The University of Tulsa
Financial Aid Fast Facts for Law Students

Listed below is important financial aid information for law students attending The University of Tulsa. Information provided is based on full-time attendance, and will vary if attending part-time.

To receive Federal Financial Aid, students must complete a new Free Application for Federal Student Aid (FAFSA) each year. The Department of Education begins accepting applications for the new school year on January 1st of each year. If you have not already completed this application, please go to www.fafsa.ed.gov and complete the form on-line.

Students who plan to attend summer school must complete the Summer TU Financial Aid Application form and have a current FAFSA on file with our office. The summer form will be available on our web page in March of each year. Students studying abroad or visiting another school will need to complete the study abroad/visiting student form. This may be found on our web page as well.

Once we have received your application, we may ask for additional information or documents based upon information received from the Department of Education. Some students are chosen by the Department of Education for a process called Verification. This process requires that you send copies of your most recent tax return and a completed Verification Worksheet to our office. Additional information may be required if all questions are not resolved. Once all the documents are received and all discrepancies are resolved, we can process your application.

Aid eligibility is your Cost of Attendance minus the amount the Department of Education expects you to contribute to your education. Your Cost of Attendance includes all tuition, fees, books, room/board, travel and personal expenses for the time period of your enrollment. The Cost of Attendance is set annually on reasonable expenses; it does not cover debt previously incurred or high expenses. Please set a budget for yourself if you plan to live on an aid refund; regulations are tight and **do not include any expenses for other family members.** The amount that the Department of Education expects you to contribute to your education is called the Expected Family Contribution (EFC). The 11-12 Cost of Attendance for a student living off-campus attending full-time & part-time is listed below. Please note that the on-campus apartments are considered off-campus housing.

	F/T	8-11	6-7
Tuition/Fees	$32020	$22441	$17589
Room/Board	$12642	$12642	$12642
Books	$1500	$800	$600
Travel	$1806	$1806	$1806
Personal	$3612	$3612	$3612
Loan Fees	$575	$575	$575
Total	**$52,155**	**$41876**	**$36824**
Medical Insurance	$886 (you must provide proof of insurance to avoid this annual fee)		

IMPORTANT NOTE: ALL AWARDS ARE BASED ON FULL TIME STATUS. PLEASE NOTIFY THE OFFICE OF STUDENT FINANCIAL SERVICES IF YOU WILL NOT BE ATTENDING FULL TIME.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress (SAP) is defined as the reasonable progression toward the successful completion of degree requirements. The Office of Student Financial Services performs a review each semester of a financial aid recipient's academic file. The number of hours successfully completed, the cumulative grade point average earned while attending The University of Tulsa and the maximum number of hours completed while pursuing their degree are reviewed. In accordance with federal regulations, the three components of The University of Tulsa policy are described below.

Effective 2011-2012, students who receive a warning letter for the first time will receive an award for one semester only, without an appeal. The warning letter indicates academic performance will be re-evaluated after the semester is completed. Any student not meeting the SAP requirements when re-evaluated will not be eligible for federal financial aid the following semester. The student will receive a financial aid suspension letter and will be requested to file an appeal if they want to be considered for federal financial aid for the upcoming semester. The Financial Aid Satisfactory Academic Progress (FASAP) appeal form outlines some mitigating circumstances that qualify for an appeal for continued federal financial aid. The appeal must include- 1) why the student failed to make SAP and 2) what has changed that will allow the student to make SAP at the next evaluation. The appeal form also request information from the student that would indicate what plans are in place so the student can be successful in future semesters.

After the FASAP appeal is reviewed by the Financial Aid Committee, the student is sent either an approval or denial letter for continued federal financial aid. If the student is sent a denial letter, it will outline the reason for the denial. The denial letter will also recommend the student complete at least a successful semester without federal financial aid. After the semester is completed without federal financial aid, SAP will be re-evaluated.

If the appeal was approved, 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. The student is put on Financial Aid Probation. The student must comply with the enrollment and grade point average requirements at the end of the semester. If the student is meeting FASAP requirements at the completion of the semester, federal financial aid is awarded.

Federal regulations require the University of Tulsa to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. The University of Tulsa students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional Policy

The FAO evaluates student academic progress at the end of each semester, effective 2011-2012. Students are evaluated on the basis of satisfactory completion of credit hours, cumulative grade point average (GPA) requirement, and maximum number of hours. The prior semester (not including summer) are reviewed in accordance with the original enrollment of the student.

