As a financial aid recipient at Wichita State University (WSU), you must meet certain federal, state, institutional, and program requirements to be eligible for financial aid. The Office of Financial Aid (OFA) is responsible for monitoring your compliance with these regulations. The following terms and conditions are outlined to help you comply with the necessary requirements. You are responsible for reading, understanding, and agreeing to these terms and conditions before accepting your awards. If you have any questions, please contact the OFA.

**GENERAL REQUIREMENTS**
- By accepting your awards, you acknowledge that any funds received under federal, state, institutional, or outside student aid programs will be used solely for education-related expenses as a student at Wichita State.
- If you fail to complete academically related activity in your classes, then you may have to repay part or all of your aid immediately.
- The OFA reserves the right to review, adjust, or cancel aid at any time due to changes in you and/or your family’s finances, residency or academic status, adjustment in federal or state regulations, funding, computation errors, or receipt of additional aid or scholarships.
  - Receipt of additional aid resources, including, but not limited to, scholarships, vocational rehabilitation, graduate assistantships, tuition waivers or reductions, etc., may result in a reduction of the offer.
- Financial aid is not automatically renewable. You should apply every year at www.fafsa.gov by the March 1st priority date in order to be considered for all available federal funding sources.
- Eligibility for financial aid is dependent on maintaining Satisfactory Academic Progress standards.

**ENROLLMENT REQUIREMENTS**
- To receive aid, you must be enrolled in a degree-bound program at Wichita State.
- **Undergraduate** students must enroll in at least twelve (12) credit hours per semester to be considered full-time as of the financial aid census date for each semester. Full-time enrollment is required for most scholarships. At least six (6) credit hours per semester are required for federal student loans.
- **Graduate** students must enroll in at least nine (9) credit hours per semester to be considered full-time as of the financial aid census date for each semester. Full-time enrollment is required for most scholarships and fellowships. At least five (5) credit hours per semester are required for federal student loans.
- Repeated courses that previously have been successfully completed (such as a D- or better grade) cannot be used to meet the credit-hour requirements for financial aid on the third attempt.

**FINANCIAL AID DISBURSEMENT**
- Most financial aid is applied directly to your student account at the time of disbursement.
- If the amount of your financial aid exceeds the amount due to Wichita State, then the Accounts Receivable Office will refund the balance to you (or your parent if parent PLUS loan). This process will be completed by direct deposit or paper check.
- Work study awards are paid for actual hours worked. The amount is NOT credited to your student bill.

**CANCELLATION OF AWARDS**
- Financial aid awards may be cancelled if:
  - Awards are not accepted by the published deadline on your award offer notice.
  - The credit-hour requirement is not met by the financial aid census date.
  - You are not completing academically related activity in your courses and/or not meeting the OFA Satisfactory Academic Progress standards.
  - You do not complete the verification process, if selected.
  - New information concerning your eligibility is reported by the Department of Education.

**REPAYMENT DUE TO TOTAL WITHDRAWAL OR FAILED COURSES**
- If you withdraw from or fail all courses in a semester, a portion of the financial aid you received may be returned to the U.S. Department of Education, resulting in a balance owed to Wichita State.
- Financial aid for subsequent semesters is subject to cancellation.
- You may become ineligible for financial aid if you are not meeting the OFA Satisfactory Academic Progress standards.
Financial Aid Programs & Requirements

SCHOLARSHIP AWARDS

WSU Institutional Scholarships: Scholarships may include general scholarship awards through the OFA, awards through your academic college/department, or awards through other on-campus groups or areas. Institutional scholarships generally require full-time enrollment and at least a 3.25 minimum GPA, unless otherwise specified by the donor or program guidelines. It is the responsibility of the recipient to review the guidelines and expectations of each awarded scholarship prior to accepting disbursement of the scholarship funds.

The total amount of scholarships awarded by WSU cannot exceed your cost of attendance. Institutional scholarships and/or federal financial aid and/or state aid may be modified as necessary. Students who fall below the required hours of enrollment during the 100% refund period will have their awards withdrawn. Students who drop courses within designated WSU refund periods will have their refund repay a portion or all of their scholarship(s).

After the WSU refund period, students who fail to continue to meet the requirements of their awarded scholarship(s) may be required to repay their scholarship(s), have adjustments made to future scholarship awards and/or have their scholarships completely withdrawn. Renewal of any award is subject to the renewal criteria for the program and the availability of funds within the program. Scholarships in excess of tuition, fees, and required books and supplies may qualify as taxable income. Please consult your tax adviser for details.

