



STUDENT FINANCIAL AID HANDBOOK

THE OFFICE OF STUDENT FINANCIAL AID STAFF

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GENERAL INFORMATION

Texas A&M International University

Office of Student Financial Aid

Hours: Monday, Tuesday 8:00 am - 5:00 pm
Wednesday, Thursday 8:00 am - 7:00 pm
Friday 9:00 am - 5:00 pm

Location: Killam Library, West Entrance, Suite 158

Telephone: (956) 326-2225 (956) 326-2165 (956) 326-2226

Fax: (956) 326-2224

E-mail: financialaid@tamiu.edu

Website: <http://www.tamiu.edu/affairs/financial/finaid.htm>

COST OF ATTENDING TEXAS A&M INTERNATIONAL UNIVERSITY

For planning purposes, the following nine-month budgets are offered as estimates of “reasonable expected expenses.” These estimates are based on a 12-hour credit course load for a Texas resident and are subject to change without notice.

The Office of Student Financial Aid has financial advisors that are available to all students to assist in the preparation of all required paperwork to find out if they qualify for financial assistance.

General requirements stipulate that the student must be accepted for enrollment or, if a continuing student, must be maintaining satisfactory academic progress. Student must not be in default on any loan made from a student loan fund at any institution, and must not owe a refund on any grant previously received.

	On Campus	Home w/Parents	Off Campus
Tuition & Fees (1,776) (627)	\$2,403/1,201.50	\$2,403/1,201.50	\$2,403/1,201.50
Room & Board	\$5,953/2,976.50	\$1,879/939.50	\$5,180/2,590
Books & Supplies	\$1,000/500	\$1,000/500	\$1,000/500
Transportation	\$813/406.50	\$1,420/710	\$1,420/710
Personal Expenses	\$2,027/1,013.50	\$1,438/719	\$2,027/1,013.50
TOTAL	\$12,196/6,098	\$8,140/4,070	\$12,030/6,015
Dependent Care* (children under 12)	\$2,027/1,13.50	\$2,027/1,13.50	\$2,027/1,13.50
Loan Fees**	3% of loan amount	3% of loan amount	3% of loan amount

Tuition/Fees: Non-resident students add \$5,016

**Dependent Care is added for children under 12 years of age.*

***Loan Fees are applied only to students who receive a Stafford Loan.*

PURPOSE

The primary purpose of the Student Financial Aid Program at Texas A&M International University is to provide financial assistance to eligible students who, without such aid, would be unable to attend this institution. Although the primary responsibility for financing an education rests with the student and his/her immediate family, it is recognized that many students will require additional assistance in order to finance their educational goals.

GENERAL ELIGIBILITY

To be eligible for financial aid assistance, a student must be making satisfactory academic progress toward a degree, be a citizen or permanent resident of the United States, and demonstrate financial need, except when applying for funds from a program that does not call for financial need. The student must not be in default on any loan, and not owe a refund on grants received attending any institution.

Recipients of financial aid must be enrolled at least on a half-time basis for federally funded programs. Transfer students enrolled for the summer terms only are not eligible for federal financial assistance (transient students).

APPLICATION FOR FINANCIAL AID

All applications must be completed and on file before a student will be considered for financial aid assistance. Students must reapply every year for financial aid and scholarships. Applicants must maintain satisfactory academic progress and good standing to be eligible for financial aid.

The following information and forms are used as part of the application process:

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail it to the Federal Student Aid Programs, P.O. Box 4001, Mt. Vernon, IL 62864-8601. This form must be submitted each year the student wishes to be considered for need-based financial aid. To expedite the processing time for completing the FAFSA, go online at <http://www.fafsa.ed.gov>
2. Applicants for academic scholarships must complete the TAMIU General Scholarship application available upon request from the Office of Student Financial Aid (956)326-2225.
3. Applicants for Summer financial aid must complete the TAMIU Summer Grant Application available the first week of March or every academic year.
4. Transfer students must have on file in the Office of Student Financial Aid a Financial Aid Transcript (FAT) from all other institutions attended. FAT's will be electronically downloaded by the Office of Student Financial Aid from the NSLDS database. This applies whether or not aid was received. Transfer students are responsible for notifying the Office of Student Financial Aid of attendance at other institutions.
5. The Office of Student Financial Aid may require additional documentation to verify the information on the application and a student's dependency status. This may include signed copies of parents' and/or students' spouse's tax returns. The statement will be notified of additional information needed by the Office of Student Financial Aid.
6. A completed financial aid folder includes:
 - Student Aid Report (this is downloaded electronically from the Department of Education)
 - A financial aid transcript from all previously attended institutions (transfer students only)
 - Any additional forms that the Office of Student Financial Aid may request.

NOTE: Any changes in resources or financial situation - loss of income, marriage or divorce, employment, receipt of scholarship, etc., after the application has been submitted should be reported to the Office of Student Financial Aid immediately. Federal regulations require that adjustments be made in the student's eligibility to reflect changed financial aid conditions.

Unusual expenses that exceed standard budget allowances must be substantiated with copies of receipts, bills, or cancelled checks.

PRIORITY DEADLINES

Students must apply for assistance on annual basis. The Free Application for Federal Student Aid (FAFSA) is necessary for each academic year, i.e. Fall and Spring semesters and/or Summer I and Summer II semesters. Applications will be accepted throughout the term, but cutoffs have been established to allow time for processing. Students submitting applications after the deadline dates should make arrangements outside the university to pay fees when they register and to purchase books. Short Term Loans will be available to pay tuition/fees and assist in purchasing books only for those students who have not received their financial aid or those that do not apply for financial aid.

