

TEXAS A&M UNIVERSITY-COMMERCE

FINANCIAL AID BULLETIN



2005-2006

Financial Aid Checklist and Worksheet

This is the basic process to apply for financial aid at A&M-Commerce. Please use this form to record when steps are completed and forms/information submitted. Detailed information is available in our Bulletin and on our website: www.tamu-commerce.edu/financial-aid/

Please retain this information for your records. (Do not submit this form to the Financial Aid Office.)

- April 1, 2005 is the priority deadline for 2005-2006 financial aid at A&M-Commerce.
- Apply for Department of Education Pin Number (www.pin.ed.gov) (**Do not share your pin #!**)
 Student Pin Parent Pin
- Complete 2004 federal income taxes. Student Parent
- Complete the 2005-2006 FAFSA (www.fafsa.ed.gov)
 Student Signed Parent Signed
 Date Submitted _____ Web or Paper? _____
- Apply for admission to A&M-Commerce. Check admission status on WEBTRAX.
 Date Fully Admitted _____ (Must be fully admitted for aid to be processed.)
- Confirm that A&M-Commerce has your correct permanent and local addresses and current telephone numbers.
 Update on WEBTRAX as necessary.
- Budget—Determine education expenses, resources and additional funds needed (loans, etc.).
 <http://www.ed.gov/offices/OSFAP/DirectLoan/BudgetCalc/budget.html>
- Apply for scholarships and local grants.
- Review Student Aid Report (online or paper) and correct as necessary. SAR received _____ .
- Respond to A&M-Commerce’s request for additional information. Submit only forms/information requested. Forms submitted not requested might cause a processing delay.

Form	Requested?	Date Submitted
Financial Aid Office Application		
Housing Status		
Verification Form		
2004 Taxes & W2 (NOT schedules)		
Other		

- Respond to Financial Aid Notification (Award Letter) in a timely manner. Received _____ Submitted _____
- Contact the Financial Aid Office with any questions you may have: fao_web@tamu-commerce.edu or 903.886.5096.

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Independent Verification Form	Housing Status Form
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Visit our website at <http://www.tamu-commerce.edu/financial-aid/>
Download Office Forms * Apply for Financial Aid * Complete Entrance Counseling * Check Your Award

Office and Lab Hours

Monday-Friday
 8:00 a.m.-5:00 p.m.
 (903) 886-5096
 (903) 886-5098 Fax

Mailing Address

Texas A&M University-Commerce
 Financial Aid Office
 P.O. Box 3011
 Commerce, TX 75429-3011

Student Access

TRAX (903) 886-5001

WEBTRAX
<http://webtrax.tamu-commerce.edu>

Halladay Student Services Building, Room 100

A&M-Commerce Financial Aid Mission Statement: Texas A&M University-Commerce believes that the opportunity for a post secondary education should not be denied to a qualified student who has limited financial resources. It is recognized that many students will require additional financial assistance even though the primary responsibility for financing an education rests with the students and their immediate families. Every effort is made to assist as many students as funds permit. Concern for the student is foremost in the Texas A&M University-Commerce Financial Aid Office.

What is Financial Aid?

Financial aid is more than free money, or gift aid. Financial aid consists of three types of assistance: Grant Programs, Work-Study Programs, and Loan Programs. A&M-Commerce participates in the Texas Public Education Grant (TPEG), and other limited state grants along with the following federal programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Work-Study, Perkins Loan, Direct and Federal Family Education Loan, Federal Parent Loan for Undergraduate Student (PLUS). For a description of the federal aid programs, please refer to the Department of Education's publication, The Student Guide 2005-2006 or their website: www.studentaid.ed.gov.

What Is the Texas Higher Education Coordinating Board?

The Texas Higher Education Coordinating Board (THECB) P.O. Box 12788, Austin, Texas 78711, telephone 512.427.6340, located at 7715 Chevy Chase Drive, is the State of Texas Agency charged to provide leadership and coordination for the Texas Higher Education System to achieve excellence for the college education of Texas students. THECB administers some programs, such as the Texas Grant and the Texas Public Education Grant, through the university. Other programs, such as Children of Disabled Firemen and Peace Officers, require direct contact by the student. Please visit their website www.thecb.state.tx.us or request a copy of their publication Financial Aid for Texas Students. Other state agencies and their addresses are available upon request from the A&M-Commerce Financial Aid Office.

***All programs funded and/or established by the state or federal government are subject to change at the discretion of the United States Congress or the Texas State Legislature. Any changes made by these agencies may supersede information in this bulletin.

Am I Eligible for Financial Aid?

Generally, an eligible student is a student who:

- Is fully admitted into a degree-seeking program in an institution. Students admitted provisionally will not be eligible for financial aid until they are fully admitted.
- Is enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. At least half-time enrollment is required to be eligible to receive Direct or FFEL Program Loans and Federal Pell Grants. Although rare, some students may be eligible to receive Pell funds at less than half-time enrollment. Full time enrollment is required to receive TPEG, SEOG, LEAP, and other state grants. A student who is not fully admitted, is not eligible for aid.
- Has signed a Statement of Educational Purpose and a Certification Statement on Overpayments and Defaults.
- Is a U.S. citizen or a permanent U.S. resident.

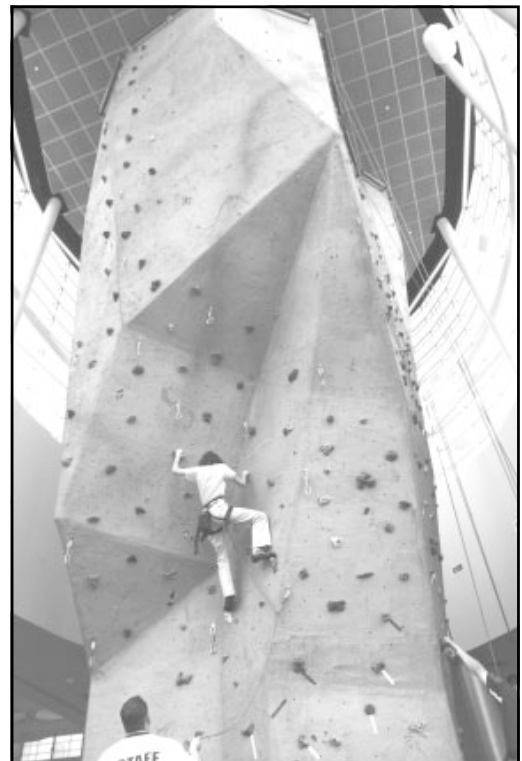
- Is (if required) registered with the Selective Service.
- Is making satisfactory academic progress (see page 9).
- Has financial need as defined by the Department of Education (except for Unsubsidized Stafford Direct and all PLUS and Consolidation loans which do not use financial need as a determining factor).
- Has a valid Social Security Number
- Has a high school diploma or General Education Development Certificate

I Don't Think I'll Qualify for Aid Because I (or My Parents) Make Too Much Money.