Scholarships are provided to students through the generosity of private donors to the WSU Foundation as well as through generous contributions to WSU provided by various on and off-campus organizations. You may receive requests to acknowledge this financial support in the form of a written “thank you” and requests to participate in events where you can meet and thank donors in person. Instructions and/or invitations will be sent to you based on your specific award. We strongly urge you to take the time to honor these requests. It means a great deal to our donors to know that their efforts are truly appreciated.

Outside Scholarships: Most outside scholarships are made payable to WSU or are co-payable to WSU and the student. These checks need to be sent to the OFA as soon as possible. Please be sure to endorse the check if it is co-payable. The outside funds will be added to your student account. They will be applied against any outstanding charges, and any remaining balance will be refunded to you.

International Student Scholarships: Important Income Tax Information for nonresident aliens: Wichita State University is required to report to the Internal Revenue Service (IRS) scholarship awards that exceed the cost of required tuition and fees for a given semester and withhold amounts to cover income tax payments. Tax withholding may be waived if the nonresident alien student can claim a tax treaty exemption and submits IRS Form W-8BEN to the university.

STATE OF KANSAS AWARDS

State Scholarships: The undergraduate scholarships awarded by the Kansas Board of Regents (KBOR) include: Kansas State Scholarship, Kansas Ethnic Minority Scholarship, Kansas Military Service Scholarship, Kansas Teacher Service Scholarship, and Kansas Nursing Service Scholarship. These awards require full-time enrollment each semester, with the exception of the Kansas Teacher Service Scholarship (based on actual enrollment) and the Kansas Military Service Scholarship. Renewal of any award is subject to the renewal criteria for the program and the availability of funds from the KBOR. Renewal criteria, as well as a list of state aid programs, can be found at: http://www.kansasregents.org/students/student_financial_aid/scholarships_and_grants.

Kansas Comprehensive Grant: This state-funded undergraduate grant awarded by WSU is based on need and requires full-time enrollment. The maximum Kansas Comprehensive Grant is $1,100 per academic year. You must be enrolled full time at the end of the 100% refund period (census date) to receive these funds.

FEDERAL PROGRAMS

You must apply for the federal programs each year by completing the Free Application for Federal Student Aid (FAFSA) and having your results sent to WSU (Federal School Code: 001950). The results of the FAFSA determine your eligibility for each of the following programs.

In addition to the specific program requirements described below, federal financial aid recipients must meet the WSU Financial Aid Satisfactory Academic Progress Policy requirements. Also, repeated courses that previously have been successfully completed (such as a D- or better grade) cannot be used to meet the credit-hour requirements for financial aid on the third attempt.
Federal Pell Grant: The Pell grant is a need-based grant for undergraduate students who have not yet earned a bachelor’s degree. The amount of your award is based on full-time enrollment but will be pro-rated if you enroll in fewer credit hours. Federal Student Aid Regulations for the Pell grant require that you begin academically related activity in all courses for which WSU disbursed these funds. Revisions may occur based on your enrollment at the end of the 100% refund period (census date). If your Pell is initially disbursed after the 100% refund period, the grant will be paid on the number of hours enrolled on the date of disbursement. Once your initial Pell has been paid, if you add classes after the end of the 100% refund period (census date), no additional Pell funds will be disbursed.

Eligibility to receive the Pell grant is contingent upon the following: enrollment in a degree-bound program; U.S. citizenship or eligible noncitizen status; making Satisfactory Academic Progress; not defaulting on any federal student aid; not owing a refund on a federal education grant; showing financial need as determined by the results of the FAFSA; and NOT previously having earned a bachelor’s degree.

Pell Grant award amounts can change yearly. Approximate annual award limits for the 2015-2016 academic year range from $600 to $5,775. How much grant aid you receive depends on your Expected Family Contribution, Cost of Attendance, enrollment status, and attendance spanning a full academic year. You may not receive Pell grant funds from more than one school at a time. Additional information is available at www.wichita.edu/financialaid.

Effective on or after July 1, 2012, students can only receive Pell Grant Awards for a maximum of 12 full-time semesters or its equivalent (600% lifetime eligibility).

