



**ARKANSAS STATE
UNIVERSITY
BEEBE**

**Beebe, Heber Springs, Searcy
Little Rock Air Force Base**

2009-2010

FINANCIAL AID OFFICE

INFORMATION BROCHURE

**BEEBE CAMPUS
OFFICE HOURS:**

**8:00 A.M. to 6:00 P.M. - MONDAY through THURSDAY
8:00 A.M. to 5:00 P.M. - FRIDAY**

TELEPHONE:

BEEBE CAMPUS	501-882-8845
SEARCY CAMPUS	501-207-6253
LITTLE ROCK AFB CAMPUS	501-207-6253
HEBER SPRINGS CAMPUS	501-362-1211

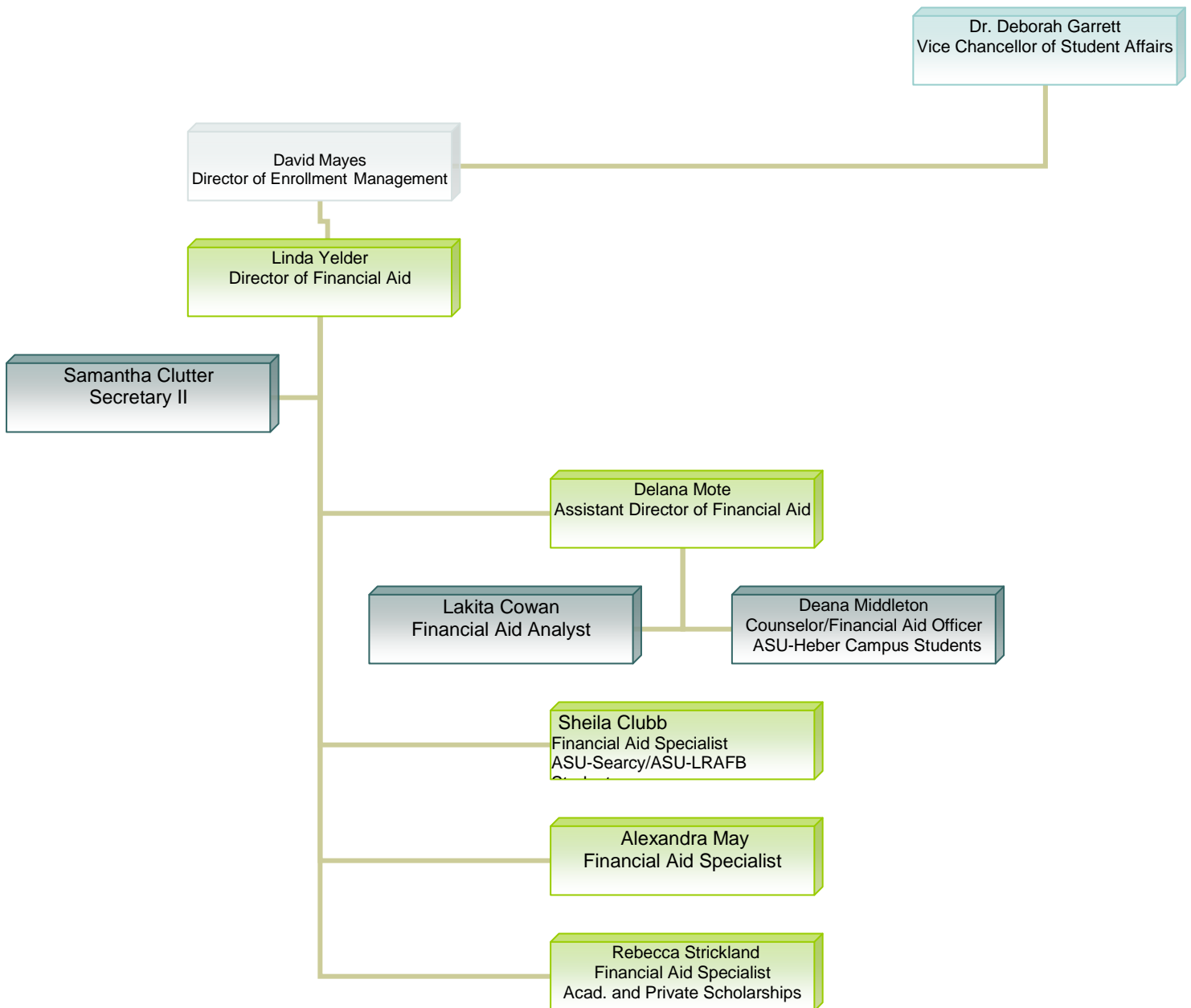
EMAIL:

finaid@asub.edu

The Arkansas State University-Beebe Financial Aid Office is primarily responsible for offering quality service to all ASU-Beebe and its branch campus students. These services are designed to assist them with financing their college education by providing financial aid counseling; disseminating federal grant, federal loan and scholarship information. Access is also provided to other financial aid resources and community outreach services.