Everyone is eligible for some type of financial aid unless they are in default or owe a repayment to a federal student aid program. Even if your parents or you make \$1,000,000,000 a year, you still could receive a federal unsubsidized student loan. Remember, financial aid isn't only gift aid or free money.

I am a Transfer Student. How Is My Aid Processed?

A student should notify the school's financial aid office he/she is currently attending of their intention to transfer. Common procedure is to cancel any pending aid for the next semester if the student will not attend. Next, the student should contact the school they are intending to transfer into regarding any additional documentation which may be required. This procedure may vary according to the time of year a student intends to transfer. Please contact both schools for more specific procedures.



Loans

What Can You Tell Me About Direct Loans?

Direct loans were developed in 1993 and are offered directly from the Department of Education instead of through a bank (like a traditional Stafford Loan). Funding for the Direct Loan program is given by the Department of Education to schools where it is directly disbursed to students. A&M-Commerce is a direct lending school. Students interested in receiving a Direct Loan should first submit their FAFSA, and then indicate on their Financial Aid Office Application a specific dollar amount requested. Under the traditional Stafford approach, a student must complete a Stafford loan application, have it certified by the school, choose their lender (bank, insurance agency, etc) and the money will be transferred to the school. Not all schools are direct lending schools; simply check with the school you are planning to attend to verify participation in the direct lending program.

How Much May I Borrow in Loan Money?

You may borrow up to the limits set by the Department of Education according to your dependency status and classification, as long as it does not exceed your cost of education (see page 6). Information regarding annual loan limits as well as lifetime aggregate limits is available to you from the Department of Education (http://studentaid.ed.gov/students/publications/student_guide/index.html) as well as the Financial Aid Office.

When Do I Have to Pay the Loans Back?

Generally, repayment begins six months after a student either leaves school or drops below half time enrollment status.

What Is the Difference Between Subsidized and Unsubsidized Loans?

Subsidized loans are based on financial need; payments are not required to be made while you are enrolled in school at least half time. You are not charged any interest until official repayment begins. *Unsubsidized loans* are not need based. Interest is charged from the time the loan is disbursed into the student account until the loan is paid in full. A student may defer interest payments while enrolled in school at least half time. If deferred, the interest will continue to accrue and will be added to the principal when repayment begins.

What Is a Loan Interview and Why Must I Complete One?

A loan interview provides general information about student loan programs, the borrower's rights and responsibilities, and is required by federal regulations before a student may receive loan proceeds from an institution for the first time. Students who transfer into A&M-Commerce must complete a loan interview before receiving loan proceeds from this institution.

I've Heard About Work-Study. What Is It?

Work-Study Program (WSP) provides part time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. If a student indicates a desire for student employment through their FAFSA and/or Financial Aid Office Application, every effort is made to offer that student a WSP award. A student must have sufficient need to accommodate a WSP award (see page 5). Since WS is a limited fund, priority is given to those students whose file is completed by April 1, 2005 (see page 5).

How Much Can I Earn Through Work-Study?

The maximum award varies per award year, however, for the 2005-2006 academic year, the maximum Fall/Spring award is \$2600. The pay rate is generally minimum wage, and the student can work up to 15 hours per week, total earned not to exceed the awarded amount.

What Types of Work-Study Jobs Are Available?

Mostly clerical positions; however the position descriptions vary. For example, the Children's Learning Center may request childcare providers, the agriculture department may want farmhands, and the communication and theatre department may request stagehands or set builders. Look for a position to suit your interests and abilities.

How and When Will I Be Paid?

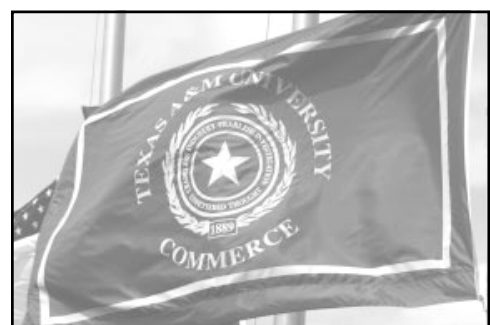
Students will be paid in the form of a check, which can be picked up with a current student ID at the Cashier's window in the McDowell Administration Building. If a student owes a balance to the university, all or part of the check may be retained to pay toward the balance.

Is Job Placement Provided?

Job placement is not provided; however jobs are posted with the Payroll Department.

What Are the Advantages of Work-Study?

Flexible work hours and the income from work-study can be counted as income exclusions when determining eligibility for federal aid. Also, many departments have both regular and work-study positions. A student may be able to find a job in their department.



How do I Apply for Financial Aid?

All students must file a 2005-2006 Free Application for Federal Student Aid (FAFSA). Students who filed a 2004-2005 FAFSA may have already received a Renewal FAFSA, or PIN from the Department of Education. The FAFSA (renewal or a first-time application) can be filed in one of the following ways:

- We recommend that students complete the FAFSA on line at www.fafsa.ed.gov. Not only does it take less time to process the application; a series of on-line edits help reduce common mistakes, thus limiting the corrections necessary. Complete the application from any computer that has internet access, or use the A&M-Commerce Financial Aid Lab, Room 302, Halliday Student Services Building.
- Call the U.S. Department of Education 1-800-4-FED-AID or the A&M-Commerce Financial Aid Office for a paper application. Applications are also available at most high schools, and other college and university financial aid offices.

In addition to the FAFSA, the Financial Aid Office may require other forms. (See Appendix) Forms should be submitted only as requested. Sending forms not requested may cause a processing delay. Please keep copies of all financial records used to complete the FAFSA, including, but not limited to, 2004 tax return(s), W-2s, benefit statements, bank statements, FAFSA worksheets, etc.

Do I Have to Apply Every Year?

Yes, a student has to apply each academic year. That means submit a FAFSA and any other information required. Our academic year runs fall, spring, and then summer I & II.

How Early Can I Apply?

The earliest a student can begin the application process is January 1, 2005, or whenever the student (and parents or spouse as indicated) completes the 2004 IRS income tax return. Texas A&M University-Commerce has set the following dates:

- Programs with limited funding (TPEG, SEOG, WS, PERKINS, and LEAP) are awarded to eligible students on a first-come, first-served basis. Priority for these funds is given to students who have completed their financial aid file by the April 1, 2005 Priority Date. The Financial Aid Office reserves the right to extend this date on a first-come, first-served basis, without notice, when funds are available. These programs are not typically available for students enrolled during the summer semesters.
- A student applying for Pell Grant and/or Loans must complete the Financial Aid File by the following deadlines:
 - Fall 2005—file complete by November 1, 2005
 - Spring 2006—file complete by April 1, 2006
 - Summer 2006—file complete by June 1, 2006

What Do You Mean by “Complete File”?

