

### HOW TO USE THIS GUIDE

The purpose of this guide is to assist you with understanding important information about the financial aid application process, your awards, procedures for finalizing your financial aid, and policies that may affect your eligibility. We encourage you to utilize this valuable resource by reading through the information. This Guide should not be construed as a contract, but should serve rather as a reference to use throughout the year, as *you are responsible for complying with these policies and procedures.*

We also encourage you to visit our website at [www.midlandu.edu](http://www.midlandu.edu) for other aid related information.

### FINANCIAL AID APPLICATION PROCESS

*Note: Federal and state programs require completion of the FAFSA each year. Students who choose not to complete a FAFSA must notify the MU Financial Aid Office of that decision so we can proceed with the awarding of institutional aid.*

1. Apply for and be accepted for admission.
2. Submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### TIPS:

- Complete the FAFSA by March 1 to receive priority processing.
  - Use the IRS Data Retrieval Tool (data available 2 weeks after filing an electronic tax return)
  - List MU's school code 002553 in the school section.
  - Make sure all information is entered correctly, particularly your Social Security number.
3. Promptly respond to any request by the Financial Aid Office for additional documentation. Due to fund limitations, awards for some need-based aid are awarded on a first-complete basis. Missing or incomplete data will delay finalizing your aid.
  4. Complete the additional requirements described in the Finalizing Your Awards section of this Guide.

Most scholarships and grants for enrolled students are renewed yearly, as long as the student meets the scholarship or grant renewal requirements.

*The Free Application for Federal Student Aid (FAFSA) must be completed each year in order to be considered for all types of federal, state or MU need-based aid.*

### VERIFICATION

Due to federal regulations, some financial aid applicants will be required to verify the accuracy of information reported on their FAFSA. If you are selected for verification, you will receive notification from MU through email. You will be instructed to complete a verification worksheet, which will

require you to do one of two options; use the IRS Data Retrieval Tool online through FAFSA (preferred) OR print a tax transcript from the IRS. Additional documentation may be requested along with the verification worksheet. **Federal aid will not be disbursed until verification is complete.** You will be notified of any changes in your financial aid resulting from verification.

### TYPES OF FINANCIAL AID AVAILABLE

MU students receive over \$30 million dollars in aid each year! Funding for this assistance comes from MU, state, federal and private sources.

The basic types of aid include:

- **Scholarship.** Usually based on academic qualifications or talent; does not need to be repaid.
- **Grant.** Usually based on need; does not need to be repaid.
- **Employment.** Paid in the form of an hourly wage for hours worked.
- **Loan.** Some student loans are based on need, while others are not. The amount borrowed plus interest must be repaid.

The specific financial aid programs available to MU students are described below.

#### MIDLAND SCHOLARSHIPS & GRANTS

MU awards a significant amount of its own money each year in the form of scholarships and grants to full-time undergraduate students in a semester-based program. Scholarships represent the total scholarship amount from MU and are not stackable with grants. Grants may be awarded to students who do not qualify for scholarships. Most scholarships and grants for enrolled students are renewed yearly, as long as the student meets the scholarship or grant renewal requirements and cannot exceed the amount of the student's tuition.

**Students who enroll and are registered for fewer than 12 credits as of the semester census date are not eligible for MU scholarships or grants for that semester.** Please check with the financial aid office for the exact census date each term.

#### Academic Scholarships

All academic scholarships are based on application information. Some scholarships are also based on an interview and essay process. They are renewable up to three additional years, contingent on meeting the requirements below.

- **All Anderson Leader Scholarships.** Recipients must maintain a cumulative GPA of 3.0 or higher and participate in the leadership and participation components of the program.

- **Presidential Scholarship, Board of Directors Scholarship, & Honor Scholarship.** Recipients must maintain a cumulative GPA of 2.5 and maintain full-time status.
- **Scholar Athletes, Scholar Performers, & Scholar Dancers.** Recipients must maintain a cumulative GPA of 2.5 and participate in their respective program.

