

# Millersville University

## OFFICE OF FINANCIAL AID

The Mission of the Office of Financial Aid is to work collaboratively with University offices to assist all students, regardless of their economic resources, in obtaining the financial assistance necessary to attend Millersville University, while maintaining the fiscal and regulatory integrity of its financial aid programs.

The following is supplemental information that pertains to your financial aid award letter that you have received. If you have any questions regarding this information, please feel free to use the contact information below or visit our website.

Office Hours: Monday – Friday 8:00 AM to 4:30 PM  
Phone: 717-871-5100 Fax: 717-871-7980 Email: [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu)  
[www.millersville.edu/finaid](http://www.millersville.edu/finaid)

## STUDENT FINANCIAL ASSISTANCE PROGRAMS

### GRANTS AND SCHOLARSHIPS

Grants and scholarships or gift aid is free money and does not have to be repaid. Awards are limited to students who demonstrate financial need as determined through the financial aid application process or may be based on a student's particular academic or athletic excellence. Grants and scholarships may include, but are not limited to:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- PA State Grant - limited to Pennsylvania residents only
- Institutional Scholarships (listed in MU's catalog)

Please visit the [Financial Aid website](#) for more information regarding the above listed programs.

### FEDERAL WORK-STUDY

The federal work-study program lets you work and earn money to help pay for educational expenses by providing part-time employment for eligible college students. Awards are need-based and are part of your financial aid package. The federal work-study program does not guarantee you a job, but it does give you an opportunity to earn an award. Work-study funds are awarded on a first-come, first-serve basis to students who indicated they were interested on the FAFSA application.

The work may be on-campus or off-campus. Off-campus jobs may be at a private nonprofit organization or a public agency where the work is in the public interest. Students are eligible to earn the listed amount and are paid on a biweekly basis based on their number of hours worked.

- Available on-campus jobs are posted on the [Experiential Learning & Career Management website](#).
- For Community Service job opportunities, click [here](#).

**Please note that since students must earn this money, the award cannot be used as credit against a student bill. If you are awarded work-study funds, you must accept the award online through your myVILLE Student Portal if you plan to utilize the award.**

Click [here](#) for Federal Community Service/Work-Study Program information and checklist.

# LOANS

Loans are borrowed money that must be repaid. For some loans, repayment does not begin until after you terminate your enrollment – graduating, enrolling for less than six credits, ceasing to attend classes, failing to re-enroll at the end of a semester, or withdrawing. For others, repayment begins immediately.

## FEDERAL DIRECT STUDENT LOANS

**Federal Direct Subsidized Loan:** Fixed interest rate of 5.05%. This loan does not accrue interest while the student is enrolled in at least 6 credits. This loan is only available to undergraduate students and students enrolled in eligible post-baccalaureate certification programs. *Interest rates are subject to change after July 1, 2019.*

**Federal Direct Unsubsidized Loan:** Fixed interest rate of 5.05% for undergraduate students and students enrolled in eligible post-baccalaureate certification programs. Fixed interest rate of 6.06% for graduate students. *Interest rates are subject to change after July 1, 2019.*

**Loan Origination Fees:** 1.062% for both subsidized and unsubsidized loans. *Origination Fee is subject to change October 1, 2019 and only applicable to undisbursed portions of the loan.*

**Loan Requirements:** You must be enrolled AND maintain an active enrollment status of 6 credits or more per semester. *If you drop below 6 credits or terminate your enrollment you may not be eligible to receive your loan disbursement.*

**The maximum annual loan amount awarded is determined by the number of credits a student has earned:**

Number of earned credits:	Subsidized and/or Unsubsidized	Additional Unsubsidized	Maximum Yearly Total
0 – 29.9	\$3,500	\$2,000	\$5,500
30 – 59.9	\$4,500	\$2,000	\$6,500
60+	\$5,500	\$2,000	\$7,500

At the beginning of each academic year, the Office of Financial Aid will automatically award a Federal Direct Loan for your maximum eligibility based on your credits earned. This amount will appear on your award statement as an offered amount. You may accept the award, accept a reduced amount, or decline the award on your myVILLE Student Portal under the Finances tab. If your credits earned enter into the next level of loan eligibility mid-year you will need to contact the Office of Financial Aid to request a mid-year grade level increase. Otherwise, your loan eligibility will not be increased until the following academic year.