A financial aid file is considered complete when

- The FAFSA has been submitted and the school has received either an Institutional Student Information Record (ISIR) or a valid Student Aid Report (SAR).
- All additional documentation is submitted, complete, and if required verified.
- The student meets the Satisfactory Academic Policy Requirements (see page 9).

How am I Awarded? How Will I Know What Types and Amounts of Aid to Expect?

After a student's file is complete, financial need is determined and awards are offered. Financial need is the difference between the cost of attending A&M-Commerce and the resources available to the student. Cost of Attendance includes tuition, fees, books, supplies, room and board, transportation, dependent care and miscellaneous expenses (see page 6). Thus, financial need is determined to be the

$$\begin{array}{r} \text{Estimated Cost of Education (Budget)} \\ - \text{Total Family Contribution (EFC)} \\ - \text{Other Resources} \\ \hline \text{Financial Need} \end{array}$$

Once documented financial need is established, the Financial Aid Office will make every effort to offer other awards for the maximum benefit of the student. Financial aid award(s) plus resources cannot exceed the total cost of education as determined by the Financial Aid Office. After the financial aid award is made, the student will be sent an award notification from the Financial Aid Office indicating the types and amounts of financial assistance awarded. Separate award notifications are sent for fall/spring and summer semesters. Students interested in receiving financial aid for attending the summer sessions should contact the Financial Aid Office by April. Financial aid recipients should review their award notification and follow all instructions carefully. All award notifications will be mailed to the student's permanent address if no local address is listed. It is the student's responsibility to maintain permanent, local and e-mail addresses.

The financial aid office reserves the right to modify the office procedures during the academic year to serve in the best interest of the student population.

Once Awarded, How Is My Aid Disbursed?

Financial aid awards are processed according to applicable federal, state, and university regulations based upon the information and certifications provided by the student. Awards are contingent upon continued satisfactory academic progress (including the latest semester grade report), enrollment status for the semester(s) awarded, and housing arrangements.

The Financial Aid Office is responsible for crediting student accounts with financial aid funds. Disbursements are made nightly, with the exception of Stafford Loans, Parent Loans for Undergraduate Students (PLUS), Perkins

Loans, and Work-study (FWS). Awarded financial aid appears on the student account as Estimated Financial Aid. Financial aid will be applied (credited) to a student account beginning seven days prior to the first day of class providing:

- Financial aid has been officially accepted (Award Notification received, signed, and returned to the Financial Aid Office).
- Loan counseling has been completed (if required) and a signed copy of Borrower’s Rights and Responsibilities is on file.
- Promissory note(s) have been completed and returned (if required).
- Student is NOT both a first time freshman and first time borrower. (see page 6).
- Student is enrolled in at least the same number of credit hours reported to the Financial Aid Office.
- Student is making Satisfactory Academic Progress (see page 9).

What Is a Difference Check and How Is It Delivered?

If the amount of financial aid awarded is greater than the amount charged to the student account at the time the aid disburses, a check for the difference will be issued through direct deposit, mail, or in person at the Loan Office. A student can expect delivery of a difference check within five working days after financial aid has been applied to the student account. Difference checks cannot be released until all University debts have been paid. Information and forms for Direct Deposit and Mail Check is available at <http://www.tamu-commerce.edu/fiscal/paymentinfo/Refunds/refundoptions.htm>, or by contacting either the Loan Office (903) 886-5051 or Financial Services Cashier (903) 886-5050. If alternate

arrangements are not made, checks will be held in the Loan Office for pick-up. Please use WEBTRAX to determine if a disbursement has been made to your student account.

I am a First Time Freshman and a First Time Borrower. What Else Do I Need to Know?

Federal regulations require that a First Time Freshman and First Time Borrower’s loan check not be released until after 30 days of the semester have passed. This means that if a student receives loans and is expecting a difference check, it will not be available until after the first 30 days of the semester have passed.

I Have Either a Federal Stafford or a Plus Loan. When Will My Funds Disburse to My Student Account?

Refer to the disclosure statement sent by the lender for the approximate disbursement date of a check to A&M-Commerce. (This is the date the check is released by the lender, not the date the school releases funds to the student account.) The University usually receives checks within ten days of the lender disbursement date. PLUS LOANS are disbursed to the parent. Loan checks not processed within 45 days will be returned to the lender and the loan will be cancelled.

Why Would an Existing Award Change?

Reprocessing (after October 1 for fall, and after February 15 for spring) allows you to request adjustments to an award should the financial situation change. An appointment must be made with a financial aid advisor before any reprocessing requests can be finalized. Over-award: The Financial Aid Office reserves the right to adjust a student aid package to prevent an over-award. An

Estimated Cost of Attendance	
Full-Time Undergraduate Student During	
Fall '05-Spring '06 (9 months)	
On Campus and	
Off Campus Not With Parent(s)	
Tuition and Fees	4150
Books and Supplies	990
Room and Board	6060
Transportation	1260
Misc./Personal Expenses	<u>1580</u>
TOTAL	14040
<p>*The Summer 2006 estimated costs of attendance were not available for the printing of this document. Please contact the Financial Aid Office for these estimates. Additional expense allowances are made for: (1) dependent children, under age six, requiring child care, (2) student loan fees, (3) out-of-state tuition, (4) graduate tuition. Part-time students’ expenses are reduced due to lower cost of tuition. Appropriate allocations are also adjusted to reflect room and board for off-campus with parents, and off-campus with parents for an independent with dependents. For specific questions regarding cost of attendance, contact the Financial Aid Office.</p>	

over-award occurs when the total amount of Financial Aid, Scholarships and other resources exceeds the student's cost of attendance. Students are notified of adjustments to their award with an updated award notification.

What Happens to My Financial Aid if I Withdraw from the University?

A student who received Title IV aid and withdraws or is suspended from the University during a term, in which the student began attendance, will have his or her eligibility for aid recalculated as prescribed by the 1998 amendments to the Higher Education Act of 1965.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point, after which all aid is considered earned. The percentage earned is calculated by dividing the number of days completed by the total number of days in the term. Students who are considering withdrawing should contact the Financial Aid Office for a thorough explanation of how this policy will affect them. Additional information on the Return of Title IV Aid policy, including examples, is available from the Financial Aid Office. This policy is also accessible on the A&M Commerce Financial Aid website, www.tamu-commerce.edu/financial-aid/.

What Happens if I Fail to Withdraw Properly?

Federal financial aid recipients who receive failing grades in all enrolled academic courses during a period of instruction are subject to Federal Return to Title IV regulations, and are considered unofficially withdrawn at the midpoint of the semester/term.

