



www.studentloans.gov to begin the loan certification process.

The award letter will need to be returned if reducing or declining the Direct loan amount(s), or by using the online decline or reduce functionality.

3. Federal Direct Loan, including Subsidized/Unsubsidized, Parent PLUS, or GradPLUS, along with Alternative Loan amounts shown on the award listing reflect the gross amount of the loan. The net amount of disbursements may be up to 5% less, due to fees deducted by the lender.
4. Most awards are divided evenly between fall and spring semesters. The award listing indicates how each award will be divided.
5. Most scholarships from outside sources will show on the

Loan, or Federal PLUS Loan) returned to the source as required by federal regulations. This calculation may result in the student owing a balance to Union University and to the U.S. Department of Education.

2. A student who withdraws from all classes before the last day to receive a refund of tuition charges will have their institutional aid prorated according to the same schedule used to refund tuition.
3. State awards will remain the same according to enrollment status established on the census date.
4. Scholarships received from outside sources will remain the same according to enrollment status established on the census date, unless specified by the donor to be returned in full or in part.

Requirements/Provisions

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- Undergraduate students who have not yet completed 24 credit hours and do not meet the 67% Pace of Completion requirement will be placed on Financial Aid Warning and will have a conditional period of one regular semester during which they may continue to receive aid.

Maximum Time Frame

- Undergraduate and graduate students must complete their degree program within 150% of the published length of their degree program. For example, if a degree requires 128 credit hours to graduate, a student could not receive financial aid beyond 192 credit hours attempted whether or not financial aid was received for these credit hours.
- Transfer credits and credits for courses repeated are included in hours attempted. Audited classes and credits earned through testing are not counted.
- Students starting a second bachelor's degree program at Union may be required to have the Academic Center document the change of program if the student has completed more than the maximum time frame. (Revised 5/1/14)

Determining Satisfactory Progress

Standards used to measure progress must include all periods of the student's enrollment, including all accelerated and cohort terms. Satisfactory progress will be evaluated at the end of fall, spring, and summer semesters. Courses taken during the winter term will be evaluated along with spring courses at the end of spring semester.

After grades are posted at the end of each regular semester the Office of Student Financial Planning will contact by letter students who are not meeting satisfactory progress standards. Undergraduate students with less than 24 credit hours not meeting the standards will be placed on Financial Aid Warning and will have a conditional period of one regular semester during which they may continue to receive aid. All other students not meeting the standards will be placed on Financial Aid Suspension and will not be eligible to receive any federal financial aid from that point forward even if aid has already been awarded.

Students may appeal the denial of their aid through the Appeal Process described in this policy.

Incomplete Grades

- the student is placed on an Academic Plan that when followed will ensure the student will meet the standards by a specific time.

The student who fails to meet the satisfactory progress requirements at the end of a semester of Financial Aid Probation, or is not adhering to the requirements of an Academic Plan, will be put on Financial Aid Suspension and will not be eligible to receive federal aid until eligibility has been reinstated. If there are extenuating circumstances a student may be given an opportunity for a subsequent appeal.

Students who have lost eligibility for aid due to exceeding the 150% maximum time frame may appeal if they have changed their major since beginning attendance at Union. Appeal should be made in writing to the Director of Student Financial Planning and accompanied by documentation from

the maximum time frame will be 72 credit hours, to be