The Financial Aid office is located in the State Hall building, Room 105. Office hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

FINANCIAL AID ORGANIZATIONAL CHART



Financial Aid Information

Priority Deadline Dates:

Fall Semester:	June 1 st
Spring Semester:	November 1 st
Summer Semester:	March 30 th

Priority deadline means that if your file is completed (all documents in) by this date, every effort is made to ensure that your financial aid award is in place for the upcoming semester.

How Do I Apply for Financial Aid?

- ❖ Financial Aid applications are completed online at www.fafsa.ed.gov or by completing a paper Free Application for Federal Student Aid (FAFSA).
- ❖ The first step is to acquire a Personal Identification Number (PIN) for you and your parent, applicable. This will be your electronic signature. The website is www.pin.ed.gov.
- ❖ You will need to provide federal income tax information from the previous year and personal data on the application.
- ❖ You will be asked to select school codes: ASU-Beebe's school code is **001091**.
- ❖ To be eligible, students must apply for federal aid each year, as soon as possible after January 1st to ensure that no deadlines will be missed.

How Do I Know My Eligibility?

- ❖ After the student submits the FAFSA online, the results (Student Aid Report) will be sent to the student, by postal address or the email address provided on the application. The results will also be sent to the financial aid office of the colleges that the student listed on the application. Applicants should review these forms very carefully. If corrections are needed, they should be completed immediately to allow time for corrections to reach the potential college.
- ❖ The Financial Aid Office will send the applicant notification if additional documents are needed.
- ❖ Return all requested documents to the Financial Aid Office promptly. Files are not fully completed until all documents have been received.
- ❖ Once a file is complete, it is placed in date order for review by a financial aid officer who will package the financial aid award. Keep in mind that it may take up to six weeks for the review process depending on the accuracy of your information. The award will be based on the information that was provided on the FAFSA.
- ❖ An award letter will be mailed to the applicant. The award letter must be accepted, signed and returned to the Financial Aid Office by the date listed on the letter. Federal Stafford Loans will not be processed until the award letter is returned along with the Loan Certification form. Review all information enclosed with the award letter and return to the Financial Aid Office promptly.

Types of Financial Aid

Federal Pell Grant

What is a Federal Pell Grant?

A Federal Pell Grant is awarded to help Undergraduate students pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. These Grants provide a "foundation" of financial aid for many students to which aid from other federal sources may be added. Unlike loans grants do not have to be repaid.

How much can I receive from a Federal Pell Grant?

The maximum Award for the 2009-2010 year will be \$5350.00. The amount awarded will depend not only on your Expected Family Contribution (EFC), but on the cost of education, enrollment status, and whether or not attendance is for a full academic year or less.

Can I receive a Federal Pell Grant if I am enrolled less than half time?

Yes, if you are otherwise eligible. You will not receive as much as if you were full time, but your school must disburse your Pell Grant funds in accordance with your enrollment status and cannot refuse to award you simply because you are enrolled less than half time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

What is a FSEOG?

This is a grant intended to supplement other aid received. These grants are federally funded with each school receiving a fixed amount each year. Therefore, funds are awarded to a limited number of undergraduate students with exceptional financial need. A FSEOG does not have to be repaid.

How much can I get from a FSEOG?

FSEOG grants at Arkansas State University-Beebe are \$500 per academic year depending on the availability of funds.

Academic Competitiveness Grant

The Academic Competitiveness Grant award is in addition to the student's Pell Grant award. The Academic Competitiveness Grant was available for the first time for the 2006-2007 school year for first year students who graduated from high school after January 1, 2006, and for second year students who graduated from high school after January 1, 2005. An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0.

Federal Work Study

Federal Work Study at ASU-Beebe provides jobs for students with financial need, allowing them to earn money to help pay for college expenses. Students will earn *\$7.25 per hour*.

Students must be enrolled at least half-time.

A student may work up to a maximum of 20 hours a week, depending upon the student's eligibility. Campus employers interview and select whom they want to hire.

To apply for these jobs, students *must* complete forms for federal student aid and then be awarded a Federal Work Study through the Financial Aid Office.