Federal Supplemental Educational Opportunity Grant (SEOG): SEOG is a need-based grant for undergraduate students who have not yet earned a bachelor’s degree and have exceptional need. You must be enrolled at least half-time at the end of the 100% refund period (census date) to receive these funds. Federal Student Aid Regulations require that you begin academically related activity in all courses for which WSU disbursed SEOG.

Teacher Education Assistance for College and Higher Education Grant (TEACH): TEACH provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. You MUST teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. If you fail to complete the service obligation, all amounts of the TEACH Grant you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education, including interest from the date the grant(s) were disbursed. Additional information is available at www.wichita.edu/teachfact. Federal Student Aid Regulations require that you begin academically related activity in all courses for which WSU disbursed TEACH. Amounts are subject to change due to federal sequestration.

Federal Work-Study: Work-Study is an employment program that pays at least minimum wage for the hours you work. A variety of positions are available, some of which involve community service. This program is available to both undergraduate and graduate students. Your award is an estimate of your eligibility, not a guaranteed award. The actual amount you receive depends on finding employment, the hourly wage, and the number of hours you work. You must enroll at least half-time to be employed in this program.

For more information about available positions, contact the WSU Office of Career Services at 316-978-3435 or register online at www.wichita.edu/careerservices. There will be three position types for you to choose from: Regular, Work Study, and Graduate. The position type you will need to select is “Work Study.” After registering, you will be able to view all work study positions on campus and may contact the office(s) in which you are interested to complete an application and interview for an eligible work study position. If hired, you must complete the necessary employment forms before beginning work. Your employer will determine the number of hours you may work per week and the hourly rate of pay. Work-study students may work up to 20 hours per week during in-session periods and up to 40 hours per week during official school breaks.

Federal Perkins Loan: The Perkins Loan is a fixed, low-interest (5%), need-based federal loan administered by Wichita State. This loan is available to both undergraduate and graduate students enrolled at least half-time. Interest does not accrue and repayment does not begin until nine months after you cease to be enrolled at least half-time. You must be enrolled at least half-time at the end of the 100% refund period (census date) to receive these funds. For additional information regarding annual and aggregate loan limits, please visit www.wichita.edu/studentloans.
Federal Direct Stafford Loans: Stafford loans are low-interest loans made to undergraduate and graduate students enrolled at least half-time. This loan program includes two loans: subsidized (need-based) and unsubsidized (non-need-based). Repayment of the principle begins six months after you cease to be enrolled at least half-time. Annual and aggregate loan limit information is available at www.wichita.edu/studentloans.

- **Subsidized**: Interest on the subsidized loan is paid by the federal government while enrolled at least half-time. The fixed interest rate was 4.66% and the loan origination fee was 1.073% during 2014-2015. Subsidized loans are available to undergraduate students only.

- **Unsubsidized**: Interest on the unsubsidized loan will begin to accrue in your name from the time of disbursement until the loan is paid in full. The fixed interest rate was 4.66% for undergraduates and 6.21% for graduate students, and the loan origination fee was 1.073% during 2014-2015.

Federal Direct Parent Loans for Undergraduate Students (PLUS): The PLUS loan enables parents with good credit history to borrow funds for a dependent undergraduate student. The fixed interest rate was 7.21%, and loan origination fee was 4.292% during 2014-2015. Typically, repayment begins 60 days after the final loan disbursement for the academic year. Parents have the opportunity to request a deferment for PLUS loans, but they will need to contact their individual lender for details on deferment eligibility requirements and the application process. You must be enrolled at least half time for parents to borrow PLUS loans. Additional information is available at www.wichita.edu/studentloans. Students whose parents have been denied a PLUS loan may be eligible for an additional Unsubsidized Stafford Loan. Parents may apply at www.studentloans.gov.

Federal Direct Graduate PLUS Loan: The Graduate PLUS Loan enables graduate students with good credit history to borrow funds up to their full cost of attendance. You must be enrolled at least half-time. The fixed interest rate was 7.21%, and loan origination fee was 4.292% during 2014-2015. Additional information is available at www.wichita.edu/studentloans. Graduate students may apply at www.studentloans.gov.

Federal Loan Interest Rates & Origination Fees: Direct loan interest rates are determined in July every year. Origination fees will be deducted from your financial aid disbursement and are subject to change due to federal sequestration.

Federal Loan Acceptance Process: Follow the instructions below to review and accept your loans.

