Introduction

- This “Notification Guide” explains the requirements of aid programs and your financial aid responsibilities. We encourage all students & parents to read this valuable information each year as policies and regulations may change.

SU Email is Primary Communication Mode for Financial Aid

- Incoming Students (who have successfully completed the 20-21 FAFSA):
  - Personal email address (and any other applicable email on file) provided on the admissions application will be utilized for admitted students.
- Current / Returning Students:
  - Aid notices for returning students are sent only by email to your SU email account in June.
- ALL STUDENTS must read and comply with their GuilNet “To Do List” items, and notify their parents of all requests for parent data.

How Financial Need is Determined

Financial aid programs were created with the idea that the primary responsibility for paying for college rests with the student and his or her family.

The Expected Family Contribution (EFC) is a measure of your family’s financial strength based on FAFSA data and is calculated according to a formula established by federal law. Your family’s taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year.

Schools use the EFC to determine your federal student aid eligibility and financial aid award.

Note: Your EFC is not the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive. See your Student Aid Report for your EFC number. If you have questions about the EFC formula, call the Federal Student Aid Hotline at 1-800-433-3243.

In order to determine financial need, the University utilizes the EFC and the University’s Cost of Attendance or COA. The COA is the tuition, fees, room, board (meal plan) and other indirect expenses such as books, supplies, and transportation that represent the costs associated with attendance.

The following formula illustrates how financial need is determined utilizing EFC and COA:

\[
\text{COA} - \text{EFC} = \text{Eligibility for Need-Based Financial Aid}
\]

Need-based financial aid is available to families that demonstrate need for additional resources. The financial aid process strives to provide students with enough aid to meet their calculated financial need, but this is often not possible because of limited federal, state, and institutional funds. When need-based aid is awarded, all other scholarships, grants and educational benefits that you will receive are also considered.

Cost of Attendance-Budget (fall/spring)

There are two types of costs considered in the financial aid process: direct costs and indirect expenses. Together these costs represent the Cost of Attendance (COA) or “sticker price”. The COA is a standardized budget including tuition, fees, room, board (meal plan), and allowances for indirect expenses such as books, transportation and personal expenses.

SU recommends students and families focus on the “net price” of college which represents the COA less any scholarships or grants that do not require repayment (i.e. gift aid).

Compliance Note: Your total aid cannot exceed your COA budget per federal requirements.

- Direct costs are charged directly to your student account and payable to the university. They always include tuition, fees and room & board if you are living on campus w/ a meal plan.
- Indirect expenses noted below vary per student and are not included in your university bill.

The figures below are ESTIMATED Undergraduate 2020-2021 costs per year for a full-time (12+ credits per semester), on-campus, undergraduate students.

<table>
<thead>
<tr>
<th>Financial Aid Component</th>
<th>Maryland Residents</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$10,268</td>
<td>$20,970</td>
</tr>
<tr>
<td>Room*</td>
<td>$7,376</td>
<td>$7,376</td>
</tr>
<tr>
<td>Board**</td>
<td>$5,100</td>
<td>$5,100</td>
</tr>
<tr>
<td>Direct Costs</td>
<td>$22,744</td>
<td>$33,446</td>
</tr>
<tr>
<td>Personal/Trans.</td>
<td>$2,700</td>
<td>$2,700</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,300</td>
<td>$1,300</td>
</tr>
<tr>
<td>Loan Fee Allowance</td>
<td>$288</td>
<td>$288</td>
</tr>
<tr>
<td>Indirect Expenses</td>
<td>$4,288</td>
<td>$4,288</td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td><strong>$27,032</strong></td>
<td><strong>$37,734</strong></td>
</tr>
</tbody>
</table>

* Based on Double Occupancy **Based on the “Unlimited” Meal Plan

Federal, State & Institutional Aid Programs

Terms and Conditions of Aid Programs:

- You must apply for these aid programs annually via the Free Application for Federal Student Aid (FAFSA) on or after October 1st.
- Create an FSA ID, see page 5 for more details.
- Need based awards do not automatically renew because they are based on an annual evaluation of your financial need.
- Federal and state legislation may change funding and eligibility requirements for applicable programs.