**All Federal Direct Loan Borrowers** must complete the following before the funds can be applied to their account:

- Complete the Federal Direct Loan Master Promissory Note (MPN) on-line at [studentloans.gov](http://studentloans.gov). You must have a FSA user ID & password to sign your MPN online. The MPN is valid for 10 years.
- First-time borrowers must also complete Direct Loan Entrance Counseling. You can complete this requirement online at [studentloans.gov](http://studentloans.gov). You must have a FSA user ID & password to complete entrance counseling online.
- Accept your loan(s) online through your myVILLE Student Portal under the Finances tab.

## FEDERAL DIRECT PLUS LOANS

A Federal Direct Parent PLUS Loan enables parents to borrow funds for the educational expenses of a dependent undergraduate student who is enrolled in at least 6 credits. The loan is in the parent's name; not the student's and in order to be approved, the borrower must not have adverse credit. The US Department of Education is the lender for the loan and the parent is responsible for repaying any amounts borrowed.

The yearly limit is equal to the student's cost of attendance minus any other financial aid received by the student. The loan has a fixed interest rate 7.6%. (Fee subject to change July 1, 2019) Origination fees of 4.248% will be deducted from the loan at disbursement. (Fee subject to change October 1, 2019).

Additional information is available [here](#).

## ALTERNATIVE/PRIVATE LOANS

Private education loans, also known as alternative loans are educational loan programs established by private lenders to supplement the funding that students and parents receive from federal and state sources. Private loans have different lending criteria than government lending programs.

These are private education loans for students who need additional funding. These loans are credit based and in the student's name. The student may need to obtain a co-signer to qualify for the loan. Most lenders offer both fixed and variable interest rates. The rates offered will be based on the individual's credit. Lenders have varying terms and interest rates; and the yearly limit is equal to the student's cost of attendance minus any other financial aid received by the student.

Additional information is available [here](#).

# STUDENT ELIGIBILITY FOR FEDERAL FINANCIAL AID

In order to be eligible to receive federal financial aid, a student must meet certain requirements. At the time the awards were made, these requirements were understood to be fulfilled. A change in a student's status may result in the adjustment or cancellation of the award. While the specific requirements differ for each student financial assistance program, a student must meet the following criteria:

- Be a [citizen or eligible noncitizen](#) of the United States.
- Have a valid Social Security Number. (Students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau are exempt from this requirement.)
- Have a high school diploma or a General Education Development (GED) certificate, or have completed homeschooling. If you don't, you may still be eligible for federal student aid if you were enrolled in college or career school prior to July 1, 2012. [Click here](#) for additional information.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain [Satisfactory Academic Progress](#). (For more information see next section)
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the [Selective Service System](#), if you are a male and not currently on active duty in the U.S. Armed Forces. (Students from the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are exempt from registering; see [www.sss.gov](http://www.sss.gov) for more information.)
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

## DETERMINATION OF FINANCIAL AID

### COST OF ATTENDANCE (COA)

**The Cost of Attendance (COA) is comprised of both direct costs (those billed directly by the University) and indirect costs (possible costs incurred by a student while attending school, but not billed by the University).**

The COA is also based on an academic year, your housing plans, and your anticipated enrollment status. The total COA is not the amount due to the University. Please refer to your bill with the Office of Student Accounts for actual charges.

Your COA is the estimate of:

- tuition and fees;
- the cost of room and board (or living expenses for students who do not contract with the school for room and board);
- the cost of books, supplies, transportation, loan fees, and miscellaneous educationally related expenses (such as a personal computer)

### DETERMINING COST OF ATTENDANCE

The COA is unique to each school to which you apply and is determined by each individual college or university. This is one reason you may be eligible for more financial aid at one school than another; it may cost more to attend the other school. The cost of attendance at Millersville University is based upon research done by University staff and students who review the costs annually to ensure they are realistic.

