



**Adrian College
Financial Aid Office
Rights and Responsibilities**

The following list of statements defines the rights assured, and the responsibilities required, of all students applying for, and receiving, any financial aid at Adrian College during the academic year.

Adrian College Grant/Scholarship Eligibility Requirements: Recipients of Adrian College Grants/Scholarships must be full-time, attending classes on Adrian College's campus, and degree-seeking students. For purposes of financial aid, "full-time" is defined as being enrolled in 12 or more credit hours at the end of drop/add period each semester. However, the student must realize that an average of 15.5 credit hours is needed each semester for a beginning student to graduate in four academic years.

All scholarship amounts are for a full academic year and are divided between fall and spring semesters.

Length of Eligibility: Most Adrian College scholarships are limited to 8 full-time semesters of on-campus study.

Most Federal aid programs are limited to 10 full-time equated semesters. With a few exceptions for Federal Stafford Loans and State of Michigan programs, no aid is available to students who already possess a bachelor's degree.

Academic Progress: To maintain eligibility for financial aid, satisfactory academic progress must be maintained. This means a student must earn the cumulative grade point average and carry the total credit hours required for the applicable number of semesters enrolled. A student may continue to receive financial aid while on warning. A student also retains financial aid eligibility during one semester of probationary status. Visit the Registrar's Office if you have questions about academic progress.

Other Financial Aid Awards: Any other financial aid resources, that exceed \$99 and are not listed on the financial aid award, are to be reported to Office of Financial Aid. Other financial aid resources may include but are not limited to: Adrian College Scholarship, Michigan Tuition Grant/Competitive Scholarship, Michigan Promise Scholarship, Federal Pell Grant, Federal SEOG, Federal loans, and outside scholarships. Adjustments in your aid package may occur in order to comply with federal and state regulations. Any necessary rearrangement of an individual's award will occur in the following order: (1)

Adrian College Need-Based Grant; (2) State of Michigan Grant; (3) work study; and (4) loan.

Reapplication: Federal and state regulations require that financial aid be based on eligibility. Therefore, **filing a Free Application for Federal Student Aid (FAFSA) to determine eligibility for aid is required annually for all financial aid applicants receiving need-based aid.** Student aid recipients who are currently enrolled at Adrian will receive their renewal application materials for the next year from the Financial Aid Office in late January. These application materials must be filed by March 1st. Adrian College recognizes that changes in eligibility may require changes in annual grant, loan, and work components of the student's financial aid package. The financial aid package may be adjusted to meet the student's new eligibility.

Credit of Financial Aid to Student Account: Adrian College grants and scholarships, as well as state and/or federal grants (State of Michigan Tuition Grant or Competitive Scholarship, Federal Pell Grant, Federal SEOG), are credited to student accounts after awarding. Federal loan proceeds (Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan and Federal PLUS) are not applied to student accounts until a completed loan application is received and processed. If a student is selected for verification, federal aid is estimated until the verification process is also completed and necessary corrections have been made. Changes in eligibility due to verification results may require a change in College, state and/or federal aid.

PAYMENT OF ACCOUNTS

Adrian College has teamed up with Tuition Management Services (TMS) to provide you with additional tuition payment options.

E-bills are also available at www.afford.com/adrian. A student's total grants and processed loans, payable to the College for the semester, will be subtracted from the student's tuition, room, and board charges to reflect a net balance due.

You will receive a Student Account Contract with your first bill that must be signed and returned by July 20th. You must return the contract even if (1) no payment is necessary; (2) you are paying the account in full; or (3) all financial aid is not reflected. **A \$50 Late Financial Registration charge added to the student's account if this contract is not returned by July 20th.**

When you receive your first tuition bill, you have two options for paying your account. Both options for tuition payments are paid directly to TMS. Tuition payments can no longer be made directly to Adrian College.

Cash Plan: Under the cash plan you will pay the student's tuition balance in full with TMS. There is no enrollment fee to TMS if you choose this cash plan. Additional charges incurred during the semester, such as parking tickets, library fines, housing

charges, etc, and any balance resulting from adjustments made to financial aid will be billed monthly by Adrian College. Any balance on a student account resulting from such charges or Financial Aid adjustments can be paid directly to the Adrian College Cashier Office. PLEASE NOTE: Adrian College no longer accepts credit card payments on student accounts.

TMS Monthly Payment Plan: This plan allows you to make five monthly tuition payments per semester, *interest free*. Tuition payments are due in July, August, September, October and November for the first semester and December, January, February, March and April for second semester. If monthly tuition payments are not received by the 20th of each month a \$30 late payment fee will be added to the account. Enrollment for TMS can be done through www.afford.com/adrian. There is a \$75 annual enrollment fee assessed by TMS for this plan.

TMS accepts checks, e-checks, money orders, Discover, MasterCard and American Express. A convenience fee, based on the amount of your transaction, will be assessed by TMS for all credit card payments. Payments can also be made 24 hours a day, 7 days a week online at www.afford.com/adrian or by calling TMS at 888-713-7238.