**FEDERAL GRANT PROGRAMS (NO REPAYMENT REQUIRED)**

The Federal Pell Grant is a "gift aid" program for first-time bachelor’s degree seeking students who demonstrate exceptional financial need. Pell Grant award amounts for 2020-2021 range from $639 to $6,345 per academic year depending on the student’s EFC calculated from filing the FAFSA. The maximum 2020-2021 Pell grant eligible EFC is $5,711.

The Federal Supplemental Educational Opportunity Grants or SEOG is a grant awarded to undergraduate students who demonstrate...
exceptional need and eligibility for the Pell Grant. The maximum award is $1,000 for the academic year. Funding is limited.

**SALISBURY UNIVERSITY INSTITUTIONAL GRANTS**

The SU Fund is an institutional need-based grant for full-time undergraduate, full-time graduate, master’s degree seeking students who demonstrate financial need. The minimum award amount is $300. The amount of funding available to award varies each year and is based on the allocation of funds from the institution and the number of eligible applicants. Funding is limited and is awarded on a first come, first serve basis. Please complete the FAFSA by March 1st for consideration.

**EMPLOYMENT PROGRAMS (WORK REQUIRED)**

The Federal Work Study or FWS is a federally funded program that allows students to work 10 hours per week. Work study students are required to have their bi-weekly earnings delivered to them by means of direct deposit into their preferred bank account and is designed to help the student pay for other educational expenses.

To be considered eligible for the Federal Work Study Program, students must complete the FAFSA. Only students with financial need will be considered for the work study program. Most students are placed in the program as incoming freshmen and remain in their assigned departments until graduation. Employment opportunities and funds are limited.

**STUDENT & PARENT LOAN PROGRAMS (REPAYMENT REQUIRED)**

**Federal Direct Stafford Student Loans**

- The loans are called “direct” loans because they are made directly from the U.S. Department of Education, without going through a bank or other lender. The FAFSA serves as the initial application for the Federal Loans. There are two types of Federal Direct Stafford Loans:
  - **Subsidized Federal Direct Stafford Loans** are need based loans available to undergraduate students. The federal government pays the interest on this loan while you are in school as long as you are meeting the minimum half-time enrollment requirement.
  - **Unsubsidized Federal Direct Stafford Loans** are not need based loans, and begin accruing annual interest at the time of disbursement while a student is in school. A student may pay interest while enrolled, which will result in lower loan payments over the life of the loan.

**Direct Stafford Loan Interest Rates:**
- The 2019-2020 academic year rate is 4.529%. The 2020-2021 rate will be announced in June.

**Loan Origination Fee** - The U.S. Department of Education charges a loan origination fee on ALL Direct Loans. The loan fee is 1.059% for loans disbursed prior to Oct. 1, 2020. The Direct loan amounts applied to your bill will be lower than those listed on your account.

For example, a Direct Subsidized/Unsubsidized loan of $5,500 ($2,750/semester) will result in a credit to the student bill of $5,442 ($2,721/semester) after the origination fee is deducted.

**Loan Repayment** - It is important to remember that payments on both loan types are deferred until the end of your six-month grace period. This grace period begins when you graduate, drop below half-time enrollment or withdrawal from the University.

For more information on Federal Direct Stafford loans, please visit: https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized

**Direct Parent Loans for Undergraduate Students (PLUS)** - The PLUS loan offers low-interest loans to parents to help pay for a student’s college education. The student must complete a FAFSA for the parent to be able to apply for the federal PLUS Loan. The PLUS loan application will become available in mid-April 2020 via https://studentaid.gov/app/launchPLUS.action?plusType=parentPlus.

Unlike federal student loans, Parent PLUS Loans are not awarded to students and repayment cannot be shifted to students. Instead, parents of dependent undergraduates apply for these loans separately if additional funds are needed to cover the student’s educational costs.

- The maximum amount that can be borrowed each year is the Cost of Attendance minus all other financial aid.
- PLUS Loans require credit checks, but do not require financial need.

**Parent PLUS Interest Rate:**
- The 2019-2020 academic year rate is 7.079%. The 2020-2021 rate will be announced in June.

**Loan Origination Fee** - The U.S. Department of Education charges a loan origination fee on all Direct PLUS Loans. The loan fee is 4.236% for loans disbursed prior to Oct. 1, 2020. The Direct loan amounts applied to your bill will be lower than those listed on your account.

For example, a Parent PLUS loan of $10,000 ($5,000/semester) will result in a credit to the student bill of $9,578 ($4,789/semester) after the origination fee is deducted.