Financial aid recipients receiving all Fs for a given semester must submit acceptable documentation within 10 calendar days following posting of grades. Acceptable documentation is a letter on department letterhead from an instructor or an academic advisor noting the last date of class attendance or involvement in an academically related activity. Proof of attendance submitted after the deadline will not be accepted. Without acceptable proof of attendance or participation in class related activity beyond

the midpoint of the semester, the Federal Title IV financial aid credited for the term is refunded to the aid program(s) from which it came at the rate of 50 percent of university charges. You may owe money back to a federal program.

How Do I Make Sure My Schedule Isn't Cancelled for Non-Payment?

To avoid cancellation of your schedule, at least fifty percent of assessed tuition and fees must be paid by scheduled dates (see semester schedules). The University grants an extension to students who have "accepted" an offer of financial aid (excluding work-study) before the 6th class day. The accepted amount must cover at least fifty percent of the assessed tuition and fees. If the aid accepted is less than the fifty percent due, the student must pay the difference before the 6th class day to avoid cancellation of schedule.

Note: The student is responsible for his or her educational costs regardless of aid eligibility or adjustments to aid eligibility.

Financial aid funds directly apply toward tuition and fees and other charges, including university housing; any funds in excess of those charges are released (delivered) to the student in the form of a difference check (see page 6).

What are my Rights and Responsibilities as a Financial Aid Applicant?

For a list of Rights and Responsibilities as a financial aid applicant, see The Student Guide 2005-2006, a publication of the U.S. Department of Education available from the Financial Aid Office or online www.ed.gov/prog_info/SFA/StudentGuide/.

I've Heard About Tuition and/or Fee Waivers. Am I Eligible?

Some A&M-Commerce students may be eligible to receive tuition and fee waivers under various predetermined criteria. A few are listed below. For a complete listing of A&M-Commerce tuition/fee waivers, visit http://www.tamu-commerce.edu/fiscal/PaymentInfo/Tuition_Fees/waivers.html

<i>Certified Teachers Aides</i>	Tuition and Fee Waivers	A&M-Commerce Scholarship Office
<i>Out-of-state tuition waivers</i>	In-State tuition	A&M-Commerce Scholarship Office or Admissions Office
<i>Military/Veterans</i>	Hazelwood Program, tuition and fees	Veteran's Affairs Office
<i>Disabilities</i>	Tuition and fee waivers	Certifying Agency (TRC or TCB etc.) or A&M-Commerce MACH III Office
<i>Students 65 or older</i>	Tuition and Fee waivers	A&M-Commerce Admissions and Fiscal Offices
<i>Thesis/Dissertation waiver</i>	Fee waivers	A&M-Commerce Graduate School
<i>TANF waivers</i>	Tuition and fee waivers	Certifying Agency (TDHS)

I Have Non-Financial Aid Questions. Who Can Answer Them?

Information concerning current degree programs and other educational and training programs, faculty and other instructional personnel, admissions procedures, titles of persons and/or offices that can answer specific questions about A&M-Commerce; special services and opportunities (including disability services), facilities, and accrediting agencies are available through the admissions office. For information on campus crime statistics contact the A&M-Commerce Office of Public Safety and Security.

What Financial Aid Information Is Available On-Line?

A&M-Commerce Individual Student Information
<http://webtrax.tamu-commerce.edu>

Financial Aid Office Website
<http://www.tamu-commerce.edu/financial-aid/>

General Financial Aid Information
www.finaid.org

Texas Higher Education Board
www.thecb.state.tx.us

U.S. Department of Education
www.ed.gov

Direct Loan Entrance Counseling
www.dlsonline.com/entrancecounseling/main-entc.asp

Direct Loan Account Information
www.dlsvicer.ed.gov

National Student Loan Data System
www.nsls.ed.gov

What Advice Do You Have for Completing the FAFSA?

Never pay for this application or process—Some groups or companies charge for completing the FAFSA for you. Any university or college financial aid office can assist you with questions on completing the application. The Department of Education also provides telephone and online assistance. 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665 or <http://www.fafsa.ed.gov/contact.htm>

File electronically at www.fafsa.ed.gov

In order to expedite the process of applying for financial aid, students are strongly encouraged to use the on-line resources available to apply for aid. In addition to saving time, online edits help flag potential errors prior to the application being submitted to the Central Processor.

Report all information as of today

When completing the FAFSA, use current information and/or information requested. Many students complete the FAFSA with information based on future expectations; however, this may actually cause a delay later on. If the current financial situation is different than the taxes indicate, please contact a financial aid advisor to discuss the situation.

Take your time and read the information provided about individual questions.

For example: the question pertaining to household size is often misinterpreted. Most commonly, applicants forget to include themselves in the household or do not count themselves as a college student.

Am I dependent or independent?

Dependency status does not depend upon self-sufficiency or other circumstances. The only criteria used by the Department of Education to determine dependency status are the questions outlined in the application which request information regarding student status.

Meet deadlines

Pay attention to federal deadlines as well as university deadlines and priority dates to ensure you are receiving the most aid you are eligible to receive. Our priority deadline is April 1, 2005 (File Complete).

List all schools in which you are interested

Listing all schools you may attend on the application will assure they have access to your information. If you choose to attend a school not on your list, your Financial Aid at that institution may be delayed.

If you are willing to accept a loan indicate so on the FAFSA.

Indicating interest in loan simply means you are interested, and does not obligate you to accept an offered loan. It is always the student's right to accept or decline an offered award.

What Other Advice Do You Have for Financial Aid Applicants?

Budget and Plan—the best way to assure you will have enough money to make it through the year is to develop a realistic budget and stick to it. Many times the financial aid office can help students prepare a budget for a year using their cost of attendance. The Department of Education has an online budget tool for students: <http://www.ed.gov/offices/OSFAP/DirectLoan/BudgetCalc/budget.html#top>.

Get Familiar with WEBTRAX

Personal financial aid information including financial aid type and amount awarded, missing information or documentation (tracking information), cost of attendance is available to you on-line at <https://secure.tamu-commerce.edu/ia-bin/webtrax/webtrax.asp>.

Confidential Information

Students and parents or spouses both provide information needed to accurately assess a student's need for financial aid; however, once a student is enrolled and has submitted their financial aid information, students are covered under the Federal Privacy Act of 1974 and information regarding the student is not released to parents. Parents or spouses wishing to receive information may ask the student to provide the financial aid office a written statement giving them access to student information. The student is under no obligation to provide such access.