Any student who does not meet the academic requirements will be placed on scholarship probation for one year. A student who ceases participation in mentoring or leadership programs will lose the scholarship effective immediately. An appeal form may also be required and probation may stipulate additional conditions during the probation year.

### **Athletic Scholarships**

Athletic scholarships are available for all regular National Association of Intercollegiate Athletic (NAIA) sanctioned sports teams, not including club sports. An initial Athletic Scholarship offer is contingent upon the student meeting the NAIA requirements. If an athlete is no longer eligible at high school graduation, the scholarship will be rescinded. The selection process is based on a recommendation from the coach.

Recipients must maintain a minimum cumulative GPA of 2.5 for a full-tuition equivalent scholarship, or 2.0 for all other athletic scholarships. Participation in the sport for which the scholarship was awarded is also required.

Students who do not meet the academic requirement will be placed on scholarship probation for one year. A student who ceases participation in the sport for which the scholarship was awarded will lose the scholarship, unless he/she is eligible for a medical exception.

### **Performing Arts Scholarships**

An audition or portfolio review is required for all Performing Arts scholarships. The selection process is based on a recommendation from faculty. Recipients must continue participation in the activity for which the scholarship was awarded. A student who ceases participation in the activity for which a talent scholarship was awarded will lose the scholarship effective immediately.

### **MIDLAND ENDOWMENT SCHOLARSHIPS**

Each year, MU awards over 200 scholarships made possible through generous support of alumni and friends, generally ranging in amounts of \$100 to \$5000, to qualified undergraduate students who excel academically and are enrolled full-time in a semester-based program. These awards may replace other scholarships, grants or aid programs. No separate application is required.

### **CAMPUS EMPLOYMENT**

MU provides a limited amount of funding towards part-time jobs for students who do not qualify for Federal Work Study. Students generally work 6-8 hours per week and earn at least minimum wage for hours worked.

### **PRIVATE SCHOLARSHIPS OR FUNDING**

Assistance received from a source other than MU must be reported to the MU Financial Aid Office. When possible, we will reduce a loan before reducing any other grant or scholarship assistance. Failure to report aid in a timely manner may result in the student being overawarded, which could require that the student repay funds already received.

### **FEDERAL AID PROGRAMS**

The U.S. Department of Education (USDE) provides financial assistance based on a student's need determined by a federal formula. To qualify for federal assistance, students are required to complete a Free Application for Federal Student Aid (FAFSA) each academic year, be enrolled in a degree program, and meet citizenship or residency requirements. Students entering certain professions may have part or all of their loans forgiven by the U.S. Department of Education. Please refer to the U.S. Department of Education website for details. For more information on Federal Financial Aid, visit <http://studentaid.ed.gov>. Federal regulations can change at any time, affecting all aspects of Federal financial aid.

#### **Federal Pell Grant**

This need-based grant is available to undergraduate students with the greatest financial need. For 2017-18, the maximum award amount for a full-time student is \$5920, based on a formula and payment schedule issued by the U.S. Department of Education. Awards are pro-rated for enrollment less than full-time. Eligibility is limited to 12 full-time equivalent semesters.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This need-based grant is available to undergraduate students with exceptional financial need, with highest priority going to Pell Grant recipients. Award amounts range from \$100-\$4000.

#### **Teacher Education Assistance for University & Higher Education (TEACH) Grant**

This federal grant is available to undergraduate students planning to become teachers who have a minimum 3.25 CGPA. The recipient must agree to teach full-time for at least four academic years within eight calendar years after completing the program of study for which the grant was awarded, or the entire amount of the grant will convert to a Federal Direct Unsubsidized Loan with interest charged from the time the grant was received. The teaching requirement must be completed at an elementary or secondary school that serves low-income students and be in a specified high-need field. Students must complete extensive "entrance counseling" and sign an "Agreement to Serve" each year before funds will be disbursed. Please check with the MU Teacher Education Department to see if your program qualifies. The latest grant amounts can be found at [www.studentloans.gov](http://www.studentloans.gov).