**Loan Repayment** - If you request a deferment, you will not need to make payments while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrollment. You submit your deferment request for a parent PLUS loan at StudentAid.gov when you make the loan request. You can also contact your loan servicer to request a deferment.

For more information go to: https://studentaid.gov/understand-aid/types/loans/plus

**Private or Alternative Student Loans** - If you have considered all of these federal options and you feel that you need additional financing to meet your educational costs you can consider applying for a private/alternative student loan. Private loans are available from a variety of lending institutions.

Additional information can be found at: https://www.salisbury.edu/. Visit “Afford College”, select “Types of Aid” and review the “Loans” section for information on private educational loans.

**MARYLAND HIGHER EDUCATION COMMISSION**

The Maryland Higher Education Commission (MHEC) awards a variety of grants and scholarships to students who are Maryland residents planning to attend college in Maryland. These awards are based on merit and/or financial need. Students who wish to be considered for state aid must submit the FAFSA by March 1st each year. Please visit their website: www.mhec.maryland.gov for more information.

Awarded students are notified, through their email address listed on the FAFSA, to create an online MD CAPS account to view their award offer(s). Students must accept their award(s), confirm/update their housing status and the school that they are attending through their MD CAPS account.
Once MHEC has completed its review process, Salisbury’s Financial Aid office receives rosters listing students who have accepted their state awards. These awards will be reflected in the student’s award package on the GullNet. Funds are limited.

### Responding to Your Salisbury University (SU) Aid Offer

**Notification Process**

Each Award Notification only lists your aid offers for one academic year.

*Please note that aid offers can change each year.*

Aid notices for incoming students are sent to personal email addresses provided on the admissions application. Any other applicable email on file may also be utilized for admitted students. SU’s suggested deadlines to respond to student aid offers are:

- May 1st - Incoming students
- July 1st - Returning students

### How to Finalize Your SU Financial Aid Offer on GullNet in 8 Steps

1. Log in to your GullNet Account using your GullNet username and password as listed in your admission letter provided to you by the Admissions Office.
   - If you cannot obtain your username and/or password, please contact the IT Help Desk at 410-677-5454.
2. Click on Main Menu > Self Service > Campus Finances > Accept/Decline Awards
3. Click on Aid Year 2021.
4. You will notice that the non-federal money you do not repay, such as tuition waivers, SU academic scholarships, state scholarships and private scholarships are already “Accepted” for you.
5. **You are required to Accept or Decline each federal student aid offer.**
   - **Please Note:** The Parent PLUS loan cannot be accepted on GullNet. See PLUS loan application instructions on GullNet “To-Do List”.
6. Click on the Submit button and follow the directions on GullNet.
7. **All first time borrowers** must complete an on-line Master Promissory Note (MPN) and complete an entrance counseling session with the federal government.
8. **Review your GullNet “To-Do List”** and complete any outstanding requirements (such as verification) to ensure awards are disbursed in a timely manner.

### Terms & Conditions of Your Financial Aid Offer

- You must be enrolled as a **degree seeking** student;
- You must be a **U.S. citizen or eligible non-citizen**;
- **Enrollment** (number of credit hours taken) is verified each semester at the end of the add/drop period. A change of enrollment status could result in a revision of the financial aid package.
  - **We assume full time enrollment** in a degree program at Salisbury University (12+ credits per semester). If you enroll less than full-time your aid may be reduced based on your enrollment level.

**Please Note:** If you are not planning on enrolling full-time, complete the **Enrollment Change form**

- Salisbury University academic scholarships require full-time enrollment
  - Maryland state scholarships may require full-time enrollment. Check with MHEC for further information. [http://www.mhec.state.md.us/](http://www.mhec.state.md.us/)
  - **Part-time enrollment** – SU monitors enrollment levels (number of credit hours taken) each term. If you drop courses and fall below the minimum credit hours requirement, you may be required to repay all or part of your aid. If you consider dropping a class, please contact the Office of Financial Aid & Scholarships.

- Awards are contingent upon continued funding from federal, state, and institutional sources. Your awards are subject to change and may be rescinded or reduced if funding is insufficient or discontinued by legislative actions.

- The Office of Financial Aid & Scholarships will not award or disburse a combined total of federal, state, institutional and/or private scholarships that exceeds a student’s cost of attendance unless all of the funding comes from a private external source.