For the Fall, the FAFSA must be completed and received electronically in the Financial Aid Office by **April 15**.

For the Spring, the FAFSA must be completed and received electronically in the Financial Aid Office by **October 1**.

For the Summer(s), the FAFSA must be completed and received electronically in the Financial Aid Office by **March 1**. Plus, for summer ONLY, an institutional Financial Aid Application is also required and must be submitted by **April 1**.

UNIVERSITY'S WITHDRAWAL POLICY

Texas A&M University – TAMIU's Tuition & Fees Refund Policy

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the University.

Effective October 7th, 2000, Texas A&M International University will implement this policy for all students who withdraw on or after that date. The policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, and PLUS Loans), but does not include the Federal Work-Study Program.

In general, the new law assumes that a student "earns" **approved(verified)** federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student received (or the University receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent's Federal PLUS loan lenders. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. **Students who have not completed the verification process are ineligible to receive any financial aid.**

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. The new policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. **The student is responsible for paying any outstanding charges to the University. When a student withdraws from the University during the first twenty**

(20) days of classes during a long semester, six (6) days during a summer session, and two (2) days during the Intersessions the University will refund a portion of the Tuition and Fees charged to a student. The percentages refunded back are as follows:

Prior to 1st class day for long semesters (Fall, Spring), Intersessions, and summer sessions 100%

Intersessions:

1st Class Day, the percentage is 80%..

2nd Class Day, the percentage is 50%.

Long semesters:

1st, 2nd, 3rd, 4th, and 5th Class Days, the percentage is 80%.

6th, 7th, 8th, 9th, and 10th Class Days, the percentage is 70%.

11th, 12th, 13th, 14th, and 15th Class Days, the percentage is 50%.

16th, 17th, 18th, 19th, 20th, Class Days, the percentage is 25%.

After 20th Class Day 0%.

Summer Sessions:

1st, 2nd, 3rd Class Days, the percentage is 80%.

4th, 5th, and 6th Class Days, the percentage is 50%.

After the 6th Class Day 0%.

The refund will be returned to the student only if the student **did not** receive financial aid assistance from either Title IV programs or State programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs, in the following order:

Unsubsidized Loan
Subsidized Loan
Perkins Loan
PLUS Loan
Pell Grant
FSEOG Grant
TPEG Grant
RPEG Grant
NPEG Grant
Texas Grant

The student's official withdrawal date will be determined by the University as:

- The date the student began the University's withdrawal process.
- The midpoint of the semester if the student withdraws without notifying the University.
- The student's last date of attendance at an academically-related activity as documented by the University.

If it is determined that the University must return to the Title IV programs monies in excess of any Tuition & Fees or Room & Board, the student is responsible for those monies.

Any grant funds that the student is required to return to the federal programs are considered and overpayment. The

student must either pay the amount in full to the University within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay to the University within 45 days, the University will notify the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes a repayment arrangements with the Department of Education, **the student will lose his/her eligibility to receive future federal financial aid at any institution.**

IMPORTANT TIPS/STUDENT RESPONSIBILITIES

1. You must apply for financial aid every year by completing the Free Application for Federal Student Aid (FAFSA). (Fall, Spring, and/or Summer I, Summer II)
2. Apply EARLY - BEFORE THE DEADLINES!
3. All information submitted must be accurate and truthful. Deliberate falsification may result in cancellation of ALL aid and student repayment, if necessary.
4. Half-time enrollment status is required to receive financial aid.
Undergraduates: A minimum of 6 hours per regular semester, 3 hours each summer session.
Graduates: A minimum of 6 hours per regular semester, 3 hours each summer session.
5. Respond to all communications from Financial Aid as soon as possible. If you have not received your Financial Aid Awards Notification Letter in time for registration, PLEASE MAKE OTHER ARRANGEMENTS TO PAY REGISTRATION COSTS.
6. MONEY RECEIVED UNDER FINANCIAL AID MUST BE USED FOR EDUCATIONAL PURPOSES ONLY.
7. Withdrawal from all classes prior to completion of 60% of the semester may result in the student's repayment of unearned Title IV Funds.
8. MAKE SATISFACTORY ACADEMIC PROGRESS TO MAINTAIN ELIGIBILITY FOR FINANCIAL AID.
9. The following changes must be reported to the Office of Student Financial Aid:
 - a. Change of residency (dorm to off-campus, off-campus to dorm)
 - b. Outside scholarship, loan, or grant award.
10. Keep copies of Income Tax Returns or any other income documentation. All copies submitted become the property of the Financial Aid Office. No copies will be provided once they are submitted to the Financial Aid Office. To request an IRS copy, please call 1-800-829-8815.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS **FOR FINANCIAL AID ELIGIBILITY**

Federal regulations require a student to be making satisfactory progress toward the completion of a degree plan or certification in order to be eligible to receive Title IV funds. The Financial Aid Office at Texas A&M International University applies this rule to **ALL** students applying for any aid.

Satisfactory academic progress is determined after a student has been enrolled for one academic year. An academic year is considered to be two long semesters, like Fall and Spring. Summers are not included as part of an academic year. They are considered probationary periods to be used for making up deficiencies resulting from the academic year. The periods run from Fall to Spring for students enrolling in the Fall semester, from January to May for students enrolling in the Spring semester but were not enrolled in the Fall semester. Review Student Financial Aid Handbook.

A student who fails to achieve satisfactory academic progress **IS NOT ELIGIBLE** for additional financial aid while making up a grade point average (GPA) deficiency and/or deficient credit hours.

A student placed on Enforced Withdrawal (**EW**) **IS NOT ELIGIBLE** for additional financial aid.