#### **Federal Work-Study (FWS)**

Students with financial need may qualify to work under this program. Students generally work 6-8 hours per week and earn at least minimum wage for hours worked.

### **Federal Perkins Loan**

Students with exceptional financial need may qualify for a Perkins Loan. While the student attends school at least half-time, no interest accrues and repayment is not required. Repayment begins nine months after a student graduates, leaves school, or drops below half-time. Interest accrues at a fixed rate of 5% annually.

### **William D. Ford Federal Direct Loans**

Two types of direct loans are available to undergraduate students. Annual loan limits are based on the student's grade level. A loan processing fee is deducted from the amount borrowed and is determined by the USDE. Repayment begins six months (grace period) after the student is no longer enrolled at least half-time. Interest is fixed for each loan each academic year as determined by the U.S. government. Find the latest loan rate information at [www.studentloans.gov](http://www.studentloans.gov).

- **Federal Direct Subsidized Loan.** Students with financial need may qualify for this loan. The federal government pays interest while the student is enrolled in school at least half-time and will start accruing immediately after the student is no longer enrolled at least half-time. Annual Subsidized Loan limits are: \$3500 for freshmen, \$4500 for sophomores, and \$5500 for juniors and seniors. Eligibility is limited to 12 full-time equivalent semesters.
- **Federal Direct Unsubsidized Loan.** Need is not a criterion for this loan. Interest will begin accruing from the disbursed date. Students may choose to let the interest accrue while in school. MU recommends that students make interest payments to the lender during this time. Combined annual limits for Subsidized and Unsubsidized Loans for dependent students are: \$5500 for freshmen, \$6500 for sophomores, and \$7500 for juniors and seniors. Additional Unsubsidized loan eligibility may be available to independent or dependent students whose parent is denied a Federal Direct PLUS Loan. Additional Unsubsidized Loan limits are \$4000 each year for freshman or sophomores and \$5000 each year as a junior or senior.

### **Direct Parent Loan for Undergraduate Students (PLUS)**

Credit-worthy parents can borrow up to the cost of education minus all other financial aid offered to the student, including outside scholarships. A loan processing fee is deducted from the amount borrowed and is determined by the USDE. Interest accrues at a fixed annual rate each academic year as determined by the U.S. government. The latest loan rate information can be found at [www.studentloans.gov](http://www.studentloans.gov). The funds are received electronically by MU and are credited directly to the student's account. Repayment usually begins 60 days after the second disbursement, which means most families begin payment on the loan in late March or early April. For loans disbursed on or after July 1, 2008, the borrower may defer payments until six months after the student is no longer enrolled at least half-time by requesting the deferment through the lender annually.

Parents are required to complete an application and a Master Promissory Note (MPN) through [www.studentloans.gov](http://www.studentloans.gov). While a new loan application is required each year, the MPN can be used in subsequent years for the same PLUS borrower.

## **STATE GRANTS**

### **Nebraska Opportunity Grant (NOG)**

This grant, funded by the State of Nebraska, may be available to Nebraska residents who are eligible for Pell Grants or have substantial financial needs. The maximum award amount is based on available funding and legislative guidelines. As a general MU policy, these grants are usually less than \$1000.

## **PRIVATE EDUCATIONAL LOANS**

Students can borrow in their own name through a non-government loan. Students typically must have a credit-worthy co-signer since lenders assume more risk. Lenders may charge a higher interest rate, larger loan fees, or have more stringent credit requirements. Private loans should be considered only as a *last resort*. They cannot be combined with federal loans if a student wishes to consolidate his or her loans after graduation with the U.S. Department of Education.

## **VETERANS EDUCATIONAL ASSISTANCE**

MU accepts all VA educational benefits. They will not reduce a student's federal aid eligibility, but may reduce the need to borrow. MU's VA certifying official may be contacted at 402-941-6201.

## **ROTC SCHOLARSHIPS**

MU partners with Creighton University's ROTC program. Scholarship assistance is available to qualified students, which replaces MU institutional scholarships and grants, except for the Freedom Scholarship.