For more information about our Federal Work Study Program, contact **Delana Mote** at (501) 882-8845 or e-mail her at dfmote@asub.edu.

Federal Stafford Loans

- If the student is a first time loan borrower, the student must complete **Loan Entrance Counseling on the Web**. Once the Financial Aid Award letter has been signed and returned along with the Loan Certification form and the Loan Entrance Counseling has been completed, your lender or guarantee agency will send you a school certified Stafford Loan (MPN) Master Promissory Note.
- If a student has had loans in the past and has attended the same university, it will not be necessary for you to sign another MPN for at least 10 years. However, new borrowers will receive their MPN in the mail. Once a student has completed the MPN, detach and keep the borrower copy. Return the other copies to the lender or guarantor agency.
- Once the guarantee agency approves your loan, you will receive a Notice of Guarantee and Disclosure Statement (one document). This is your notice of approval, and it contains essential information about the terms and conditions of your loan. It also tells you the amount of your loan and an estimated date for the arrival of funds. It explains the possible actions that can be taken against the student if they do not repay the loan. Students should read the form carefully.
- **Disbursements of Funds** - A check or Electronic Funds Transfer (EFT) will be sent directly to our school. The amount of the proceeds will be the loan amount less the fees. The loan funds will be sent in two disbursements. You will pick up your loan funds at the Cashier's Window in the State Hall Building.

Applying for VA Benefits at ASU–Beebe

All VA students must complete an ASU–Beebe Enrollment Certification Request each time you register for new courses.

- **New Chapter 30, 1606 and 1607 Recipients**
 1. ASU–Beebe VA Enrollment Certification Request
 2. VA Form 22-1990 or you may request this form from the VA Representative on campus.
 3. Any Previous Transcripts
- **New Chapter 35 Recipients**
 1. ASU–Beebe VA Enrollment Certification Request
 2. VA Form 22-5490 or you may request this form from the VA Representative on campus.
 3. Any Previous Transcripts
- **Vocational Rehabilitation Recipients**
 1. ASU–Beebe VA Enrollment Certification Request
 2. Call your VA Rehabilitation Counselor and request a VA from 1995 be forwarded to the VA Representative on campus.
 3. Any Previous Transcripts

Scholarships

Visit the following web site:

<http://www.asub.edu/admissions/scholarships/>

ACADEMIC CLEMENCY: Federal regulations make no provision for academic clemency.

Financial Aid Process Check List

- Request a Federal Pin Number for student *and* parent(s), if applicable, at www.pin.ed.gov.
- Complete the Free Application for Federal Student Aid (FAFSA). It can be found at www.fafsa.ed.gov. ASU-Beebe's Federal School Code is 001091.
- You will receive confirmation from the Federal Processor when your FAFSA has been processed. This is your Student Aid Report (SAR). The Federal Processor also forwards this information to the Financial Aid Office if you provided the ASU-Beebe Federal School Code Number 001091.
- Once the results of your FAFSA application has been downloaded into ASU-Beebe's system, ASU-Beebe will mail forms to you to complete and return to the Financial Aid Office at Beebe or at Heber Springs. This communication is called a Document Tracking Letter. Every student must complete the ASU-Beebe Data Form. If you are chosen by the Federal Processor for verification, in addition to the Data Form, you will need to submit: a Verification Worksheet, and signed copies of your and your parent's federal income tax information including W-2's, if applicable. Please submit all requested documentation as soon as possible to avoid delays. *If any discrepancies are identified during the review process, you may be required to submit additional information and the processing of your aid may be delayed.*
- Once the Financial Aid Office receives your completed paperwork a file will be made for you, and your file will be placed in date order depending on the date that it is received. It is vital for you to return your information in a timely manner. Any delay on your part may cause a delay in processing your financial aid.
- Once packaged for financial aid, you will receive by mail notification from the Financial Aid Office of your financial aid eligibility. This notification is called an award letter.
- Sign, date and return your award letter as soon as possible. No funds can be charged against your account until the award letter is returned and accepted into the computer system by the Financial Aid Staff. If a Stafford Loan is included in the award letter notification, you must complete and return the Loan Certification Form along with the letter. In addition if you are a first time entering student, you must have been enrolled for 30 days before funds will be applied to your account; you must make payment arrangements with the business office.
- After the loan is processed by the Financial Aid Staff, you will receive information from the Student Loan Guarantee Foundation of Arkansas (SLGFA) for the Lender you have chosen, on how to complete the Entrance Counseling Interview and Master Promissory Note. Every student that receives a loan must go through this process. If you do not complete all steps in this process, your loan funds will be delayed.
- When the Financial Aid Staff receives your financial aid loan funds, there is a review process to verify that you are still at least a half time student. After this process, the Financial Aid Office will inform the Business Office that funds are available.
- If there is a credit balance above what you will owe the school for tuition and fees, charged books, etc., the Business Office will process a refund check payable to you.
- If you are not in six(6) credit hours when funds arrive at the college, you are not eligible for the loan.
- If you drop below half-time enrollment or withdraw from the college, you must complete an Exit Counseling Interview. This is your responsibility as a student loan borrower.
- If you have attained an associate degree or multiple technical certificates, you may not be eligible for federal aid at ASU-Beebe. Please check with the financial aid office concerning your eligibility.