Texas A&M University-Commerce
Satisfactory Academic Progress Procedure (SAP)
Undergraduate Students

I. Purpose

This procedure outlines the Satisfactory Academic Progress (SAP) standards for students who receive federal student aid. Regulations for federal financial assistance require post-secondary institutions to develop reasonable academic standards that measure a student's progress toward a degree for the receipt of aid. At Texas A&M University-Commerce, the Department of Financial Aid is responsible for reviewing and maintaining SAP standards for recipients of financial aid. Scholarship programs and state aid may have additional requirements. Please contact the program administrator for additional information.

II. Authority/Regulation

Part 668-Student Assistance General Provisions and Federal Regulations, 34 CFR 690.75.

This procedure is in effect for Fall 2004 and subsequent semesters and is subject to revision.

III. Procedure:

Undergraduate Students must maintain the scholastic standards as outlined in the A&M-Commerce Undergraduate Catalog.

A. Financial Aid Regulations

The academic year begins with the fall semester and ends with the conclusion of the second summer semester. SAP performance is evaluated at least once a year. SAP will be evaluated only when the Free Application for Federal Student Aid (FAFSA) information for the correct academic year is received from the Central Processor.

1. Qualitative Standard:

a) Grade Point Average

Grade point average (GPA) will be checked each semester. An undergraduate student, who has a cumulative GPA of 2.0 or above, will be considered making satisfactory academic progress. [An undergraduate student who has attempted less than sixty semester hours with a cumulative GPA of 1.67 or above will be considered eligible for financial aid.] Any student on academic suspension will not be eligible for financial aid.

b) Withdrawals

An undergraduate student who withdraws from the university while receiving financial aid will not be eligible for financial aid until a like number of hours has been completed at the student's own expense.

2. Quantitative Standard

a) Deficit/Attempted Hours

Number of hours successfully completed will be checked at least once each academic year. Enrollment status (hours attempted) will be determined by the student's enrollment on the census date (12th class day for fall and spring, 4th class day for summer). Enrollment status of twelve or more hours attempted per semester will be considered full-time, nine to eleven hours will be considered three-quarters time, and six to eight hours will be considered half-time. Students enrolled full-time must complete 24 semester credit hours per academic year. (An academic year equals consecutive fall, spring and summer sessions.) Student's enrolled less than full-time must complete a proportional number of hours annually (i.e. $\frac{3}{4}$ time = 18 hours, $\frac{1}{2}$ time = 12 hours). Courses in which a grade earned of A, B, C, D, and S will be used to compile hours completed.

b) Excessive Hours

The maximum number of hours a student may attempt will be limited to 150% of their A&M-Commerce catalog degree program (ex. 120 credit hours required for degree x 150% = 180 total hours allowed). A student who exceeds 150 credit hours attempted will not be deemed making satisfactory academic progress until he/she has documented that he/she will graduate within the 150% limit. Enrollment status (hours attempted) will be determined by the student's enrollment on the census date. All course work transferred to TAMU-Commerce will count toward the allowable number of maximum credit hours.

c) Remedial Coursework

A student may receive federal aid for up to one academic year's worth of remedial coursework. For the purpose of this limit, that is 30 semester hours.

IV. Process

An undergraduate Student who is denied aid under the SAP procedure will be eligible for aid when he/she can illustrate that he/she meets the requirements of the above procedure (see III); therefore, the student will be responsible for any balance due to the university during periods of ineligibility. Awarded financial aid may be cancelled upon identification of non-compliance with any aspect of the SAP procedure.

V. Appeal

Student aid regulations allow a student to appeal an adverse satisfactory academic progress finding based on (a) the death of a relative, (b) an injury or illness of the student, or (c) other extenuating circumstances.

1. Not an Appeal Item

A student provisionally admitted will not be eligible for financial aid.

2. How to Appeal

A student who wishes to appeal shall do so in writing to the Financial Aid Office no later than November 1st for fall, April 1st for spring, and June 1st for summer or within 21 calendar days of notice of the adverse finding whichever occurs first. The appeal should address what occurred to cause non-compliance with SAP and include a detailed plan of action to prevent subsequent occurrences. If the appeal is received after the deadline date, the decision for the appeal will apply to the following term. A student whose appeal is denied by the Financial Aid Office may appeal to the Financial Aid Committee. The student will provide written notice within **14** calendar days of their intent to appeal to the Financial Aid Committee. The Financial Aid Committee will review the written appeal. The student may, but is not required, to appear in person before the Financial Aid Committee. The Financial Aid Committee decision is final.

3. Notification of Decision

The student will be notified of the appeal decision by mail or e-mail; therefore, it is imperative that the student maintains accurate address information with the university.

4. Reinstatement of Financial Aid

If appeal is approved, financial aid will be reinstated in a timely manner. Financial aid can be processed only if a student's financial aid file is complete; therefore, students are encouraged to complete their financial aid file in a timely manner.

Texas A&M University-Commerce
Satisfactory Academic Progress Procedure (SAP)
Graduate Students

I. Purpose

This procedure outlines the Satisfactory Academic Progress (SAP) standards for students who receive federal student aid. Regulations for federal financial assistance require post-secondary institutions to develop reasonable academic standards that measure a student's progress toward a degree for the receipt of aid. At Texas A&M University-Commerce, the Department of Financial Aid is responsible for reviewing and maintaining SAP standards for recipients of financial aid. Scholarship programs and state aid may have additional requirements. Please contact the program administrator for additional information.

II. Authority/Regulation

Part 668-Student Assistance General Provisions and Federal Regulations, 34 CFR 690.75.

This procedure is in effect for Fall 2004 and subsequent semesters and is subject to revision.

III. Procedure

Graduate Students must maintain the scholastic standards as outlined in the A&M-Commerce Graduate Catalog.

A. Financial Aid Regulations

The academic year begins with the fall semester and ends with the conclusion of the second summer semester. SAP performance is evaluated at least once a year. SAP will be evaluated only when the Free Application for Federal Student Aid (FAFSA) information for the correct academic year is received from the Central Processor.

1. Qualitative Standard

a) Grade Point Average

Grade point average (GPA) will be checked each semester. A graduate student, who has a cumulative GPA of 3.0 or above, will be considered making satisfactory academic progress. Any student on academic suspension will not be eligible for financial aid.

b) Withdrawals

A graduate student who withdraws from the university while receiving financial aid will not be eligible for financial aid until a like number of hours has been completed at the student's own expense.

