



Financial Aid University Policy

Last Name, First Name _____

SSN

XXX - XX-

Student ID# _____

You must read and initial to ALL of the following terms and conditions outline below.

1. **General Eligibility Requirements:** To receive federal student aid I must meet the following..... _____ initial
 - demonstrate financial need (except for certain loans)
 - have one of the following:
 - A GED certificate;
 - a certificate or other official completion documentation demonstrating that you have passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are not included in this qualifying category);
 - an academic transcript indicating successful completion of at least a two-year program that is acceptable for full credit toward a bachelor’s degree; or
 - if enroll before completing high school, a transcript indicating you have excelled in high school. You must no longer be enrolled in high school, must satisfy the school’s written policy for admitting, and must be starting a program that leads at least to an associate’s degree or its equivalent.
 - be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program
 - be a U.S. citizen or eligible noncitizen
 - have a valid Social Security Number
 - register with the Selective Service if required. You can use the paper or electronic FAFSASM to register, you can register at www.sss.gov, or you can call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
 - maintain satisfactory academic progress while in school
 - certify that I am not in default on a federal student loan and do not owe money on a federal student grant
 - certify that I will use federal student aid only for educational purposes

2. I must maintain Satisfactory Academic Progress according to the Financial Aid policy..... _____ initial
 - Undergraduate Program:** A) Grade Point Average requirement is at least a 2.0 current and cumulative. B) Quantitative Pace rate is at least 66.67%. C) Time Frame Requirement - 150% of the length of the program.
 - Law School:** A) Must maintain a 70% current and cumulative to advance into the next year and B) Maximum Timeframe is monitored by the Law School.
 - Masters Program:** A) Must maintain a cumulative grade point average of 3.0 (B average). B) I understand that I will be place on academic probation if I fail to maintain a cumulative grade point average of at least 3.0 in all units applicable to my degree. C) Maximum Timeframe is monitored by the Masters Program Advisor.

Please read the entire SAP policy for further details in the Humphreys University Catalog at www.humphreys.edu.

3. **Degree Program:** I must declare a degree program with the Registrar’s Office at the time of enrollment..... _____ initial

4. **Degree Completion:** If I continue beyond my declared certificate/degree program, I must update my subsequent degree objective in order to continue receiving federal student aid..... _____ initial

5. **Entrance Loan Counseling:** If I am an entering undergraduate freshman level and have never previously borrowed a Federal Stafford Loan, I am required to complete an Entrance Loan Counseling and the Direct Loan Master Promissory Note prior to receiving my first loan disbursement. I also understand that I am NOT eligible to receive my first loan disbursement until at least 30 days after the first day of the quarter..... initial
6. **Master Promissory Note:** To receive a Direct Loan, I must complete or have completed Entrance Loan Counseling and sign a Master Promissory Note (MPN) for the type of loan I intend to borrow. The MPN is very important because it is the document that makes me legally responsible for repaying my Direct Loan. The Department of Education must have a valid MPN on file before it will credit Humphreys University loan disbursements made under my MPN..... initial
7. **Federal Direct Loan Disbursements:** Federal Direct Loans are disbursed in two installments per quarter. The first installment scheduled for the fourth week of the quarter and the second installment on Monday of the seventh week of the quarter. Federal student aid funds will be disbursed based on the student's actual enrollment status at the time financial aid transmits funds to the student's account..... Initial
8. **Dropping /Adding Classes:** If I submit a Change of Schedule to add/drop a class at anytime during a quarter my federal student aid will be re-calculated. This could generate a balance owing on my student account..... initial
9. **Total Withdrawal:** If I totally withdraw from all my classes, the required R2TIV calculation will be performed. The calculation will be based on the number of days I ATTENDED classes. I will no longer be eligible for the full amount of Title IV funds (Federal student aid includes loans) previously received for my educational costs which includes tuition, books, and living expenses. *I could be eligible for a 100% tuition adjustment based on my withdrawal date, but the R2TIV calculation could generate a balance to Humphreys University and also to one or all of the Federal student aid programs received.* If I totally withdraw from classes prior to the first class day, I must repay any and all federal student aid received. In order to officially withdraw, I must contact the Registrar's Office. Withdrawing may affect my eligibility for future federal student aid. Please read the entire SAP policy for further details in the Humphreys University Catalog..... initial
10. **Return of Federal Title IV Funds Policy:** The Humphreys University's Return of Federal Title IV Funds Policy is available to me and can be obtain in the Financial Aid Department, Room 11..... initial
11. **Enrollment Status:** To remain eligible for student loan(s), I must maintain at least half-time enrollment status (6 units undergraduate/law school, 4 units graduate students per quarter). * Registering or dropping to 1 class is not considered half time enrollment (undergraduate/law school)..... initial
12. My federal student aid will be cancelled if I do not attend or if I withdraw below half-time during any quarter. If in the near future I resume enrollment at least half-time (6 units) and require Federal Student Aid assistance, I must contact the Humphreys University Financial Aid office immediately. Many factors are taken into consideration when determining federal student aid eligibility; the average timeframe to recalculate your federal student aid eligibility and generate an Award Offer is approximately 3-4 weeks..... Initial
13. I must be registered prior to break week of each quarter. Academic probation will delay the processing and delivery of my federal student aid funds..... initial
14. **Re-Applying for Federal Student Loans:** Once I have received my 3rd or final disbursement on my current student loan, I must re-apply to continue receiving student loan funds..... initial
15. It is my responsibility to confirm that I have responded to any and all correspondence from the Humphreys University Financial Aid Office. I must also check my Humphreys University student email account on a routine basis for any Federal Student Aid communications..... initial
16. I authorize Humphreys University to credit my student account in the event I withdraw and a Return to Title IV calculation is required..... initial

(Policies are subject to changes without prior notification.)

By signing below, I am acknowledging that I have read and understand the terms and conditions outline on this Financial Aid University Policy.

Student Signature 	Date
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