*Special Circumstances: If your family's financial situation changes after filing the FAFSA, or if there are other circumstances significantly affecting your ability to pay, please follow our appeal process by completing an appeal form available on MU's Financial Aid webpage.*

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## **FINALIZING YOUR AWARDS**

Once we receive your FAFSA results, we will package your aid and send you an Award Offer. Please review it carefully and pay particular attention to special forms and procedures that may be required.

1. On the Award Offer, indicate whether you accept or decline each award and return a signed copy to the Financial Aid Office.
2. Notify the MU Financial Aid Office of **all** scholarships and grants you have been awarded by **non-MU sources**, including the award amount and scholarship name.
3. Students who accept a work study award as part of their aid offer can view available positions and complete a job application on College Central. The supervisor of the position receives the application and may request an interview. If hired, you will be sent an employment contract, which needs to be signed and returned to the Financial Aid Office before you begin working. Students working for MU for the first time will also be required to show identification and complete a Form I-9 and a W-4 Form.

4. *First time borrowers* of a Federal Perkins Loan will receive an email from Campus Partners, our Perkins Loan servicer, 10 days prior to the start of classes with online instructions for completing the Entrance Counseling, Loan Interview, Master Promissory Note and Total Loan Indebtedness Disclosure. *Continuing borrowers* will also receive an email, but will **ONLY** complete the Total Loan Indebtedness Disclosure.
5. *First time borrowers* of a Federal Direct Loan (subsidized or unsubsidized) will need to complete a Master Promissory Note and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov). *Transfer students* who have previously completed the requirements at another institution within the last six months do not need to complete the process again.
6. *All borrowers* of a Federal Direct Parent Loan for Undergraduate Students (PLUS) should follow the instructions provided in the PLUS Loan section.

To ensure timely processing, we encourage you to complete the respective steps outlined above **within two to four weeks** of the date you receive your Award Offer.

## DISBURSEMENT OF AID

The first disbursement of funds to a student's account for each semester is usually about ten days prior to the start of the term. Additional disbursements occur throughout the semester as requirements are finalized.

On the 8<sup>th</sup> of each month, work study paychecks can be direct deposited to an account designated through Warrior Central, picked up at the Student Billing Office or applied to the student's Warrior ID card.

## REFUNDS

Refunds are normally issued approximately 10 days after the term's census (enrollment lock) date.

Students who have a credit balance on their account after *student* aid has been disbursed can 1) have funds deposited to the account on the Warrior ID card, unless a different account is designated through Warrior Central or 2) leave the credit on the account. If option number one is chosen, the student will first need to add their name to the refund list in the Student Billing Office.

If the credit balance resulted from a *parent's* PLUS Loan disbursement, depending on the recipient selected on the application (parent or student), the refund will 1) be issued as a paper check to the parent or 2) be deposited to the student's Warrior ID card, unless a different account is designated through Warrior Central. Any changes in the PLUS loan refund request must be in writing and directed to the MU Student Billing Office.

## HOW ELIGIBILITY IS DETERMINED

Each semester of the academic year, an undergraduate student must be enrolled at least half-time (6 credit hours) to receive federal and state financial aid. To also receive institutional aid, undergraduate students must be enrolled full-time (12 credit

hours). Federal, state, and institutional need-based aid is based on the student's financial need, described below.

Need is defined by the following formula:

$$\begin{aligned}
 & - \text{Cost of Attendance (COA)} \\
 & \quad \underline{\text{Estimated Family Contribution (EFC)}} \\
 & = \text{Need}
 \end{aligned}$$

**Cost of Attendance** is referred to as a student budget, including **estimated** allowances for both a student's direct costs (tuition, fees, room and board) and indirect costs (books, transportation and living allowances). At MU, a student's budget is determined by their housing arrangement, enrollment level, program length, and/or degree program. Full-time undergraduate budgets for 2017-18 are shown below.