1. Log in to myWSU at www.myWSU.wichita.edu. Select the myFinances tab then the Financial Aid Awards link. Select the 2015-2016 Award Year to view current awards. Read and accept the terms and conditions for your 2015-2016 awards. From the Accept Award Offer tab, accept the amount of the student loan(s) that you would like to borrow for the academic year. **Keep in mind that you should borrow only what you need.**

2. All borrowers must have a completed Master Promissory Note (MPN) and Entrance Loan Counseling on file at www.studentloans.gov.

3. All students receiving Graduate PLUS loans must also complete the PLUS Entrance Loan Counseling online session at www.studentloans.gov.

ADJUSTMENTS OR CANCELLATION OF YOUR AWARDS

The OFA is required by federal and state regulations to adjust or cancel your federal and/or state financial aid as a result of additional resources. These resources may include, but are not limited to: outside scholarships, graduate assistantships, third-party payments such as employers, WIA, vocational rehabilitation, and waivers of non-resident tuition rates.

Adjustments to your cost of attendance (budget) and awards may occur as a result of an enrollment status that differs from the level of enrollment used to determine your financial aid eligibility. If you withdraw from course(s), receive failing grades, or never attend course(s), you may be subject to aid adjustments and/or cancellation, thus resulting in a possible balance owed back to Wichita State and/or the U.S. Department of Education. The OFA may also verify student attendance in courses by confirming participation in academically related activity.

If you have been offered the Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loans, and/or Kansas Comprehensive Grant, please note that these awards were offered to you based on available funding and your eligibility at the time the award was made. Wichita State reserves the right to cancel, withdraw, or reduce these awards due to non-acceptance of the award within 14 days from the date of offering, non-enrollment, changes in funding levels, and/or ineligibility as a result of additional resources or changes in enrollment status.
RIGHT TO CANCEL
If you wish to cancel all or a portion of your TEACH Grant, Stafford, Perkins, Graduate PLUS, or Parent PLUS loan after disbursement, you must notify the Accounts Receivable Office in writing and include the repayment to WSU within 14 days of the disbursement date.

PAYMENT OF UNIVERSITY CHARGES
Tuition and Fees: You will pay tuition and fees as outlined in the “Registration Dates” section in the Schedule of Courses. Please note that enrollment in classes obligates you to the payment of those charges, regardless of whether or not you actually attend. If you decide not to attend Wichita State after enrolling, you will need to withdraw from those classes. Otherwise, payment is due by the date outlined in the WSU Semester Schedule of Courses.

Financial Aid Refunds: Financial aid (except Federal Work-Study) will be applied to your university charges (first to tuition and fees, then to on-campus housing) as described in the Schedule of Courses. If your financial aid exceeds your total charges, the credit balance will be released to you (or your parent if parent PLUS loan). This process will be completed by direct deposit or paper check.

For the most convenient and quickest way to access your excess financial aid funds, sign up for direct deposit at www.mywsu.wichita.edu. To do this, log into your myWSU account, select the myFinances tab, then Student Account Suite. From the Student Account Suite, access the eRefunds tab to designate your bank account to be used for electronic refunds. For additional questions regarding direct deposits, contact the Accounts Receivable Office at (316) 978-3333.

Payment Plan: Wichita State offers a payment option if financial aid is not available or does not cover your charges. This option allows you to make tuition payments through monthly installments. For more information, visit www.wichita.edu/payment or contact the Accounts Receivable Office at (316) 978-3333.

FINANCIAL AID DISBURSEMENT
Scholarships and Federal Grants: Funds will be applied to your charges as they become available, but no earlier than the time listed in the Schedule of Courses, or 10 days prior to your first scheduled course.

Federal Stafford and Perkins Loans: After you have completed the loan acceptance process(es), your funds will disburse to WSU. If your loan is for the academic year, disbursements will be split between the fall and spring semesters and begin in August and January as listed in the Schedule of Courses. If your loan is for one semester only, the loan will be issued at the beginning of that term, or 10 days prior to the first scheduled course for which you are enrolled.

Federal Work-Study: Payroll is processed every two weeks. Your paycheck will be based on the number of hours you worked in the previous two-week pay period. Paychecks are directly deposited into the checking/savings account of your designation.

Spring-Only Students: Students receiving federal financial aid beginning in the spring semester are subject to a seven-day hold from the date of their award offer. During this hold period the WSU OFA is required to confirm with the U.S. Department of Education that you are not receiving aid at another institution during the same scheduled aid period. If it is confirmed that you are receiving or have pending aid at another institution, the WSU OFA cannot disburse federal financial aid assistance until we have received confirmation that the aid has been cancelled.

Always refer to the Schedule of Courses for detailed payment and financial aid disbursement information.

WITHDRAWAL INFORMATION
If you withdraw* from a course(s), you may be required to repay a portion or all of your financial aid. It is important that you understand that if you withdraw from a course(s) you may be subject to the Documentation of Attendance and Federal Return of Title IV Funds policy and subject to immediate repayment of disbursed aid. The OFA cannot assume that you began attendance by participating in academically related activity for the withdrawn courses; therefore, the OFA is required to verify your attendance with your instructors.

Before withdrawing from courses you should contact a financial aid adviser to review the Documentation of Attendance and Return of Title IV Funds Policy as it relates to your situation.

Dropping courses can affect your future eligibility for financial aid under the standards for Satisfactory Academic Progress (SAP) outlined in this document.

*The withdrawal date is defined as the date the student begins the institutional withdrawal process or last date of academically-related activity, whichever comes first.
PARTIAL WITHDRAWAL FROM CLASSES
Dropping courses within the term may require you to repay a portion or all of the federal, state, and institutional aid you received. You may be subject to a return of funds based on your withdrawal date. If you are considering dropping a class, it is important to visit with a financial aid adviser before dropping to determine the impact on your financial aid.

COMPLETE WITHDRAWAL FROM ALL CLASSES
If you withdraw from all of your courses, you and Wichita State may be expected to repay some or all of the federal financial aid you have received for the semester—including any refunds.

If you completely withdraw prior to the start of your courses, or never attend, all federal financial aid—including loans—must be returned to the federal aid programs. All refunded amounts will be required to be returned to the Accounts Receivable Office in 201 Jardine Hall.

If you withdraw within a WSU refund period, the OFA is required by federal law to determine whether your institutional refund should repay a portion or all of the financial aid that you received.

The date of withdrawal or last date of academically-related activity determines how much aid you and the university are expected to repay to the aid programs. The OFA cannot assume that you began attendance by participating in academically related activity for the withdrawn courses; therefore, the OFA is required to verify your attendance with your instructors.

After you withdraw, if WSU is required to return more money than is available from your tuition refund (if applicable), you will be required to pay the difference to Wichita State.

Information on calculating the amount of funds that must be returned according to the Financial Aid Withdrawal Policy can be found at www.wichita.edu/finaidforms.

WITHDRAWAL AND GRANTS
If you are a Federal Grant Aid recipient (Pell Grant, Supplemental Educational Opportunity Grant, and/or TEACH Grant), Federal Student Aid Regulations require that you begin academically related activity in all classes for which WSU disbursed these funds.

Please note, academically related activities include, but are not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and student(s); submitting an academic assignment; taking an exam; completing an interactive tutorial or computer-assisted instruction, etc.

WITHDRAWAL AND STUDENT LOANS
Any pending disbursement of your Federal Perkins, Direct Stafford Subsidized, Unsubsidized, Grad PLUS, and/or PLUS loan(s) may be cancelled if you withdraw or drop below half-time enrollment.

Additionally, the grace period on your Federal Stafford Subsidized and Unsubsidized loans and Federal Perkins loans will begin once you withdraw or drop below half-time enrollment. Stafford loan borrowers have a six-month grace period before repayment begins. Perkins borrowers have a nine-month grace period.

If you withdraw or drop below half-time enrollment, and you have a Federal Stafford Subsidized, Unsubsidized, or Grad PLUS loan, you should contact your loan servicer. If you have a Federal Perkins loan, you should contact the WSU Perkins Loan Office at (316) 978-6824.

WITHDRAWAL AND WSU SCHOLARSHIPS
If you fall below the required hours of enrollment, your scholarship awards will be withdrawn. If you drop courses within Wichita State’s institutional refund periods, your refund will be used to repay a portion or all of your scholarship(s). After the WSU refund period, if you fail to continue to meet the requirements of your awarded scholarship, you may be required to repay your scholarship or have adjustments made to future scholarship awards. You must contact your academic college and/or your awarding department for details on the impact of the withdrawal to current and future scholarships.

ADDITIONAL INFORMATION
- All address changes must be made online at www.myWSU.wichita.edu >> Home tab >> Student Tools section >> Demographic Verification/Address Change.
- If you, your spouse’s, or your parent’s financial situation has changed since January 1, 2014, please contact our office to schedule an appointment with a financial aid adviser.
- If you have additional educational costs, please contact our office to schedule an appointment with a financial aid adviser.
- Audited hours will not be covered by financial aid.
Federal regulations require the OFA to monitor the academic progress of all students applying for federal financial aid. All financial aid applicants will be reviewed for Satisfactory Academic Progress (SAP) a minimum of once per year, typically at the end of each spring semester.

SAP is based upon three measurements:

1. Percent of attempted credit hours earned (PACE)
2. Cumulative grade point average
3. Maximum time frame in which to complete a course of study

This policy applies to all semesters of enrollment, not just those in which financial aid was received. All WSU credit hours and all transfer credit hours recorded by the WSU Registrar’s Office will be evaluated when monitoring the percentage of attempted credit hours earned (PACE), Cumulative Grade Point Average (GPA), and maximum time frame. Failure to maintain Satisfactory Academic Progress guidelines for federal financial aid will result in financial aid suspension and the loss of financial aid eligibility.

1. PACE: PERCENT OF ATTEMPTED CREDIT HOURS EARNED

Students must complete at least 67% (rounded up) of their overall credit hours attempted. This includes both WSU hours and all transfer credit hours recorded by the WSU Registrar’s Office at the time of the evaluation.

Attempted credit hours include: all enrolled hours, remedial, credit/no credit, satisfactory/unsatisfactory, and repeated courses.

Completed hours include: those for which a grade of A, B, C, D, credit or satisfactory was received.

Completed hours do not include: grades of F, incomplete (I), in progress (IP), no grade submitted (NGS), no credit, unsatisfactory or hours that are audited, dropped, withdrawn from, or ones you stopped attending.

Example: Susie has attempted 114 hours overall at the time of the annual SAP review at the end of the academic year. Of the 114 hours attempted, she has successfully completed 87 hours (76% of the coursework attempted). She also has a 2.5 cumulative GPA. She is meeting SAP standards.

Example: Bill has attempted 65 hours overall at the time of the annual SAP review at the end of the academic year. Of the 65 hours attempted, Bill has successfully completed a total of 32 hours (49% of the coursework attempted) and has a 2.5 cumulative GPA. Bill is NOT meeting minimum SAP standards because he has not successfully completed 67% of his attempted hours.

2. GPA: CUMULATIVE GRADE POINT AVERAGE

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<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s degree</td>
<td>90 attempted hours</td>
<td>2.00 GPA</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>186 attempted hours</td>
<td>3.00 GPA</td>
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<tr>
<td>Second or subsequent Bachelor’s degree (toward 1st degree)</td>
<td>271 (includes hours)</td>
<td></td>
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</tbody>
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3. MAXIMUM TIME FRAME FOR DEGREE COMPLETION

Federal regulations limit eligibility for federal financial aid to no more than 150% of the published length of a student’s educational program. WSU applies this limit to the total number of attempted credit hours. If there is a change in major or degree, the student may request that the maximum time frame be re-evaluated for the new program.

Undergraduate Students

Graduate Students

Graduate students may not exceed 150% of the published length of the educational program. Additional graduate programs are NOT evaluated independently.

Example: John has attempted 45 hours in a graduate program that requires 36 hours for completion. He is meeting the SAP maximum time frame standard because his degree program allows up to 54 hours in accordance with the 150% allowance.

Example: Jane has attempted 66 hours overall (30 in her first graduate degree and 36 in her second). Her second master's degree program requires 36 hours for completion. She is NOT meeting the SAP maximum time frame standard because she has exceeded the 54 hours permitted within the 150% allowance.
FINANCIAL AID SUSPENSION

If a student fails to meet SAP guidelines, as outlined below, during the annual evaluation process, they will be placed on financial aid suspension.

- Student failed to meet the required GPA and/or PACE (67% completion rate of attempted credit hours).
- Student meets or exceeds the maximum time frame for the program of study.

Students placed on financial aid suspension may appeal the suspension and, if approved, have their aid reinstated for one semester on “financial aid probation.” Students on financial aid probation will be expected to meet Satisfactory Academic Progress by the end of their financial aid probation semester or successfully follow the academic plan designed specifically for the student (as explained below in the appeal process). Failure to meet either of these expectations will result in the student being placed back on financial aid suspension.

GRADUATE STUDENTS AND SAP

Undergraduate courses numbered 500-level and below are not included as completed hours for graduate students per the WSU Satisfactory Academic Progress Policy for financial aid. If a student is required to enroll in an undergraduate course for the graduate degree, an appeal must be made which includes supporting documentation from the academic adviser that confirms the undergraduate course is required.

Graduate students who receive a federal financial aid suspension letter due to a grade of incomplete (I) or in progress (IP) associated with a thesis, dissertation or project/research are advised to contact their graduate academic adviser and request a Degree Plan of Study relative to their established coursework. The Degree Plan of Study must be signed by the student’s graduate academic adviser and may be requested from the OFA for subsequent academic years until the student has successfully graduated with a Masters or Doctorate degree.

The Degree Plan of Study must be submitted to the OFA along with the student’s appeal. The suspension status will be removed only if the student has met the conditions of the Degree Plan of Study and the WSU’s Financial Aid Satisfactory Academic Policy as it applies to other graduate coursework attempted and the required 3.0 GPA. If these conditions have not been met, the student will be subject to WSU’s Financial Aid Satisfactory Academic Progress Policy appeal procedures and process as it relates to the student’s extenuating circumstance.

FINANCIAL AID APPEAL PROCESS

If extenuating circumstances prevented a student from meeting the federal financial aid Satisfactory Academic Progress requirements, the student may appeal the suspension of their financial aid. Appeals must be typed, and circumstances must be documented. The appeal should also include an academic plan that the student has designed with their academic adviser. An academic plan allows the student the opportunity to show that they will successfully meet the conditions of their academic plan, even though they may still be below the federal Satisfactory Academic Progress guidelines. This academic plan ensures the student will meet Satisfactory Academic Progress by a specific point in time. If a student drops courses before the 100% refund date, the student will be required to submit a Revised Academic Plan. If courses are dropped after the 100% refund date, the student will be required to re-appeal for future eligibility.

All appeals are reviewed by a committee, or by an individual financial aid professional on a case-by-case basis. The decision of the committee is final. Appeal procedures will be mailed with the notice of ineligibility or can be obtained on-line at www.wichita.edu/finaidforms. The OFA reserves the right to put stipulations on the reinstatement of a student’s federal financial aid. Students will be notified of the appeal decision by email or paper communication.

RE-ESTABLISHING ELIGIBILITY

If a student did not have extenuating circumstances, or if the appeal was denied, it is still possible to re-establish eligibility for financial aid for future terms. To re-establish eligibility, the student must take courses at their own expense in a subsequent term(s) and meet the standards for Satisfactory Academic Progress.

CONSUMER INFORMATION

Federal financial aid regulations [The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA)] requires the disclosure of general information to prospective and currently enrolled students with regard to consumer information. In accordance with these regulations every effort has been made to provide the most accurate and up-to-date information available; however, the content of this information is subject to change due to changes in federal, state, or institutional policies and procedures. For additional consumer information, please visit www.wichita.edu/consumerinfo.
DEFINITIONS

Academically Related Activity: Academically related activities include, but are not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and student(s), submitting an academic assignment, taking an exam, an interactive tutorial or computer-assisted instruction, etc.

Census Date: The financial aid census date corresponds with the last day for 100% tuition refund (for full-semester courses) each semester. Grant funds, as well as the Cost of Attendance (full-time or less-than-full-time) on that date. For students who apply for aid, regain eligibility, or enroll for the first time after the semester's census date, the cost of attendance and grant funds are locked when their aid initially disburses.

Cost of Attendance (COA): The COA is an estimate of a student’s educational expenses for the period of enrollment. The COA establishes average costs for different categories of students (i.e. full-time vs. part-time, in-state tuition vs. out-of-state tuition, etc.) and is the cornerstone for determining a student’s financial need for “need-based” grants, loans, and work-study. It also sets the limit on the total federal aid that a student may receive.

Half-time Enrollment (Based on the 9-month academic year): 6-11 credit hours per semester for undergraduate students; 5-8 credit hours per semester for graduate students.

Verification: Process to confirm the accuracy of data provided by the applicant on the Free Application for Federal Student Aid (FAFSA). In order to complete the verification process, students are required to provide certain documents to the school for review.

Withdrawal Date: The date of withdrawal or last date of academically-related activity determines how much aid you and the university are expected to repay to the aid programs if you drop some or all of your courses. The OFA cannot assume that you began attendance by participating in academically related activity for the withdrawn courses; therefore, the OFA is required to verify your attendance with your instructors.

NOTICE OF NONDISCRIMINATION

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone 316-978-3186.