Financial Aid Policies

• Financial Aid Deadline (p. 1)
• Financial Aid Packaging (p. 1)
• Equitable Treatment (p. 1)
• Keeping in Touch (p. 1)
• Release of Records (p. 1)
• Reporting Resources (p. 1)
• Overawards (p. 2)
• Financial Aid Required Study Load (p. 2)
• Verification (p. 2)
• Satisfactory Academic Progress (SAP) (p. 2)

Financial Aid Deadline
The financial aid deadline coincides with the last day to withdraw from classes for the term the student is attending. To ensure timely aid processing for the term, graduate and professional students are required to return all outstanding forms to the Office of Graduate and Professional Student Financial Services (http://www.apu.edu/graduateprofessionalcenter/sfs) on or before the dates listed in the Academic Calendar (http://www.apu.edu/calendar/academic).

Financial Aid Packaging
Although Azusa Pacific University offers a limited number of academic-program-based scholarships for graduate and professional students (http://www.apu.edu/graduateprofessionalcenter/sfs/financialaid/scholarships), most graduate and professional financial aid is offered through federal and state programs. Students are encouraged to seek outside aid resources (https://sites.google.com/a/apu.edu/scholarships), including employer reimbursement, as a means to reduce the amount of loan debt necessary to finance their education. Students pursuing their initial teaching credential and professional undergraduate students demonstrating significant need may qualify for the Pell Grant and Cal Grant. In addition, professional undergraduate students may qualify for the Federal Supplementary Education Opportunity Grant. Based on the student’s FAFSA (Free Application for Federal Student Aid) (https://fafsa.ed.gov) information and remaining eligibility, the student may be awarded up to the cost of attendance for his/her enrolled program. Cost of attendance includes tuition, books and supplies, room, board, transportation, personal, and loan fees.

Equitable Treatment
Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Appeal procedures exist for anyone who feels that a violation of the above has occurred. Contact the Office of Student Life (https://www.apu.edu/studentlife/contact) for further information.

Keeping in Touch
Graduate and professional students must notify the Office of Graduate and Professional Student Financial Services (http://www.apu.edu/graduateprofessionalcenter/sfs) regarding changes in financial situation, marriage, loss of a job, withdrawal from school, change in units, anticipated change of program, change of address, receipt of outside scholarships, etc. Mail, email, or submit written information in person to the Graduate and Professional Center.

Release of Records
By applying for financial aid, a student grants that the Office of Graduate and Professional Student Financial Services (http://www.apu.edu/graduateprofessionalcenter/sfs) has the right to release the student’s grades and enrollment records to scholarship, state, federal, and loan agencies in accordance with the rules governing the Family Educational Rights and Privacy Act (FERPA) (http://catalog.apu.edu/graduateprofessional/academic-policies-procedures/student-records-policy/notification-rights-under-ferpa).

Reporting Resources
Students are required to report all resources known or anticipated to be available to them during the period for which they are seeking financial aid. These resources include, but are not limited to: veterans’ benefits, scholarships, grants, fellowships, stipends, employer reimbursement, and any other outside sources of aid. Failure to report resources can result in a miscalculation of financial aid eligibility and the eventual revoking of a portion of or all awarded funds. Additional resources that become available after the student’s initial report of outside aid must also be reported. Knowingly withholding or concealing information about outside aid resources may constitute fraud, as a student could receive aid to which he or she is not entitled.
Overawards

Each year, the Office of Graduate and Professional Student Financial Services (http://www.apu.edu/graduateprofessionalcenter/sfs) is required to reduce aid packages because of overawards. In many cases, the overaward could have been prevented through the timely reporting of additional resources to Student Financial Services. Timely reporting of all outside resources will help prevent frustration and inconvenience resulting from aid adjustments required to resolve an overaward. All institutional aid is subject to coordination with federal, state, and all other aid sources. All institutional aid is subject to the policies printed in the catalog and other printed materials provided by the university.

Financial Aid Required Study Load

For financial aid purposes, a student must be enrolled at least half time per term to be eligible for most federal financial aid. For enrollment purposes, a “term” is composed of all academic sessions within that term. For example, fall session, fall session 1, and fall session 2 together comprise the fall term.

Academic terms are broadly defined by the designations fall, spring, and summer (sometimes titled Summer B). Sessions of varying numbers of weeks are offered within each term. Enrollment in all sessions within one term form a student’s enrollment status for study load standards, financial aid eligibility, and prior student loan deferment purposes. All units earned through Azusa Pacific University, regardless of the number of weeks in the session in which they are taken, are semester units. See the Academic Calendar (http://www.apu.edu/calendar/academic) for specific term and session information. See the Study Load (http://catalog.apu.edu/graduateprofessional/academic-policies-procedures/general-enrollment-information/study-load) section of the catalog for program study load requirements as they relate to financial aid.

Verification

Each year, the Federal Student Aid program randomly selects a predetermined percentage (usually around 30 percent) of all FAFSA applications for a process called “verification.” Students may also be selected at the discretion of Student Financial Services. Regulations require the collecting of information from the student and family, if applicable, to confirm the accuracy of information reported on the FAFSA. This can include tax transcripts, information about family size, etc. Beyond those selected for verification, institutions are required to request further information when a FAFSA application and/or subsequent paperwork appears to have incomplete, inaccurate, or conflicting information. Students at APU are not eligible to receive federal, state, and/or institutional need-based aid until all required paperwork has been submitted. Students can submit documentation via a secure online portal.

Satisfactory Academic Progress (SAP)

Students who wish to receive federal financial aid and most institutional aid (including the faculty/staff benefit) must be in good academic standing and make satisfactory academic progress toward a degree or credential program in addition to meeting other eligibility criteria.

For more information, see the SAP policy (https://www.apu.edu/graduateprofessionalcenter/sfs/financialaid/policies/academic) on our website.