Should you have any questions regarding your financial aid or any steps of the process, feel free to contact the Financial Aid Office at (501) 882-8845 or at www.asub.edu/admissions/financial_aid/. We are always here to assist you!

ARKANSAS STATE UNIVERSITY-BEEBE

Satisfactory Academic Progress Policy

All students attending Arkansas State University-Beebe receiving federal financial aid are required to maintain Satisfactory Academic Progress (SAP) standards. These standards apply to all financial aid applicants at ASU-Beebe, whether or not the applicant has previously participated in federal student aid programs. Students may receive financial aid while enrolled for a full-time or part-time course of study.

In keeping with guidelines published in the *Federal Student Aid Handbook*, all students receiving federal financial aid must be admitted and enrolled in an associate degree or technical certificate granting program. Degree-seeking undecided students, non-degree seeking, and students auditing courses are not eligible. First-time students pursuing a degree that requires admission to that program must be admitted to the program by the end of the student's first academic year. Academic progress will be reviewed after each academic year for students pursuing an associate degree and after each semester for students pursuing a technical certificate. Associate degree-seeking students and Technical Certificate students must complete the course of study within 150% of the time allotted for the program. Summer enrollment will be evaluated as one semester.

Federal guidelines require that students complete a course of study within 150% of the time allotted for the program. Students must complete a minimum number of hours of all attempted course work each semester, as well as maintain the required GPA. The following charts outline basic progress requirements. All hours attempted include remedial courses, repeated courses, and grades of F, W, I or AU. Incomplete course work will be evaluated as failing grades until the course has been satisfactorily completed. It is the student's responsibility to notify the financial aid office when an "I" has been removed and replaced on the official grade report with a grade. Adjustments are made appropriately for part-time students. Allowances will be made on an individual basis for semesters involving remedial courses.

Satisfactory Academic Progress Standards

Qualitative

(Hours to determine enrollment status for aid purposes)

12 or more hours.....Must complete 8 hours per semester	(includes remedial course work)
9 – 11 hours.....Must complete 6 hours per semester	(includes remedial course work)
6 – 8 hours.....Must complete 3 hours per semester	(includes remedial course work)
5 or less hours.....All hours attempted	(including remedial course work)

Quantitative

(Hours to determine progression)

Semester	Minimum Cumulative Earned Hours (Does not include remedial)	Minimum Cumulative GPA
1		2.00
2	13	2.00
3	22	2.00
4	34	2.00
5	47	2.00
6	62	2.00

Withdrawal from the university and/or receiving a 0.00 G.P.A. for a semester is viewed as unsatisfactory progress (See "Additional Satisfactory Progress Policy Information"). The completion of developmental courses is considered in the attempted/completion standard above. Students not meeting the SAP policy conditions are placed on Financial Aid Suspension and **will not** be eligible for any type of federal student aid (this includes Stafford Student Loans) until the student has completed the required coursework to bring him/her back into compliance with the ASU-Beebe SAP policy. It is the student's responsibility to notify the Financial Aid office via appeal.

Transfer students pursuing a degree must not have exceeded 150% attempted credit hours (as defined by ASU-Beebe's SAP policy). Transfer students pursuing a degree that requires admission to that program must be admitted to the program upon transfer. All hours attempted previously at regionally accredited institutions are considered for maximum attempted hour limit whether or not aid was received. In addition, transfer students who received a 0.00 G.P.A and/or withdrew from the previous institution their last semester of enrollment, must adhere to ASU-Beebe's SAP policy.

Examples of 150% of the published length of a program:

Associate of Arts = 93 hours

Associate of Science = 98 hours

Technical Certificate = 45 to 74 hours (depending on the program)

****All students must adhere to the 150% maximum standard whether or not they change majors.****

If at any point it is clear that a student will not be able to graduate in the allotted 150% maximum, the student becomes ineligible for federal aid.