2. Quantitative Standard

a) Deficit/Attempted Hours

Number of hours successfully completed will be checked at least once each academic year. Enrollment status (hours attempted) will be determined by the student's enrollment on the census date (12th class day for fall and spring, 4th class day for summer). Enrollment status of nine or more hours attempted per semester will be considered full-time, and six to eight hours will be considered half time. Students enrolled full-time must complete 18 semester credit hours per academic year. (An academic year equals consecutive fall, spring and summer sessions.) Students enrolled less than full-time must complete a proportional number of hours annually (i.e. ½ time = 12 hours). Courses in which a grade earned of A, B, C, D, and S will be used to compile hours completed. Six hours of "X" in course number 518 and twelve hours in "X" in 718 will be counted as courses completed. Certification students and students seeking a second bachelor's degree must submit and follow a definite plan.

b) Excessive Hours

The maximum number of hours a student may attempt will be limited to 150% of their A&M-Commerce catalog degree program (ex. 45 credit hours required for degree x 150% = 67 total hours allowed). A master's student who exceeds 45 credit hours attempted or a doctoral student who exceeds 90 credit hours attempted (or 45 credit hours above the master's degree) will not be deemed making satisfactory academic progress until he/she has documented that he/she will graduate within the 150% limit. Enrollment status (hours attempted) will be determined by the student's enrollment on the census date. All course work transferred to TAMU-Commerce will count toward the allowable number of maximum credit hours.

IV. Procedure

A graduate student who is denied aid under the SAP procedure will be eligible for aid when he/she can illustrate that he/she meets the requirements of (III) above; therefore, the student will be responsible for any balance due to the university during periods of ineligibility. Awarded financial aid may be cancelled upon identification of non-compliance with any aspect of the SAP procedure.

V. Appeal

Student aid regulations allow a student to appeal an adverse satisfactory academic progress finding based on (a) the death of a relative, (b) an injury or illness of the student, or (c) other extenuating circumstances.

1. Not an Appeal Item

A student admitted on probation or provisional status will not be eligible for financial aid.

2. How to Appeal

A student who wishes to appeal shall do so in writing to the Financial Aid Office no later than November 1st for fall, April 1st for spring, and June 1st for summer or within 21 calendar days of notice of the adverse finding whichever occurs first. The appeal should address what occurred to cause non-compliance with SAP and include a detailed plan of action to prevent subsequent occurrences. A student whose appeal is denied by the Financial Aid Office may appeal to the Financial Aid Committee. The student will provide written notice within **14** calendar days to appeal to the Financial Aid Committee. The Financial Aid Committee will review the written appeal. The student may, but is not required, to appear in person before the Financial Aid Committee. The Financial Aid Committee decision is final.

3. Notification of Decision

The student will be notified of the appeal decision by mail or e-mail; therefore, it is imperative that the student maintains accurate address information with the university.

4. Reinstatement of Financial Aid

If appeal is approved, financial aid will be reinstated in a timely manner. Financial aid can be processed only if a student's financial aid file is complete; therefore, students are encouraged to complete their financial aid file in a timely manner.

2005-2006 Financial Aid Office Application

Texas A&M University-Commerce • Financial Aid Office • P.O. Box 3011 • Commerce, TX 75429-3011 • (903) 886-5096
Visit us on the web • <http://sus.tamu-commerce.edu/sus/FinancialAid/> or e-mail fa_web@tamu-commerce.edu

Please Print Clearly In Black Ink!

Name: _____
Last Name First Name MI

CWID #: _____ **SS#:** _____

ADDRESS: Financial aid students **must** maintain deliverable permanent and local address as well as e-mail address. *Maintain addresses regularly* to assure timely delivery. You may maintain your information by using **WEBTRAX:** <http://webtrax.tamu-commerce.edu/>

FAMILY INFORMATION

Will your spouse be enrolled in a post-secondary educational institution at least half time in 2005-2006?

N/A Yes No If YES, Spouse's Name _____
Spouse's SSN _____ Institution _____

Will you pay dependent care while attending classes? **If yes**, specify number of dependents in each age group for which dependent care will be paid:

N/A Yes No 0-5 _____ 6-12 _____ 13& over _____

RESIDENCE STATUS

Will you pay in-state tuition and fees? Yes No

ENROLLMENT STATUS (Anticipated Enrollment for 2005-2006 Academic Year)

Fall 2005 hrs ___12+ ___9-11 ___6-8 ___0-5 ___N/A **Sum I 2006 hrs** ___6+ ___3-5 ___0-2 ___N/A

Spring 2006 hrs ___12+ ___9-11 ___6-8 ___0-5 ___N/A **Sum II 2006 hrs** ___6+ ___3-5 ___0-2 ___N/A

I will be concurrently enrolled at another institution. Will you apply for or receive aid at the other institution? Yes No
Institution Name _____

LOANS and WORK STUDY

Check the types of loans you would accept. NO LOANS Subsidized Only BOTH (Sub/Unsub)

If interested in receiving **loans**, what dollar amount would you accept during Fall 2005-Spring 2006? \$ _____ per semester.

Failure to indicate a specific dollar amount may result in a processing delay. Refer to the Department of Education Student Guide for annual and lifetime loan limits. If unsure of amount, please make an appointment to meet with a financial aid office representative.

Are you an education major? Yes No

I am interested in Work-Study. Please consider me for Work-Study before a loan or after a loan.

RESOURCE INFORMATION

Report below **ALL** scholarships or other financial assistance you expect to receive during the 2005-2006 school year. Include assistance from A&M-Commerce, TRC, Veterans Benefits, Teacher's Aide Exemption, Blind/Deaf Exemptions, Early High School Graduate, etc.

No Scholarships or Assistance Expected

List all scholarships expected to receive:

	Fall	Spring	Summer I	Summer II
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____

Athletic Scholarships? _____
Sport Amount of Scholarship (Per Semester)

Do you expect to be an A&M-Commerce Housing Resident Assistant during the 2005-2006 school year? Yes No

SIGNATURE

I certify that all the information on this application is true and correct. I understand the financial aid office will adjust my award to prevent an overaward if other unreported funds become available to credit my student account.

Signature _____ Date: _____

Dependent Student

**Verification Form 2005-2006
Texas A&M University-Commerce**

Office Use Only 1/1/05
Date Entered _____
By _____

Please Print Clearly Using Dark Black Ink

A. Student Information

Last Name First Name MI CWID or Social Security Number

B. Household Information

List the people in your parents' household; include:

- yourself and your parent(s) you live with (including stepparent), and
- your parents' other children, even if they don't live with your parent(s), if (a) your parents provide **more than half of their support** from July 1, 2005 through June 30, 2006, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2005 through June 30, 2006.

Write the names of all household members. Also write the name of the college for any household member, excluding your parent(s), who will be attending college, at least half-time (6 credits or more) between July 1, 2005 and June 30, 2006, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

	Full Name	Age	Relationship	College/University
1			Self	A&M-Commerce
2				
3				
4				
5				
6				
7				

C. Student Tax Forms and Income From Work Information (all applicants)

- Check one box only. **Tax returns include the 2004 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. Do not include schedules or forms not listed.** If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
 - Check and attach signed tax return. (See above. Do not include schedules or forms not listed.)
 - Check and complete: signed tax return will be submitted to the school by _____ (date).
 - Check if you will not file and are not required to file a 2004 U.S. Income Tax Return.
- If you will not file and are not required to file a 2004 Federal Income Tax Return, list below your employer(s) and any income received in 2004.