Satisfactory Completion of Semester Hours

To receive federal financial aid, a student is required to meet a measure of incremental progress (qualitative standard).

Transcripts are reviewed every semester, effective 2011-2012. Each student is required to pass a minimum of 75 percent of the credit hours enrolled in during the preceding semester (not including summer) at The University of Tulsa (rounded to the next higher number). Twelve (12) hours is considered full time, therefore, the student must complete at least nine (9) hours for each semester of full time enrollment. Drops and withdrawals from classes will count toward the total hours of enrollment for a student.

Grade Point Average (GPA) Requirement

Students are also required to maintain a minimum pace of progression qualitative measure of progress defined as cumulative Grade Point Average (GPA), as listed below.
Each student must meet a cumulative GPA standard to remain eligible for assistance.

	Cumulative GPA Required
Undergraduate	2.0
Graduate	3.0
Law	2.0

Maximum Number of Hours (Degree Completion)

Students are also subject to a pace of progression (quantitative standard) to ensure completion within the maximum time frame.

Each student enrolled in a degree program is eligible for federal financial assistance for a maximum number of hours specific to the completion of the degree. Maximum hours allowed to complete - Undergraduate, 186; Graduate-Master's level, 54; Ph.D. level, 90; Law, 135.

Audited classes will not be considered as credit hours earned.

Incompletes will not be considered as hours earned for an academic year until a grade is received.

Withdrawals are considered in the hours attempted for quantitative satisfactory academic progress. i.e. if a student originally enrolled in a specific number of hours and received federal financial aid for those hours, then withdrew, the original enrollment is considered for the quantitative evaluation.

Transfer hours accepted toward completion of the student's program will count as both hours attempted and hours completed.

If a student changes majors, the maximum amount of hours specific to the completion of a degree will still fall under their classification.

Institutional Procedures

Students are notified of the SAP policy in The University of Tulsa Graduate and Undergraduate Catalogs. In addition, the SAP policy letter is mailed to first time federal aid recipients with the initial award letter. Information regarding The University of Tulsa SAP policy is also shown on the website: http://www.utulsa.edu/admission-and-financial-aid/undergraduate-financial-aid.aspx

Denial

A student will be denied federal assistance if any of the following occurs:

1. The student does not make the incremental progress

2. The student's GPA is below the minimum requirements

3. The student has accumulated more than the maximum number of hours for his/her program of study

Probation

Students not meeting the hour and GPA requirements (components 1and 2) the first time, are automatically sent a Financial Aid Warning letter. The warning letter allows the student to receive federal financial aid for that semester, without an appeal. Academic progress is checked at the end of that semester. If the student does not meet the requirements for federal financial aid after re-evaluation, the student is then placed on financial aid suspension and given the opportunity to appeal. As a general policy, students may be placed on financial aid suspension only once during their academic career at TU. However, there are special circumstances that may allow the student to appeal the financial aid suspension. The Student Financial Services Office will mail or email the student a letter indicating that he or she is on Financial Aid Probation. The letter will outline the steps to take to rectify the unsatisfactory academic progress situation.

A student seeking to reestablish eligibility of financial aid may do so by:

1. Achieving the required GPA

2. Appealing the financial aid decision

Appeal Process

Students who fail to meet the SAP standards are ineligible for any SUBSEQUENT semesters of federal financial aid until they meet the criteria for reinstatement of aid (See Reinstatement of Aid) or have gained approval based on an appeal (see Appeal Process). The student will receive a denial letter from the Office of Student Financial Services if he/she fails to meet our standards.

A student who is denied assistance after the initial Financial Aid Warning semester, may submit a written appeal to the Office of Student Financial Services. The appeal should address mitigating extenuating circumstances that have affected the student's academic performance (e.g., severe physical injury, personal/ medical problems of student and/or immediate family member or death of immediate family member). The appeal and any supporting documentation must be received within 10 days of the date of the suspension notification letter. The appeal must include- 1) why the student failed to make SAP and 2) what has changed that will allow the student to make SAP at the next evaluation. The appeal form also request information from the student that would indicate what plans are in place so the student can be successful in future semesters. Action taken on a financial aid appeal is final. Written notification is sent to the student within two weeks of the receipt of the appeal by the Student Financial Services Office. Students whose appeals are approved will receive a one-time waiver of the requirements. He/she will be placed on Financial Aid Probation, and will be

given the ensuing semester to make up deficiencies and meet the necessary satisfactory academic progress requirements.