### MILLERSVILLE'S COST OF ATTENDANCE

The following table is based on *estimated* annual expenses for a Pennsylvania resident, undergraduate student for the 2019-2020 academic year and are subject to change. Please refer to our [website](#) for estimated costs for other programs & out-of-state residents.

Actual costs will be available mid-July; Click [here](#) for updates.

Educational Expenses	On-Campus	Off-Campus	Commuter
Tuition and Fees	\$12,574 *	\$12,574 *	\$12,574 *
Room	\$9,906 ***	\$9,809 **	\$2,893
Board (meal plan)	\$4,200	\$4,200	\$2,160
Books and Supplies	\$1,000	\$1,000	\$1,000
Personal Expenses	\$1,750	\$1,750	\$1,750
Transportation	\$800	\$1,060	\$1,350
<b>TOTAL</b>	<b>\$30,230</b>	<b>\$30,393</b>	<b>\$21,727</b>

\* *Non-Pennsylvania residents pay estimated tuition and fees of \$22,822*

\*\* *Based on sharing apartment rental with two or more students. Actual costs may vary depending on rent and number of occupants.*

\*\*\* *Based on the average room cost.*

## DETERMINING FINANCIAL NEED

### ESTIMATED FAMILY CONTRIBUTION (EFC)

The EFC is a number calculated by the FAFSA application and used by your school to calculate how much need-based financial aid you are eligible to receive. The EFC number is based on the information you report on the FAFSA and is calculated according to a formula established by law. Your EFC is **not** the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive.

Your families taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) all could be considered in the formula. Also considered are your family size and the number of family members who will attend college or career school during the year. The [EFC Formula guide](#) shows exactly how an EFC is calculated.

**One common misconception people have about the EFC is that it is the amount of the outstanding balance to be paid to the University for the year. It is only used to determine amounts of eligibility for need-based and non-need-based financial aid programs. It is NOT the amount you will pay the University for the year. The outstanding balance of your bill and the EFC will likely differ. You will be responsible for the outstanding balance.**

### FINANCIAL NEED

Financial need is the difference between the institution's Cost of Attendance (COA) and your Estimated Family Contribution (EFC). If there is a remaining figure, you are considered to have financial need; however, this number is not the amount of aid you will receive. It is used to determine the amount of need-based and non-need-based aid you qualify for.

The formula for determining financial need is:

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ - \text{Expected Family Contribution (EFC)} \\ = \text{Financial Need} \end{array}$$

### NEED-BASED AID

Need-based aid is financial aid that you can receive if you have financial need and meet other eligibility criteria. You can't receive more need-based aid than the amount of your financial need.

The following are the need-based federal student aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized Loan
- Federal Work-Study

Other types of need-based programs:

- PA (PHEAA) State Grant
- Scholarships

For more information regarding need-based and non-need-based aid, please visit our [website](#).

## DETERMINING YOUR FINANCIAL AID AWARD

To determine your financial aid eligibility or to certify your Federal Direct Loan, the Office of Financial Aid must receive your official FAFSA application and your financial aid file must be complete before the end of your term of enrollment for which you are requesting aid. The following determines the end of your term of enrollment:

- Graduating
- Enrolling for less than six credits
- Ceasing to attend classes
- Failing to re-enroll at the conclusion of a semester
- Withdrawing

Additional information regarding the determination of financial need as well as financial aid packaging is available [here](#).

# PAYMENT OF YOUR FINANCIAL AID AWARDS

Students awarded financial aid will generally receive one half of their award during the fall semester and the remaining one half during the spring semester. This method of payment applies to the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan Programs and PA State Grant. The Office of Student Accounts will apply these financial aid awards directly to the student's fixed expenses — tuition, fees, room and board.

Financial aid is disbursed to students no earlier than the end of the add/drop period for classes each semester. Before your aid can be disbursed to you, you must complete the requirements below:

### **Accept Your Aid:**

You must accept your loans each academic year. To accept your awards go to your myVILLE Student Portal under the Finances tab.