- Whenever a student’s total aid package exceeds the cost of attendance, SU may adjust aid per federal and statute guidance. If you receive or will receive additional funds not listed on your Award Notice (Non-SU/Non-Maryland State Scholarships, tuition waivers, etc.), please complete the Notice of Additional Resources form. If there is any change to your financial aid eligibility because of the additional assistance, you will be notified through a Revised Award Notice sent via campus email.

- **Withdrawal from the University** - For a variety of reasons, a student may find it necessary to withdraw or may be dismissed from the University during a semester. Depending on when this action is taken, students may be refunded all or part of their charges and/or aid may be required to be returned. [Click here for more Withdrawal information.](#)

- **Simultaneous Enrollment** - Students enrolled at more than one institution are prohibited from receiving financial aid from both institutions.

- **Residency Change** - Your financial aid offer will be adjusted if you have a change of residency classification (In-State vs Out-of-State) due to the change in your cost of attendance.

- **Satisfactory Academic Progress** - Federal regulations require that institutions of higher education establish minimum standards of “Satisfactory Academic Progress” (SAP) for financial aid recipients. The purpose of measuring and enforcing these standards is to ensure financial aid recipients progress toward graduation in a timely manner. Financial aid applicants must comply with the University’s Satisfactory Academic Progress (SAP) Policy as a condition of continued eligibility. Students who fail to meet the SAP requirements become ineligible to receive financial aid until they are in compliance with these regulations. The Financial Aid office will review SAP at the end of each payment period/semester (fall, spring and summer). [Click here for the SU Financial Aid SAP policy.](#)
How Student Aid is Applied to Your eBill

Salisbury University will bill you for one semester of tuition/fees at a time. If you live on campus, it will also include room and board charges.

Applying Aid to Your eBill

Generally, half of your grant, scholarship, or loan funds total award amount will be disbursed for each fall and spring term. If you finalize your aid early, and register for classes at the earliest opportunity, your aid may be on your account when the Cashier’s Office generates your eBill, (early July for fall and early December for spring) and will show as an offset to your charges.

We cannot credit your aid to your university account until you have completed your verification and/or loan application requirements indicated on your To Do List.

If you have aid that exceeds your term charges, you may receive a refund that you can use for books (we do not issue bookstore credit), living, and other out-of-pocket educational expenses.

eBilling Information & Payment Plan Availability

Information regarding the University billing system is found on the Cashier’s Office website at: http://www.salisbury.edu/cashiers. Questions regarding this billing and refund information should be directed to the Cashier’s office.

- 410-543-6060; Option 4
- Email: cashiers@salisbury.edu
- Fax Number: 410-548-2851

CashNet: SU has partnered with CashNet to provide the following products – online payments, payment plans and electronic bills. All of these products can be accessed via GullNet > Main Menu > Bills/Payments/PayPlans/Refunds.

Electronic Bills: To continue with our sustainability efforts, SU no longer generates and mails paper bills. Bills can be accessed via the GullNet link above.

Payments/Late Fees: Online payments via GullNet can be made with Visa, MasterCard and Discover or through an electronic check. Credit card payments are subject to a 2.5% convenience fee; electronic checks carry no fees. Personal/cashier’s checks, money order and cash are accepted at the Cashiers Office. Personal/cashier’s checks and money orders can be mailed. Payments not received by the scheduled due dates are subject to a $75 late payment fee.

Payment Plans: SU offers a 3 or 4 month semester payment plan depending on when you register for classes.

You can enroll in these payment plans via GullNet > Main Menu > Bills/Payments/PayPlans/Refunds.

*A $50 enrollment fee must be paid to CashNet to utilize a payment plan.

Due Date: The Payment Due Date for pre-registered students is on your bill. A stop payment of a check, failure to pay your tuition or failure to attend class does not constitute withdrawal from your financial and academic obligations to the University.

Students Selected for Verification by the U.S. Department of Education

The U.S. Department of Education requires institutions to verify the accuracy of the information provided on a student's FAFSA in an effort to ensure federal student aid is distributed to eligible students. The process is referred to as verification. During this review, the Financial Aid Office may request income and tax documentation from the student and/or parent.

The submitted documentation is then compared to data submitted on the FAFSA. Any conflict in data is then electronically submitted to the federal processor as a correction. Please be aware that the University is unable to confirm eligibility and disburse aid until verification is complete.