Sources (Use the W-2 form or other earnings statements.)	Amount

D. Parent Tax Forms and Income From Work Information

- Check one box only. **Tax returns include the 2004 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. Do not include schedules or forms not listed.** If your parent(s) did not keep a copy of the tax return, request a copy from the tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
 - Check and attach signed tax return(s). (If filed separately, attach both returns. Do not include schedules or forms not listed.)
 - Check and complete: signed tax return(s) will be submitted to the school by _____ (date).
 - Check if your parent(s) will not file and are not required to file a 2004 U.S. Income Tax Return.
- If your parent(s) did not file and are not required to file a 2004 Federal income tax return, list below your parent(s)' employer(s) and any income they received in 2004.

Sources (Use the W-2 form or other earnings statements.)	Amount

E. Student and Parent Worksheet A

Please do not leave any blanks. Enter an amount for all of the following that apply to you or your parents. If a category does not apply to you or your parents, enter a "0".	STUDENT			PARENT(S)		
	Amount per month	# of mths recv'd	Total amount received	Amount per month	# of mths recv'd	Total amount received
Earned income credit from IRS Form 1040—line 65a; 1040A—line 41a; 1040EZ—line 8a; or TeleFile—line L.	XXXXXX	XXXX		XXXXXX	XXXXX	
Additional child tax credit from IRS Form 1040—line 67 or 1040A—line 42	XXXXXX	XXXX		XXXXXX	XXXXX	
Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.						
Social Security benefits received for all household members as reported in question 84 (or 65 for your parents), that were not taxed (such as SSI). Report benefits paid to parents in the Parents column, and benefits paid directly to student (or spouse) in the Student/Spouse column.						

F. Student and Parent Worksheet B

Please do not leave any blanks. Enter an amount for all of the following that apply to you or your parents. If a category does not apply to you or your parents, enter a "0".	STUDENT			PARENT(S)		
	Amount per month	# of mths recv'd	Total amount received	Amount per month	# of mths recv'd	Total amount received
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H and S.	XXXXXX	XXXX		XXXXXX	XXXXX	
IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040—total of lines 25 + 32 or 1040A—line 17	XXXXXX	XXXX		XXXXXX	XXXXX	
Child support you received for all children. Don't include foster care or adoption payments.						
Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b						
Foreign income exclusion from IRS Form 2555—line 43 or 2555EZ—line 18	XXXXXX	XXXX		XXXXXX	XXXXX	
Untaxed portions of IRA distributions from IRS Form 1040—(line 15a minus 15b) or 1040A—(line 11a minus 11b). Exclude rollovers. If negative, enter a zero here.	XXXXXX	XXXX		XXXXXX	XXXXX	
Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	XXXXXX	XXXX		XXXXXX	XXXXX	
Credit for federal tax on special fuels from IRS Form 4136—Line 10 (nonfarmers only).	XXXXXX	XXXX		XXXXXX	XXXXX	
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)				XXXXXX	XXXXX	
Veterans' noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances	XXXXXX	XXXX		XXXXXX	XXXXX	
Any other untaxed income and benefits not reported elsewhere on Worksheets A and B, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, Workforce Investment Act educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	XXXXXX	XXXX		XXXXXX	XXXXX	
Money received , or paid on your behalf (e.g., bills), not reported elsewhere on this form	XXXXXX	XXXX		XXXXXX	XXXXX	

G. Student and Parent Worksheet C

Please do not leave any blanks. Enter an amount for all of the following that apply to you or your parents. If a category does not apply to you or your parents, enter a "0".	STUDENT			PARENT(S)		
	Amount per Month	# of mths recv'd	Total amount received	Amount per month	# of mths recv'd	Total amount received
Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040—line 49 or 1040A—line 31	XXXXXX	XXXX		XXXXXX	XXXXX	
Child support you paid because of a divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your parents') household, as reported in question 84 (or question 65 for your parents).						
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships	XXXXXX	XXXX		XXXXXX	XXXXX	
Student grant, scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	XXXXXX	XXXX		XXXXXX	XXXXX	

H. Sign this Form

By signing this form, we certify that all of the information reported on this worksheet is complete and correct. (At least one parent must sign.)

Student _____ Date _____

Parent _____ Date _____

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

DON'T FORGET TO SIGN YOUR TAX FORMS

With few exceptions, you have the right to request, receive, review and correct information about yourself collected by this form.

Independent Student

Please Print Clearly Using Dark Blue or Black Ink

**Verification Form 2005-2006
Texas A&M University-Commerce**

Office Use Only 1/1/05

Date Entered _____

By _____

A. Student Information

Last Name First Name MI CWID or Social Security Number

B. Household Information

List the people in your household; include:

- yourself, and your spouse if you have one, and
- your children, if you provide more than half of their support from July 1, 2005 through June 30, 2006, and
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2005 through June 30, 2006.

Write the names of all household members. Also write the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time (6 credits or more) between July 1, 2005 and June 30, 2006, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College/University
1		Self	A&M-Commerce
2			
3			
4			
5			
6			
7			

C. Student Tax Forms and Income From Work Information (all applicants)

- Check one box only. **Tax returns include the 2004 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. Do not include schedules or forms not listed.** If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
 - Check and attach signed tax return. (See above. Do not include schedules or forms not listed.)
 - Check and complete: signed tax return will be submitted to the school by _____ (date).
 - Check if you will not file and are not required to file a 2004 U.S. Income Tax Return.
- If you will not file and are not required to file a 2004 Federal Income Tax Return, list below your employer(s) and any income received in 2004.

Sources (Use the W-2 form or other earnings statements.)	Amount

D. Spouse Tax Forms and Income From Work Information (if student is married)

- Check one box only. **Tax returns include the 2004 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. Do not include schedules or forms not listed.** If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
 - Check if you and your spouse did or will file a joint return.
 - Check and attach signed tax return if your spouse filed a separate return. (Do not include schedules or forms not listed.)
 - Check and complete: signed tax return will be submitted to the school by _____ (date).
 - Check if your spouse will not file and is not required to file a 2004 U.S. Income Tax Return.
- If your spouse did not file and is not required to file a 2004 Federal income tax return, list below your spouse's employer(s) and any income received in 2004.