Students seeking an additional associate degree must submit a degree evaluation before financial aid can be awarded. Financial aid will only be awarded for courses required for the new degree up to the 150% maximum. No financial aid will be awarded until the new evaluation is received.

EXCEPTION: Students who have attained an associate degree and desire financial aid due to acceptance into the Practical Nursing technical program may submit an appeal and a degree evaluation to pursue this certificate. Pursuing the Practical Nursing certificate will be considered as the student's additional degree/certificate and financial aid will only be awarded for courses in the Practical Nursing program. After completion of the program, the student will not be eligible for any additional federal aid at ASU-Beebe. **Students who have previously attained the second associate degree are not eligible for this exception.**

Excluding associate or higher level degreed students, technical certificate students may pursue one additional technical certificate. Once the student has completed the second technical certificate and desires to pursue the Associate of Applied Science General Technology degree, the student must appeal and submit a degree evaluation. Financial aid will be awarded only for required courses needed to complete the degree, up to the 150% maximum. All previously attempted hours will be counted. No financial aid will be awarded until the new degree evaluation is received in the Financial Aid office.

Staying out of school a semester will not change eligibility status. Reinstatement to the college by the admissions/credits committee does not reinstate financial aid.

SATISFACTORY ACADEMIC PROGRESS POLICY APPEAL PROCEDURES

Students placed on financial aid suspension may appeal ASU-Beebe's Satisfactory Academic Progress Policy with documentation of extenuating circumstances. Examples of extenuating circumstances are prolonged illness under a doctor's care, severe illness/accident requiring hospitalization or prolonged absence from class, prolonged illness of a dependent with proper documentation, or death of an immediate family member. Students who have more than 60 attempted hours are not eligible for an appeal if they have a cumulative GPA of less than 2.0. The appeal will be reviewed and a decision made by the Financial Aid Satisfactory Academic Progress Appeal Committee. A student may appeal once in any given semester.

When a student, who has been placed on satisfactory academic progress suspension or has been denied on appeal, has completed the required coursework to bring them back into compliance, it is the student's responsibility to notify the financial aid office via appeal. This coursework must be completed at the student's expense.

SUBMITTING AN APPEAL

Students must submit a typed letter of appeal along with a fully completed Student Aid Appeal Cover Page (located on the Financial Aid web page) along with any supporting documentation. Please follow all instructions, as appeal requests submitted without proper accompanying documentation will not be reviewed and the student must wait until the next appeal cycle for review. Your appeal should clearly identify your extenuating circumstances for the term(s) in question.

NOTIFICATION

The SAP Appeal Committee's decision will be sent to the mailing address and/or the email address supplied by the student on the student's appeal request form. Results will not be given over the telephone. The decision of the appeal committee is final.

The appeal committee normally meets every 2nd and 4th Wednesday of the month. Appeals should be submitted no later than 3:00 p.m. the Monday prior to the Wednesday of the appeal meeting. Appeal requests submitted after 3:00 p.m. Monday will not be reviewed until the next scheduled appeal meeting date.

ACADEMIC CLEMENCY

Federal regulations make no provision for academic clemency (sometimes referred to as academic forgiveness or a fresh start) for quantitative review of financial aid.

ADDITIONAL SATISFACTORY PROGRESS POLICY INFORMATION

- **Withdrawals and Repayment of Title IV funds** – Withdrawal from the university and/or receiving grades of all F's and/or W's (resulting in a 0.00 G.P.A. for the semester) is viewed as unsatisfactory progress. The Return to Title IV calculation will be completed and a repayment of federal financial aid (including grants) may be required if attendance was less than 60% of the term. (See ASU-Beebe's Financial Aid website for repayment percentage chart)
- **Degree Evaluations** – Students who have attempted 74 credit hours and the equivalent of six semesters, but have not attained an associate degree must submit a degree evaluation to the Financial Aid office. Financial aid will only be awarded for remaining courses needed to complete the degree up to the 150% maximum time frame.
- **Repeating Courses** – Financial aid will not be awarded for repeated courses previously passed with a grade of C or better (including remedial courses).
- **Remedial or Developmental Courses** – Students may receive financial aid for remedial courses, if needed to enroll in a course required for the degree (e.g. Developmental Algebra or Intermediate Algebra for College Algebra). A maximum of 24 remedial attempted credit hours is allowed.
- **IF YOU HAVE FINANCIAL AID ELIGIBILITY QUESTIONS, PLEASE CONSULT THE FINANCIAL AID STAFF.**