How to Check Your GullNet “To Do List” for Verification Items

- Click on Main Menu > Self Service > Campus Personal Information > To Do List
- If your list includes items that require data from your parents, please contact and/or forward those requests to your parents

Please respond to all of the required “Initiated” items by submitting the appropriate documentation by the due date noted on the checklist. We will send reminders to your e-mail until such time as all checklist requests have been met.

Please allow 1-2 weeks processing time to review submitted documentation. However, during our peak processing period, May through August, this process may take longer. Once our office verifies the information, your initial aid offer will be confirmed or recalculated. If your aid offer is recalculated you will be notified by our office.

We encourage all parents and students to fax documents to 410-543-6138 to protect your personally identifiable information.

Documents may also be mailed to our office, however this may lengthen the completion timeframe: Salisbury University, 1101 Camden Avenue, Salisbury, MD 21801 Attn: Financial Aid Office.

- Once our office reviews the requested documents they will be removed from the To Do List on the GullNet
- SU cannot disburse financial aid/loans until you complete all the verification items on the list
- You must check this list several times a week because we may add requests as we process your file

Click here for more information on the verification process.
**Complete the FAFSA Every Year**

You must reapply for financial aid each year that you want to receive consideration. Federal and institutional need-based aid is not automatically renewed.

**How to Apply**

To be considered for most forms of financial aid awarded by the Office of Financial Aid & Scholarships you must complete and submit the Free Application for Federal Student Aid (FAFSA) on or after October 1. The application is available online at [https://studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa) - you must include the school code for the Salisbury University.

**School Code:** 002091  
**College Name:** Salisbury University  
**Address:** 1101 Camden Avenue, Salisbury, MD 21801

**FSA ID**  
The FSA ID is a username and password combination that serves as a student’s or parent’s identifier to allow access to personal information in various U.S. Department of Education systems and acts as a digital signature on some online forms (FAFSA, electronic master promissory notes, exit and entrance counseling).

- [https://studentaid.gov/apply-for-aid/fafsa/filling-out](https://studentaid.gov/apply-for-aid/fafsa/filling-out)

**Additional Resources & Contact Information**

**University Scholarship Website (Academic Works)**  
Please visit our University Scholarship Website [https://salisbury.academicworks.com](https://salisbury.academicworks.com) to find additional information regarding university scholarships. Use your SU username and password to access this website. Complete the short General Application then look to see if you have been recommended to other scholarships that require you to take additional action.

**Private Scholarships**  
Private scholarships are awarded by many private organizations, businesses, and individuals. To search for private scholarships:

- Contact organizations (clubs, unions, churches) that you and your family are associated with and also contact your high school guidance counselor.
- For information regarding private scholarship opportunities please visit [https://www.fastweb.com/](https://www.fastweb.com/)

**U.S. Department of Education Federal Student Aid**

- 1-800-433-3243 or [https://studentaid.gov/](https://studentaid.gov/)

**National Student Loan Data System (NSLDS)**

- For information about your Direct Loan Servicer and the details of your federal loans, visit NSLDS website

**StudentAid.gov**

- Online master promissory note
- PLUS loan application
- Entrance and Exit Counseling; and
- Loan Consolidation

**Maryland Higher Education Commission**

- Maryland State Scholarships  
  - [http://www.mhec.maryland.gov](http://www.mhec.maryland.gov)  
  - 410-767-3301  
  - 800-974-0203
- MD CAPS  
  - [http://www.mhec.maryland.gov](http://www.mhec.maryland.gov)  
  - 410-767-3301  
  - 800-974-0203

**Salisbury Financial Aid Office Contact Information**

**Contact Information**

- Website: [www.salisbury.edu/admissions/financial-aid/](http://www.salisbury.edu/admissions/financial-aid/)  
- Email: [finaid@salisbury.edu](mailto:finaid@salisbury.edu)  
- Fax: 410-543-6138  
- Phone: 410-543-6165  
- Office: Holloway Hall Room 213  
- Summer Hours: 8:00 to 4:30 M-F  
- Academic Year Hours: 8:00 to 4:30 M-F  
- Mailing Address:  
  - Salisbury University  
  - 1101 Camden Avenue  
  - Office of Financial Aid and Scholarships  
  - Salisbury, MD 21801