Consequences of Denial

Students, who do not maintain satisfactory academic progress, lose eligibility for federal financial aid until minimum requirements are met. Exceptions must be approved by the Financial Aid Committee and documented in the student's file.

Special Circumstances

Summer Course Work - 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, but not the grade point average. Grades (grade point average) do not transfer. Students are allowed to enroll at TU for summer courses to make up their deficiency.

Grade Change – In the event that a grade is changed after satisfactory academic progress is reviewed, the student may appeal to their financial aid counselor for a secondary review.

Transfer Students - Students transferring into TU will have all credits accepted into their program used to position them in the satisfactory academic progress components. Grades (grade point average) do not transfer. Transfer hours accepted toward completion of the student's program will count as both hours attempted and hours completed.

Repeated Classes: If a student elects to repeat a class, the university will replace the grade on the transcript with the new grade earned for the class. This could increase or decrease a student's GPA. If the student's federal financial aid has been denied and their GPA has increased, they can appeal to their financial aid counselor for a satisfactory academic progress (SAP) review. If the replaced grade causes the GPA to decrease this will be reviewed during the next SAP check. For quantitative progress, the repeated courses will not be considered the second time for quantitative progress if the grade is above an F. Federal financial aid will pay for one retake of any previously passed course (except if the retake is due to the student failing).

Effective 2011-2012, repeated courses will be accepted if the student needs a specific grade or GPA to be admitted to, or continue in a particular program.

Legal Assistant/Legal Nursing Programs - The Legal Assistant Program is a graduate level certificate program requiring 390 clock hours of instruction. Because the program does not have semesters, satisfactory progress will be determined prior to the disbursement of the second Federal Aid funds. To

receive the second disbursement, students must have successfully completed 195 clock hours of instruction as certified by the director of the legal assistant program. The Legal Nursing Program is a graduate level certified program requiring 347 hours of instruction. Because the program does not have semesters, satisfactory progress will be determined prior to releasing the second disbursement. To receive the second disbursement, students must have successfully completed 174 clock hours of instruction as certified by the director of the legal nursing program.

Regulations Regarding Satisfactory Academic Progress (SAP) for recipients of Title IV Student Financial Aid.

Students receiving federal financial aid are required to maintain academic progress in order to be eligible to continue to receive assistance. The standards refer to the following Title IV financial aid programs: Federal Pell Grant, TEACH (Teacher Education Assistance for College and Higher Education) Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan Programs, and Federal College Work-Study Program.

Undergraduate students receiving federal financial assistance must be degree seeking and taking courses applicable to their degree program of study.

Graduate students must be admitted to a program of study and taking courses applicable to their degree program.

Students working on a second degree will be monitored on an individual basis to ensure they are taking courses which are applicable toward a second degree, certificate, or prerequisite toward another program.

Federal Direct Subsidized and Unsubsidized Stafford Loans are available for students who need funds to help meet their educational expenses. The maximum amount for Subsidized Stafford loans per academic year is $8500. The federal government pays the interest on these loans while you are enrolled in at least a half-time status. The maximum amount for Unsubsidized Stafford loans per academic year is $12,000. The student is responsible for the interest on this loan while in school or upon the request of the borrower, this interest can be added to the principle. Both Stafford loans are a fixed interest rate of 6.8% and will have .5% taken out at time of disbursement for origination fees. Students will enter repayment 6 months after enrollment drops below half-time status. The lifetime aggregate Stafford loan limit for Law students is $138,500, of which no more than $65,500 can be from the Subsidized Stafford loan.

Federal Direct Graduate PLUS Loan is a loan that students may apply for in addition to the Direct Subsidized and Unsubsidized Stafford loans. The maximum a student is allowed to borrow each year is the difference between the Cost of Attendance and all other aid received for the academic year. This loan has a fixed interest rate of 7.9% with 2.5% being taken out at time of disbursement for processing and origination fees.

Students will enter repayment 6 months after enrollment drops below half-time status. The student must not have adverse credit in order to obtain this loan.

Private Alternative Loan is a loan that students may apply for in addition to the Federal Subsidized and Unsubsidized Stafford loans. The maximum a student is allowed to borrow each year is the difference between the Cost of Attendance and all other aid received for the academic year. This interest rate varies among the lenders as they will use either the T-Bill or Libor in addition to another percent that will be determined by them when you apply for the loan. Some lenders will also assess processing and origination fees and those are based upon your credit score. Students will enter repayment 6 months after enrollment drops below half-time status. The student must be creditworthy in order to obtain this loan.

Law Scholarships are awarded by the Law School Admissions office, not the Office of Student Financial Services. Please contact the Law School for any questions regarding scholarship opportunities.

In order for financial aid funds to be credited to student accounts on the first day of school, applicants should submit all requested documents to the Office of Student Financial Services in a timely manner. Students should accept award offers as quickly as possible by signing the award letter and marking the types of aid that they would like to have processed. Students who do not act in a timely manner should be prepared to pay University charges from their own funds until their financial aid can be processed.

What Do I Need To Do After I Receive My Award Notification?

Return the award letter to the Office of Student Financial Services indicating your acceptance or denial of the student loans that you have been offered. You will then follow the instructions listed below for each type of loan you are choosing to accept for the year.

- **To sign the Stafford MPN, the GRAD PLUS MPN and complete entrance counseling please go to: https://studentloans.gov**
- **To apply for the Direct Graduate PLUS loan please go to: http://www.utulsa.edu/admission-and-financial-aid/undergraduate-financial-aid/Forms.aspx print off and submit to the TU Financial Aid office the GRAD PLUS data sheet for 2011-2012. To be eligible for this loan you must not have adverse credit.**
- **To apply for a private alternative loan that is based upon your credit worthiness please go to: http://www.utulsa.edu/admission-and-financial-aid/undergraduate-financial-aid/Loan-Information/private-loans.aspx and choose the lender you wish to apply with. You will then follow the application instructions per their web page.**

If your award letter has an offer of "other" this is a loan that you must initiate on your own. **You marking that you wish to accept this loan offer does nothing except tell our office that you plan on applying for that loan.** You must choose which credit based loan you will apply for, the Federal Direct Graduate PLUS loan or the Private

Alternative loan. Once you have completed the application process outlined above, signed the Promissory Note and the lender has approved your credit, they will send our office the electronic certification request.

When Will My Loan Funds Be Disbursed To TU?

We request that the loan funds be disbursed to TU on the first day of classes. This will only happen if the student has signed the electronic Master Promissory Note (eMPN) and completed the required entrance counseling. We have 3 days to credit the funds to student account and the business office then has 14 days to issue any excess funds.

If you would like for the business office to directly deposit the excess funds into your bank account please go to https://webadvisor.utulsa.edu/WebAdvisor/WebAdvisor log in and complete the bank information.

If you choose not to participate in direct deposit a check will be prepared for you to be picked up at the business office approximately 2 weeks after your funds are disbursed to TU.

Please note that loan amounts may be adjusted if the student is not enrolled in the hours that were anticipated at time of awarding. This process can take up to 10 business days to resolve before funds are credited to student account.

Return Of Federal Financial Aid For Early Withdrawal

As mandated by the Department of Education, recipients of Federal Title IV student financial aid must complete at least 60% of the term enrolled to earn all of the federal funding awarded for that award period. When a recipient withdraws from the term for which funds are paid directly to the student or used to pay charges owed by the student for a specific enrollment period, a Return of Title IV Calculation is required.

Students earn the opportunity to receive federal funds based on the number of days of attendance in each enrollment period, expressed as a percentage of the total number of days in the term. This calculation translates into the percentage of Federal Title IV financial aid earned by the student while in attendance. Unearned federal funds must be immediately returned to the federal programs. This may result in the student owing charges to The University of Tulsa.

Two additional variables are important for students to understand if they are recipients of Federal Title IV financial aid funds. After a student is in attendance through the 60% point of the enrollment period, no Return of Title IV calculation is required. The student is considered to have earned the funds received for the term enrolled. The second variable of importance is for students who have earned a percentage of funds they have been awarded but not yet received. These students may still be eligible to receive a

percentage of those funds after the total withdrawal occurs. The required Return of Title IV calculation will determine eligibility for funds.

Attendance is the key…if enrollment is maintained in at least one class with attendance beyond the 60% date during the term; this policy will not affect the student. All withdrawals will impact satisfactory academic progress. Please refer to the Satisfactory Academic Policy for details.

Other Important Information

If student needs money for books upfront and will have excess funds for the semester, please contact the business office one week before classes begin to request funds be applied to the student Gold Card in order to purchase books in campus bookstore.

There are only two items that will be considered when requesting additional aid:

The cost of a computer for school-

Please provide to the Office of Student Financial Services a receipt or a quote for this one time increase

Daycare expenses-

Please provide written documentation from the daycare provider regarding the cost that you will incur for the academic year. This must be submitted each year in order for it to be added to the Cost of Attendance budget

Office of Student Financial Services Contact Information

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