Sources (Use the W-2 form or other earnings statements.)	Amount

E. Student and Spouse Worksheet A

Please do not leave any blanks. Enter an amount for all of the following that apply to you or your spouse. If a category does not apply to you or your spouse, enter a "0".	STUDENT (and SPOUSE)		
	Amount per month	Number of months received	Total amount received
Earned income credit from IRS Form 1040—line 65a; 1040A—line 41a; 1040EZ—line 8a; or Telefile—line L.	XXXXXX	XXXXX	
Additional child tax credit from IRS Form 1040—line 67 or 1040A—line 42	XXXXXX	XXXXX	
Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.			
Social Security benefits for all household members received that were not taxed (such as SSI)			

F. Student and Spouse Worksheet B

Please do not leave any blanks. Enter an amount for all of the following that apply to you or your spouse. If a category does not apply to you or your spouse, enter a "0".	STUDENT (and SPOUSE)		
	Amount per month	Number of months received	Total amount received
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S	XXXXXX	XXXXX	
IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040—total of lines 25 + 32 or 1040A—line 17	XXXXXX	XXXXX	
Child support received for all children. Don't include foster care or adoption payments.			
Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b			
Foreign income exclusion from IRS Form 2555—line 43 or 2555EZ—line 18	XXXXXX	XXXXXX	
Untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	XXXXXX	XXXXXX	
Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	XXXXXX	XXXXXX	
Credit for federal tax on special fuels from IRS Form 4136—line 10—nonfarmers only.			
Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)			
Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances	XXXXXX	XXXXXX	
Any other untaxed income or benefits not reported elsewhere on Worksheets A and B, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, Workforce Investment Act educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	XXXXXX	XXXXXX	
Money received , or paid on your behalf (e.g., bills), not reported elsewhere on this form	XXXXXX	XXXXXX	

G. Student and Spouse Worksheet C

Please do not leave any blanks. Enter an amount for all of the following that apply to you or your spouse. If a category does not apply to you or your spouse, enter a "0".	STUDENT (and SPOUSE)		
	Amount per Month	Number of months received	Total amount received
Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31			
Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household.	XXXXXX	XXXXXX	
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships			
Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	XXXXXX	XXXXXX	

H. Sign this Form

By signing this form, we certify that all of the information reported on this worksheet is complete and correct. If married, spouse's signature is optional.

Student _____ Date _____
 Spouse _____ Date _____

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

DON'T FORGET TO SIGN YOUR TAX FORMS.

HOUSING STATUS NOTIFICATION

Please print clearly. Use dark blue or black ink.

Last Name	First	MI	CWID or Social Security Number
-----------	-------	----	--------------------------------

Please indicate below your housing plans for the academic year (Fall/Spring). If your housing plans change at any time, please notify our office as soon as possible.

- 1. On Campus
- 2. Off Campus
- 3. With Parent

This information is used for financial aid purposes only, and does not change your housing arrangements with the university.

Signature

Date

With few exceptions, you have the right to request, receive, review and correct information about yourself collected by this form.

Updated 3/8/2004

ENROLLMENT CHANGE NOTIFICATION

Please Print Clearly in Dark Blue or Black Ink

STUDENT INFORMATION

Last Name

First

MI

CWID or Social Security Number

E-mail Address

ENROLLMENT STATUS CHANGE

My enrollment for the _____ semester was _____ hours but now will be _____ hours.

My enrollment for the _____ semester was _____ hours but now will be _____ hours.

REASON FOR ENROLLMENT STATUS CHANGE

- | | |
|---|--|
| <input type="checkbox"/> Financial | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Difficulty of Course | <input type="checkbox"/> Employment Change |
| <input type="checkbox"/> Not Relevant to Degree | <input type="checkbox"/> Other |

Comments: _____

I understand that:

- A change in enrollment may affect my current financial aid award.
- I will be notified via revised Financial Aid Notification (Award Letter) of any changes in my award.
- This notification does not change my enrollment status with the Office of Records and Reports. To drop and/or add a course on my current schedule, I must contact the office of Records and Reports.

Please review university policies and procedures found in the Texas A&M-Commerce Student Guidebook, and undergraduate or graduate catalogs regarding dropping or adding courses, refund, satisfactory academic progress and good standing.

Student Signature

Date

With few exceptions, you have the right to request, receive, review and correct information about yourself collected by this form.

Texas A&M University-Commerce
Financial Aid Office, P.O. Box 3011, Commerce, TX 75429-3011 (903) 886-5096

SATISFACTORY ACADEMIC PROGRESS APPEAL

Please Print Clearly. Use Dark Blue or Black Ink.

Last Name First MI CWID or Social Security Number

Reason for Loss of Financial Aid Eligibility:

- Hour Completion GPA 150 Hour Limit
 Academic Suspension Withdrew on Aid Did Not Meet Terms of Previous Appeal

Reason For Failing to Meet Satisfactory Academic Progress Requirements:

I am appealing my eligibility based on the following: (check all that apply)

- Death of a Relative
Provide details such as relationship to you and classes missed due to circumstances. Include a copy of the Death Certificate.
- Injury or Illness
Provide details such as classes missed, duration of illness, treatments provided, etc.
- Attempted 150 Undergraduate Hours or 45 Graduate Hours, but not Exceeded 150% Limit
Complete and attach the Satisfactory Academic Progress 150 Hours Worksheet.
- Extenuating Circumstances
Document circumstances beyond your control that affected your academic progress.

Required Explanation:

Attach a detailed explanation (typed or neatly handwritten) on 8 ½ x 11 white plain paper which clearly states the circumstances leading to your loss of eligibility, and your plan(s) to maintain satisfactory academic progress should the committee grant your appeal.

- I understand I must verify that I am academically eligible to return to A&M-Commerce if I am under academic suspension.

Enrollment Plans:

My academic progress during the _____ semester caused me to lose eligibility.

I am currently enrolled in the _____ semester. (now)

I plan to enroll in the _____ semester. (future)

I would like to have my financial aid eligibility reinstated for the _____ semester.

- I understand that my appeal may not be reviewed until the current semester's grades and hours completed are posted.
 I understand that appeals for the fall semester may not be reviewed until the conclusion of Summer I.

I have read the satisfactory academic progress procedure and attached a detailed written explanation as required. I understand I will be expected to: 1) earn a C or better in every class; 2) not withdraw from any classes during the appeal period, and 3) meet any conditions set forth by the appeal committee.

Aid that has been cancelled must be reprocessed. Loans may take a minimum of two weeks to be reinstated.

- Notify me by mail after a decision is reached.
 Notify me by e-mail after a decision is reached. _____ (e-mail address)

Signature: _____ Date: _____

Office Use Only

Date: _____ Reviewed by: _____ Decision: _____
Comments:

Date: _____ Reviewed by: _____ Decision: _____
Comments:

Date: _____ Reviewed by: _____ Decision: _____
Comments:

Financial Aid Committee Use Only

Date: _____ Decision: _____
Comments: