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**TUSCULUM COLLEGE AWARD POLICIES**  
**Office of Financial Aid and Student Campus Employment**  
P O Box 5049  
Greeneville, TN 37743

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***All students should read and understand these policies before accepting their award. If you have questions, please contact the Financial Aid Staff. All applications are subject to verification.***

**OUTSIDE AWARDS or Other Assistance:** You are required to report immediately any assistance received from sources other than those listed on your award letter, such as a **company reimbursement** of tuition or private scholarships. We recommend that students provide a copy of any written award notices or their company reimbursement policy to the Office of Financial Aid and On-Campus Student Employment. A revision or adjustment to the financial aid offered by Tusculum College may be necessary to prevent a student from being over-awarded under federal/institutional guidelines.

**FEDERAL, STATE, AND PRIVATE FUNDS:** Your award is conditional upon receipt of the actual funds from the respective entity. If you receive financial aid in error, you will be required to **repay** those funds.

**INSTITUTIONAL SCHOLARSHIPS AND GRANTS:** The **total of all scholarships and grants**, including institutional, federal, state, private, and other sources, **cannot exceed the value of tuition for commuters or the value of tuition, room, and board for students residing on-campus**. These awards are not meant to cover fees, on campus apartment charges that exceed the allowable room allowance (refer to page 3), off campus housing and food, or miscellaneous educational allowances such as books, transportation, childcare, and other incidental expenses. An exception may be made when outside aid is specified for use for one of these miscellaneous items.

**ENROLLMENT REQUIREMENTS or Changes in Enrollment Status:** Your award is based on the general policy that you must be a full-time, regular degree-seeking student. This means that an **undergraduate student**, including a last semester senior, must be registered for **at least 12 credit hours** each semester he/she is receiving full-time aid. **Graduate students** generally must carry **at least 9 credit hours** for full-time status during each semester he/she is receiving aid. An eligible student may receive a Federal Perkins Loan, a Federal Stafford Loan, a Federal Supplemental Educational Opportunity Grant and/or a Federal Work-Study job if enrolled at least half-time in a degree program and adequate funds are available. A prorated Federal Pell Grant can be awarded to an eligible student enrolled at least part-time in a degree program, provided adequate funds are available. **NO FEDERAL STAFFORD LOAN OR TENNESSEE STUDENT ASSISTANCE AWARD (TSAA) CAN BE AWARDED FOR LESS THAN HALF-TIME ENROLLMENT.** The Office of Financial Aid and On-Campus Student Employment must be notified of any status that is less than full-time prior to an award being made and/or accepted. If you fail to enroll for the required number of hours on which your award was based, drop hours, or withdraw from school, repayment of your funds may be necessary on a prorated basis. **If your enrollment status changes from your original indication or you drop below the course load for which your award was based, you must immediately notify the Financial Aid staff.**

**SATISFACTORY PROGRESS:** All continuing and transfer students must be making satisfactory academic progress to be eligible for continued financial assistance. The Satisfactory Academic Progress Policy available on our web site at [www.tusculum.edu/faith/](http://www.tusculum.edu/faith/). Satisfactory Academic Progress will be checked each year when renewal eligibility is evaluated.

**AWARD ADJUSTMENTS:** In the event a student is awarded funds from a source in which he/she is ineligible to receive, or awarded at a level beyond his/her eligibility, a repayment of those funds will be required.

**WITHDRAWAL AND REPAYMENT:** If a student who is receiving financial aid withdraws from the College or drops a class, a return of financial aid funds may be required. Please check with the Financial Aid staff prior to beginning the withdrawal process or before dropping a course(s).

**CHANGES IN SELF-HELP AWARDS:** You may request that we revise the type(s) or amount(s) of self-help aid (loans or work-study) offered. Your request should be made in writing and explain the reason for the request. Your request will be considered, provided the requested self-help funds are available, and in the case of a work-study position, your supervisor also agrees to the change.

**PAYMENT OF AWARDS:** Financial aid awarded through Tusculum College may be used each semester to pay tuition, mandatory fees, room and board charges, and other expenses related to your educational study (some exceptions may apply please review page 1).

Upon the receipt of the awarded and accepted funds, your account will be credited as follows:

- 1) Aid that will **automatically be credited** to your account each semester in which you have been awarded:

Federal **Pell** Grant

Federal **SEOG**

**Institutional** Scholarships and Grants

Federal **Stafford** Loans received by electronic funds transfer (**EFT**)

*(See the enclosed "Preferred Lenders Brochure" for disbursements. Usually within 1 month from the start of a semester)*

Federal **PLUS** Loans received by electronic funds transfer (**EFT**)

Tennessee Education Lottery Scholarships (**TELS**) received by electronic funds transfer (**EFT**)

*(Usually received from the State in October for the fall semester and in March for the spring semester)*

Tennessee Student Assistance Awards (**TSAA**) received by electronic funds transfer (**EFT**)

*(Usually received from the State in October for the fall semester and in March for the spring semester)*

- 2) The **Federal Perkins Loan** requires a **Master Promissory Note and Perkins Entrance Loan Counseling to be completed and signed** for all first time Perkins Loan borrowers at Tusculum College. Applications are available on our web site at [www.tusculum.edu/faid/](http://www.tusculum.edu/faid/). Funds will be applied to the students account once applications process is complete.
- 3) All Financial Aid received by check and made payable to someone other than Tusculum College must be **endorsed** each semester prior to crediting your account.
- 4) **Work-Study checks** are **endorsed** each payday prior to crediting your account. It should be noted that Work-study pay is based on the number of hours **worked** during the previous pay period. There is **no guarantee** that the student will work and earn the total amount of their award.

**WORK-STUDY JOBS:** Work-study awards are funds that **must be earned** through on campus employment or at an approved off-campus site. If you accept a work-study award, it is assumed that you want to **work**. If you are a new student or a displaced current student worker, you will receive a W-4 form, an I-9 form, and an "Interest Sheet" whereby you will indicate your interests, work skills, and or work experience. The forms and interest sheet will need to be returned to our office as soon as possible. The Office of Financial Aid and On-Campus Student Employment will use your interest sheet as a guide to match your attributes with an available job whenever possible.

You will be notified of your job placement once you begin the fall term at Tusculum College. Students will need to check their campus mail box for their work-study packet that will contain the job placement offer, a work contract, time sheet, pay schedule, and a work-study employee manual. To accept the offer and be eligible to work, you will need to **sign the work contract** and **bring the contract along with two forms of identification** to the Office of Financial Aid and On-Campus Student Employment.

Work-study employees are paid monthly for the hours worked during the previous pay period. Each work-study employee is required to document their time worked and submit the time sheet to their Supervisor on the last day of the month for signature approval. Time Sheets are due monthly in the Business Office. If you owe on your college account, you will be expected to use your work-study earnings to reduce that debt. If you do not have an account balance, you may use these funds to meet personal needs.

**LOAN COUNSELING:** Students receiving a Federal Stafford Loan (subsidized or unsubsidized) and/or a Federal Perkins Loan must receive Entrance Loan Counseling prior to receiving their first loan disbursement. This is a federal requirement. Go to [www.tusculum.edu/faid/](http://www.tusculum.edu/faid/) to fulfill the requirement for Stafford and Perkins loans. Funds will be delayed by not having Entrance Counseling completed. In addition, all students receiving any student loan (all programs) must also receive Exit Loan Counseling upon leaving the College.

**RE-APPLYING FOR AID:** Continuing students must re-apply for federal financial aid in order to receive financial aid for another school year. Students need to complete the renewal FAFSA (Free Application for Federal Student Aid) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as soon as possible after January 1 of each year. Be sure to list Tusculum College with our **federal school code: 003527** on the application. For additional guidance on re-applying, please refer to the “Steps in applying for Financial Aid” on-line at [www.tusculum.edu/faid/](http://www.tusculum.edu/faid/).

**Note: The DEADLINE for re-application is February 15<sup>th</sup> of each year for the next fall semester.**

**CONFIDENTIALITY POLICY:** The Financial Aid staff respects the confidentiality of all information provided by the student and their family when applying for aid. Once the student is enrolled they will be given information about their right to privacy and the few exceptions thereto. If they wish to authorize others such as parents, spouses, aunts, uncles, etc... to be eligible to receive any of their personal information such as grades, student account information, etc... then it is recommended that the student complete a Buckley Amendment form. The Buckley Amendment is an Amendment to the Family Education Rights and Privacy Act (FERPA) that allows the student to list individuals they authorize to receive their personal information.

**DETERMINATION OF NEED:** A student is judged to have a financial need if the Expected Family Contribution (EFC), as determined by Federal Methodology, is less than the total projected cost of attending Tusculum College for one academic year. The amount of the award, provided funds are available, is approximately the difference between estimated costs and the total expected family contribution. In determining what may be expected, the main consideration is student income and assets (and for the dependent student, the parents’ income and assets). Other considerations include number in the household and the number of children enrolled in college at least half-time.

**COST OF ATTENDANCE:** The following budget information is provided as a guide to anticipated expenses. The amounts below are **estimates** for the entire academic year (you can use half the amounts to determine expenses for one semester). In most cases, only tuition and fees (room and board for on campus students) will be **billed as actual costs**. The rest of the allowances listed below are **estimates** of average expenses incurred by full-time students enrolled during the academic year. Your personal budget and specific fees related to your program of study may vary.

### Sample Academic Year Cost of Attendance for 2006-07

<i>Category</i>	<i>Residential College</i>	<i>Gateway</i>	<i>BS/BA</i>	<i>MA</i>
Tuition	\$ 15,855	\$5,504	\$8,120	\$6,080
Fees	415	150	150	150
Room Allowance*	3,590 **	3,590	3,590	3,590
Board (Meal Plan) Allowance*	2,890	2,890	2,890	2,890
<b>TOTAL ACTUAL COSTS</b>	<b>\$ 22,750</b>	<b>\$12,134</b>	<b>\$14,750</b>	<b>\$12,710</b>
Estimated Books & Supplies	950	950	950	950
Misc. & Transportation Allowance	2,400	2,400	2,400	2,400
<b>TOTAL COST OF ATTENDANCE</b>	<b>\$26,100</b>	<b>\$15,484</b>	<b>\$18,100</b>	<b>\$16,060</b>
Average hours per semester	12-16	16	15-17	9

\* Students living in the residence halls will have these allowances as a charge on their student account. All other students will have these amounts calculated in their financial aid budget, but they will not be charged to the student account.

\*\* **Haynes Hall** = \$3,480  
**Apartments** = \$4,680  
**All Others** = \$3,590

**NOTE: RESIDENTS:** Total gift aid cannot exceed the value of Tuition, Room, and Board.

**COMMUTERS:** Total gift aid cannot exceed the value of Tuition.

**ALL STUDENTS: Total aid from all sources cannot exceed the Total Cost of Attendance.**

*All information provided here is true and accurate to the best of our knowledge. Program regulations are subject to change without notification, and all awards are subject to funding availability.*