	Residence Hall	Off Campus	With Parent
Tuition	\$31,070	\$31,070	\$31,070
Fees <sup>1</sup>	\$560	\$560	\$560
Board/Room <sup>2</sup>	\$8,274	\$0	\$0
Books	\$1,020	\$1,020	\$1,020
Personal Expenses	\$1,726	\$10,000	\$3,350
Transportation	\$750	\$750	\$750
<b>TOTAL</b>	<b>\$43,400</b>	<b>\$43,400</b>	<b>\$36,750</b>

<sup>1</sup>Assumes 30 credits per year=\$450 technology fee, plus \$110 wellness fee.

<sup>2</sup>Assumes a semi-private room and meal plan of 15 meals per week. Students living in the Midland apartments typically choose a 7 meal plan. Individual costs will vary based on room and board selections. Please refer to the costs found on Midland's website for other room and board costs.

The combined total of institutional, federal, state, and third-party assistance may not exceed a student's cost of attendance.

**Estimated Family Contribution** represents, in theory, the amount a family could pay toward the student's educational expenses, determined by the FAFSA results.

*NOTE: A variety of factors could impact a student's eligibility for any specific award, such as changes in Congressional or state laws, funds available at MU, the student's academic performance, living arrangements, changes in enrollment level, receipt of outside resources, or changes to the FAFSA information, etc.*

## SATISFACTORY ACADEMIC PROGRESS

To receive or renew MU, federal or institutional financial assistance from MU, students are required to make satisfactory academic progress toward completion of a degree. Briefly, a student must successfully complete a minimum of 67% of the coursework attempted, meet the required GPA requirements for his or her grade level or program, and complete the course of study within 150% of the established time frame for the course of study. The full policy is available on Midland's website at [www.midlandu.edu](http://www.midlandu.edu) and in the Student Handbook.

Satisfactory progress is evaluated once each year at the end of spring semester. Students are notified within 30 days after the

evaluation is completed if there is a SAP issue. Undergraduate students must meet the following cumulative GPA requirements:

<b>Term of Attendance</b>	<b>CGPA</b>
First	1.70
Second	1.80
Third	1.90
Fourth (and later terms)	2.00

Students applying for readmittance to MU will be reviewed to determine their SAP status, based on the coursework previously completed at MU. If the standard is not met, a SAP appeal is required and must be approved before federal aid can be offered. Entering transfer students are considered making SAP. The hours accepted by MU are counted as both hours attempted and hours completed in subsequent SAP calculations.

Any student who does not meet these will be placed on **financial aid suspension** and are ineligible for federal financial aid. If extenuating circumstances exist, students have the right to submit an appeal form, available on the MU website on the Forms and Important Links page. Additional documentation may be required. In addition, an educational success plan must be determined and approved by the student's academic advisor and/or the Registrar's Office.

If the appeal is approved, the student will be placed on **financial aid probation** for one semester. While on probation, a student must successfully complete the coursework for that term. The calculation considers hours attempted vs. hours completed, with no duplicates. A student may complete a previously passed course once and may repeat a failed course until it is passed. After that term is completed, the student's progress is reviewed and the probation status determined.

*Note: Once a SAP completed appeal has been submitted, the Financial Aid Office will notify the student via email on the status of their appeal, including the terms of approval or denial.*

#### **AID IMPLICATIONS FOR STUDENTS NOT MAKING SAP OR ON FINANCIAL AID PROBATION**

If a student is not making SAP according to the school's policy, Midland may place the student on financial aid probation and may disburse Title IV, HEA program funds to the student for the subsequent payment period if –a) the school evaluates that the student is not making satisfactory academic progress; b) the student appeals the determination; and c) the school determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the school's satisfactory academic progress standards at the end of that payment period, or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress standards by a specific point in time.

Midland's policy does not allow a student on financial aid probation for a payment period to receive Title IV, HEA program funds for the subsequent payment period unless the

student makes SAP or the school determines that the student met the requirements specified by the school on the academic plan for the student.

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## **WITHDRAWAL & REFUND POLICY**

### **SECTION 1: GENERAL WITHDRAWAL AND REFUND POLICY GUIDELINES**

The U. S. Department of Education requires that Midland's participation in Title IV federal financial aid programs must have a fair and equitable refund policy. In the event that a student finds it necessary to withdraw or fails to complete the period of enrollment for which federal aid was intended, MU refunds unearned tuition, fees, room and board and other charges in accordance with the policies below. The sections below are a brief summary of the process. The full policy is available on the MU website at [www.midlandu.edu](http://www.midlandu.edu) and in the Student Handbook and will be used in the implementation of this policy.

If the student ceases enrollment at MU prior to the end of a semester or term, depending on the date the student ceases studies, he/she may be entitled to a partial refund of those charges. The refund may be applied to an outstanding balance on the student's account. If the refund results in a credit balance on the account, the credit will be refunded to the student.

Upon notification that a student has withdrawn, the Financial Aid Office will calculate the student's earned and unearned aid. The student will be notified of any funds returned by MU to the aid programs, as well as any repayment for which the student is responsible. Calculation examples can be found at the end of this document and in the Student Handbook.

The University is also required to review the financial aid offered and/or disbursed to the student to determine the types and amounts of those funds that can be applied to his or her account as well as those funds that must be returned to their respective programs. The policies may be revised at any time to comply with changes to federal, state or Midland rules and regulations.

#### **Withdrawal Before Beginning of Term**

Students, not faculty or staff, are responsible for registering, dropping or withdrawing from classes at MU in accordance with the policies and procedures outlined in the Student Handbook. This is the sole responsibility of the student. If a student does not attend classes, the courses will remain on the student's record and the student will owe all tuition and fees for the courses. If a student registers for classes and decides to attend another school, the student must drop the MU class before the 100% refund deadline or he/she will be responsible to pay the appropriate tuition and fees. No exceptions will be made.

#### **Special Circumstances**

Students called to active duty in the Armed Forces of the United States, or leaving MU because of illness or other causes beyond their control, may receive special consideration. Each case will be considered individually. The MU President may authorize tuition, room and board refunds on a pro-rata basis or other adjustments as considered

necessary in the circumstances. The decision of the President is final. Exceptions apply only to the refund of Midland charges and do not affect the outcome of the federally mandated recalculation of eligibility for recipients of federal financial aid, unless the student qualified for an approved leave of absence. The leave of absence policy is described later in this document, and if approved for the student, those provisions apply.

### **Voluntary Withdrawal**

Students who withdraw voluntarily receive no refund of the application, matriculation, university or special fees. The first "week," as used for refund purposes, starts on the first day classes are held each semester.

### **Dismissal/Suspension**

Students dismissed from MU for inattention to their studies or infringement of MU rules are allowed no refunds of any kind, other than those provided by the withdrawal policy applicable to them. The student's financial aid eligibility will be based on his/her last date of attendance and will be adjusted accordingly.

### **Incomplete Aid Processing**

Any student not completing the financial aid process as of the last date of attendance may forfeit eligibility for financial assistance during that period of enrollment.

### **Additional Charges**

Students may incur other expenses for which they will be personally responsible and for which no refund is required. These may include, but are not limited to, any fines, telephone charges, insurance fees, damages, charges for storage, shipping or incomplete checkouts. Deposits are always non-refundable.

## **SECTION 2: RETURN OF TITLE IV, STATE AND/OR MIDLAND FUNDS**

Federal law specifies how MU must determine the amount of Title IV assistance a student has earned if he/she withdraws from school. The Title IV programs that are covered by this law are: Pell Grants, FSEOG Grants, TEACH Grants, Direct Loans, PLUS Loans, and Perkins Loans. In calculating the days enrolled, all calendar days in an enrollment term are used, except any scheduled breaks of at least five days in length.

When a student withdraws during a payment period or term, the amount of assistance that is earned up to that point is determined by a specific formula. A student who received less assistance than the amount earned may be able to receive additional funds. If a student received more assistance than was earned, the excess funds must be returned by MU and/or the student.

The amount of federal assistance that is earned is based on the following pro-rata calculation: *Days Attended in the Period (based on the last day of class attendance) ÷ Total Days in the Period*

If the amount of aid disbursed exceeds the amount of earned aid, the unearned portion of the funds must be returned to the

Title IV programs first in the following order: *Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Perkins Loan, Federal or Direct PLUS Loan, Federal Pell Grant, Federal SEOG Grant, Federal TEACH Grant.*

A student who did not receive all funds that were earned may be eligible for a post-withdrawal disbursement, depending on their aid status at the time of the withdrawal. Any post-withdrawal disbursement of funds will first be automatically credited toward any unpaid charges for tuition, fees, room and board.

If the amount to be returned exceeds the amount that MU is required to return, the student has an obligation to return the remaining amount. Any loan funds that must be returned by the student are repaid according to the terms of the promissory note. If a repayment is due to a grant program, the student is required to pay only half of the remaining unearned amount.

### **When Student Fails to Earn Passing Grade During Period of Enrollment**

Midland University's general academic policy assumes that all "F" grades are earned by the student. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Midland University will assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. Midland will first attempt to document the student's last date of attendance at an academically related activity. If documentation is unavailable, the midpoint of the period as the student's withdrawal date will be used to determine any federal refunds or repayments due back to the U.S. Department of Education.

## **SECTION 3: MIDLAND AND STATE AID CREDITS AND RETURNS**

Midland and state aid for traditional programs is based on the % of the charges assessed. For example, if a student was charged 40% for his or her term, 40% of the student's combined Midland and state aid would be applied toward the student's charges.

Any additional refunds will be returned in the following order: *state funds, Midland funds (scholarships and grants from MU), outside scholarship programs, the student.*

## **SECTION 4: PROCESS**

Any student who intends to withdraw from all classes at MU shall notify the MU Advising Center. As a good practice, written notification will be requested from a student who orally notifies Midland of his or her intent to withdraw. An exit review of the student's enrollment at MU will be conducted, consisting of the reason for withdrawal, the last date the student either attended classes or completed an academic-related activity, as determined by the faculty teaching the coursework, and a review of any unusual or extenuating circumstances that prevented the student from officially withdrawing.

## SECTION 5: GENERAL PROCESSING DATES AND DEADLINES AND NOTIFICATIONS

While there are a variety of dates and deadlines applicable to the entire refund and withdrawal process throughout the document, the following main dates are of particular note.

1. Midland will determine the withdrawal date for a student who withdraws without providing notification to Midland no later than 30 days after the end of the earlier of the-
  - A. Payment period;
  - B. Academic year in which the student withdrew; or
  - C. Educational program from which the student withdrew
2. Within 30 days, written:
  - A. Notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds;
  - B. Notification of the student's eligibility for a direct post-withdrawal disbursement of title IV loan funds in excess of outstanding current (educationally related) charges;
  - C. Notification to the student of a grant overpayment.

## SECTION 6: TUITION & FEES\* REFUND DETERMINATION

Withdrawal Date	Refund Percent
Within the first week (calendar days 1-7)	100
Within the second week (calendar days 8-14)	60
Within the third week (calendar days 15-21)	40
Within the fourth week (calendar days 22-28)	20
After the fourth week (after calendar day 28)	0

\*Technology and wellness fees only.

*Note: Room and board refunds may follow a slightly different refund schedule, as outlined on the MU Housing Contract. There are no refunds for room and board after 30 days.*

## SECTION 7: WITHDRAWAL DATE DEFINITIONS

The withdrawal date is critical in determining the student's charges and refunds, and may be official or unofficial, depending on the circumstances. While the following basic definitions pertain to most circumstances, complete details can be found later in this document.

- **Official.** The official withdrawal date is the date that the student began the withdrawal process prescribed by Midland, or the date the student officially notified Midland, in writing or orally, of his or her intent to withdraw.
- **Unofficial.** For an unofficial withdrawal, the withdrawal date is the last date the student either attended classes or completed an academic-related activity, as determined by the faculty teaching the coursework.

No accrediting agency requires that attendance be taken. However, class attendance or non-attendance is verified by the census date each term to determine enrollment. Faculty may choose to use various methods to document attendance and to evaluate student progress throughout the year.

The Academic Affairs Department will confirm the last date of class attendance or academic-related activity and will

forward that information to the Financial Aid Office for R2T4 review consideration.

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## STUDY ABROAD

A student participating in an approved study abroad program may continue to receive federal and state aid, but will *not* receive institutional aid or employment awards for that term.

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## SUMMER FINANCIAL AID

Summer financial aid is very limited. Federal Direct Loans may be available to eligible students enrolled at least half-time. Federal Pell Grants may also be available to eligible students. MU does not award institutional grants and scholarships for summer term.

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## TUITION EXCHANGE PROGRAMS

MU participates in tuition exchange programs through the Universities of the Evangelical Lutheran Church in America (ELCA) and the Council of Independent Universities (CIC). MU has limited openings for these programs, with preference to previously enrolled students.

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## COMMUNICATION

It is the student's responsibility to check his/her MU email account and campus mailbox to stay informed of important MU-related information.

Prompt responses to requests by the Financial Aid Office for additional documentation will help eliminate any delay in finalizing your aid and posting federal funds to your student account. Keep financial aid documents you receive and make photocopies of all forms before mailing. A record of when you mail them is also helpful.

A student's financial aid offer may be adjusted any time the Financial Aid Office receives new information affecting the student's eligibility. MU's financial aid policies and procedures may be revised at any time to comply with changes in federal, state or institutional rules and regulations. When such change is necessary, we will notify students.

Student loan borrowers are responsible for notifying the loan servicer of any changes in enrollment status, name or address.

Information pertaining to the Student Right-to-Know Act is available upon request from the MU Registrar's Office. Campus crime statistics are available upon request from the MU Student Development Office.

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## EXIT INFORMATION

At the time of graduation or if a student chooses to withdraw from MU, exit procedures are required by both the institution and government.

## INSTITUTION EXIT COUNSELING

Students leaving MU will be required to meet with their advisor in the Student Success Center. Advisors will inform the student of what is expected of them before leaving campus. The student will be directed to various offices on campus to make sure all is finalized.

## **FEDERAL EXIT COUNSELING**

The U.S. Department of Education wants to ensure students review the terms of their loans and understand their rights and responsibilities as they enter repayment. Therefore, all students who have borrowed Direct Loans must complete an exit loan counseling session at [www.studentloans.gov](http://www.studentloans.gov).

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## **REPAYMENT ASSISTANCE**

If you are unable to make payments on your Student Loans, it is **IMPORTANT** to contact your servicer for assistance. There are many options for you, instead of falling past due and/or defaulting on your loans.

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## **IMPORTANT CONTACTS**

[National Student Loan Data System – www.nsls.ed.gov](http://www.nsls.ed.gov)

NSLDS allow you to track your loan status, total loan debt and identify the servicer for your loans. You will need your FSA ID to access this information.

[Loan Consolidation – www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov)

The Department of Education is the only place that you can consolidate your student loans. A benefit of consolidating your loans is only having one federal student loan payment.

[Campus Partners – www.mycampusloan.com](http://www.mycampusloan.com)

Campus Partners is the Perkins Loan servicer for MU. Contact them for questions regarding status, repayment, deferment or cancellation of your Perkins Loan.

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## **STUDENT COMPLAINTS**

Midland University complies with federal regulations for students who wish to file a formal complaint under certain circumstances. Students wishing to file a complaint must have first exhausted all options available to them at the University. Details of the types of circumstances and processes can be found at:

[www.ccpe.state.ne.us/PublicDoc/Ccpe/Complaint.asp](http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Complaint.asp).