### **Complete your Terms and Conditions:**

You must complete your Terms and Conditions each academic year. This accepts your offer of financial aid, and that you agree to accept and fulfill all the responsibilities associated with the awards. To complete your Terms and Conditions go to your myVILLE Student Portal > Finances > Financial Aid Requirements.

### **Satisfy All Outstanding Requirements:**

Make sure that you have satisfied every item under Financial Aid Requirements. If you have unsatisfied requirements your financial aid may not be credited to your account. To view your outstanding requirements go to your myVILLE Student Portal > Finances > Financial Aid Requirements.

Please see the [Freshman Financial Aid Checklist](#) to ensure that you have completed everything that is necessary for your financial aid to credit to your account.

## REFUNDS

If the total amount of a student's financial aid for a particular semester exceeds fixed college expenses, the student will receive a refund from the Office of Student Accounts. The student can then use these excess funds for expenses such as books, supplies, transportation, and other miscellaneous educational expenses.

### **When Are Refunds Available?**

If you see a negative balance on your student account, that means you have a credit balance and a refund will be issued to you. You will know that your refund has been generated when the negative credit balance goes to a zero balance and you see a transaction posted on your student account that reads, "Refund F/A Overpayment." If you have signed up for Direct Deposit, your refund will be available approximately four to five business days after you see the "Refund F/A Overpayment" transaction posted to your student account. If you have not signed up for Direct Deposit, your check will be mailed and could take up to 7-14 days to be received.

To sign up for Direct Deposit, please click [here](#).

### **A Few Important Notes About Refunds:**

- If your parents are borrowing through the PLUS Loan program, they may elect to have any excess funds refunded either to them or to you.
- Not cashing a refund check does not cancel any loans that have been awarded to you. To cancel a loan, you must first notify the Office of Financial Aid with the amount you are returning, and then must return the check to the Office of Student Accounts and endorse the check payable to Millersville University.
- Some types of aid can only be used to pay for certain types of charges. Therefore, you could receive a refund even if you have outstanding charges on your student account from the current term or previous terms. You are responsible for paying the balance on your account if one remains even after you receive a financial aid refund.

# ACADEMIC PROGRESS REQUIREMENTS

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of "satisfactory academic progress" (SAP) for students receiving federal financial aid. **Satisfactory Academic Progress (SAP)** for federal financial aid programs at Millersville University is defined as follows:

Program Level	Completion Rate	Cumulative GPA Requirement
Undergraduate Students	67 %	Minimum 2.0 after 4 semester of enrollment
Graduate Students	67%	Minimum 3.0

The progress percentage is determined by dividing the total credits earned by the total number of credits attempted. Since the total attempted credits include withdrawals and "F" grades, future aid may be affected. Only credits earned from a course in which the student was actually enrolled are counted in calculation of SAP. Advanced Placement credits, CLEP credits, and credits earned from challenge exams, proficiency exams, or life experience are not used in calculating SAP.

Students who are ineligible to receive aid due to not meeting SAP requirements will be notified by email at the conclusion of the spring semester, after grades have been posted. Students will have the opportunity to appeal the decision based on extenuating circumstances, or she/he may make up credits without financial aid until the percentage is met.

*This policy was effective beginning with the 2016-2017 academic year. This policy is cumulative, and includes all students and all periods of enrollment, whether or not aid was received for that period. This policy refers only to FEDERAL financial aid. Information on the PA State Grant satisfactory academic progress is defined separately.*

For more information regarding Satisfactory Academic Progress requirements, please click [here](#).

## PA STATE GRANT ACADEMIC PROGRESS

Academic progress requirements for state grant programs differ from the federal academic progress policy. For PA State Grant purposes, full-time students must successfully complete 24 new credits each year or 12 credits each semester. Part-time students must successfully complete at least 6 new credits each semester. Summer is considered to be a semester. Only credits earned from a course in which the student was actually enrolled are counted. Remedial credits taken during a term when not receiving a state grant may not be counted toward progress. Students attending less than 50% of their coursework in a classroom setting are subject to a reduced grant award.

Academic progress requirements for the Pennsylvania State Grant are communicated directly to recipients with their state grant notification by PHEAA (Pennsylvania Higher Education Assistance Agency); questions about appeals for Pennsylvania State Grant eligibility must be directed to PHEAA at 1-800-692-7392 or [www.pheaa.org](http://www.pheaa.org).

# WITHDRAWING & YOUR FINANCIAL AID

Tuition, fees, and room charges are refunded based on the following percentages effective on the day the student officially withdraws from Millersville University. This is only for students who completely withdraw from the University. Students who leave Millersville University receive a prorated refund of meal plan fees provided they complete the official withdrawal process. Students who move out of university housing but do not withdraw are not entitled to a refund for housing.

Up to end of add/drop period	100%
2nd week	80%
3rd week	60%
4th week	50%
5th week	40%

Students who received federal aid and withdraw or take a Leave of Absence from Millersville are subject to a Title IV refund calculation.

**Refund calculations are based on the Federal guidelines and may not correspond to the Millersville University refund policy.** If you officially or unofficially withdraw from Millersville University, the aid you received will be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other Financial Aid

If a balance is owed to the University, the Office of Student Accounts will send a bill to the student requiring payment. The student will not be permitted to re-register with the University until the balance has been paid. Please click [here](#) for more information regarding withdrawing from MU.

# YOUR RIGHTS AND RESPONSIBILITIES

You have rights and responsibilities as a financial aid recipient. Knowing your rights and responsibilities will put you in a better position to make decisions about your educational goals and how to best achieve them.

## YOU HAVE THE RIGHT TO KNOW

- The types of financial aid programs that are available at Millersville University.
- The deadlines for submitting applications for each of the available financial aid programs.
- How financial aid will be distributed, how decisions on that distribution are made and the basis for these decisions.
- How your expenses for tuition and fees, room and board, transportation, books and supplies, personal, and miscellaneous expenses, etc., are considered in your COA.
- How your financial need was determined.
- How your financial aid award was calculated.
- How much of your financial need has been met, as determined by the Office of Financial Aid.
- The descriptions of the various federal, state and institutional programs in your student aid package.
- The portion of your financial aid award that is "gift aid" (money that is not repaid).
- The portion of your financial aid award that is "self-help aid" (money that is either earned or repaid). If your financial aid award includes a student loan - the interest rate, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan and when repayment is to begin.
- Millersville University's institutional refund policy.
- The federal financial aid refund policy.
- How Millersville University determines if you are maintaining satisfactory academic progress (SAP), and the consequences of not meeting those guidelines.

## YOU ARE RESPONSIBLE FOR

- Providing, to the best of your knowledge, accurate information. In most instances, supplying misinformation on financial aid applications is a violation of law and may be considered a criminal offense that could result in an indictment under the U.S. Criminal Code.
- Completing all forms accurately and submitting them on time to the designated office/agency as directed on the form.
- Reading, understanding and maintaining copies of all forms that you are required to sign.
- Accepting the responsibility for all agreements that you sign.
- Performing the work that is agreed upon in accepting a Federal Work-Study award.
- Observing and complying with the deadline dates for all financial aid applications.
- Reading Millersville University's refund policy and procedures.
- Completing Entrance Counseling and a Master Promissory Note at studentloans.gov if you are a first-time Federal Direct Loan borrower. These requirements MUST be completed before your Federal Direct Loan funds can be disbursed to your account.
- Completing Exit Counseling at studentloans.gov if you are a Federal Direct Loan or Federal Perkins Loan borrower no longer enrolled.
- Repaying ALL student loans.
- Notifying the lender of a change in your name, address or attendance status.
- Considering the information you are sent as a prospective student regarding a school's programs and performance before deciding to attend that school.

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*Millersville University is an Equal Opportunity/Affirmative Action institution. Coordinators: Services for Students with Disabilities-Dr. Sherlynn Bessick, Director of Learning Services, Lyle Hall, (717) 871-5554; Title IX – Ms. Elizabeth Swantek, Title IX Coordinator, (717)871-4100; ADA Coordinator – Mr. Patrick Weidinger, Director of Occupational Health & Safety, Dilworth Administration Building, (717) 871-4240*

*A Member of the Pennsylvania State System of Higher Education*

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