

Sample return of funds calculations are available for review in Student Financial Services, Collins Hall.

**Directory**

Students and parents are invited and encouraged to contact Student Financial Services for information and instruction concerning the financing of higher education. Student Financial Services is located in Collins Hall and is open Monday through Friday from 8:00 am to 5:00 pm.

**Student Financial Services (918) 631-2526**

Vicki Hendrickson – Director

Kathy Clarke – Administrative Assistant

Kristi Emerson – Assistant Director

Sherra Goodson – Assistant Director, Student Loans

Billy Huggins – Assistant Director, Systems

Deborah Keys – Assistant Director, Compliance

Olga Kitkaeva – Assistant Director

Brad Rose – Assistant Director

Gary Garoffolo – Student Success Specialist



Student Financial Services 800 South Tucker Drive  
Tulsa, OK 74104-9700 918-631-2526  
finaid@utulsa.edu

**The University of Tulsa does not discriminate on the basis of personal status or group characteristics including but not limited to the classes protected under federal and state law in its programs, services, aids or benefits. Inquiries regarding implementation of this policy may be addressed to the Office of Human Resources, 800 South Tucker Drive, Tulsa, OK 74104-9700, (918) 631-2259. Requests for accommodation of disabilities may be addressed to The University of Tulsa's 504 Coordinator, Dr. Tawny Rigsby, (918) 631-2315. To ensure availability of an interpreter, five to seven days' notice is needed; 48 hours is recommended for all other accommodations.**

Revised 02/22/19