The University of South Dakota and the Office of Financial Aid are pleased to provide you with your financial aid award letter for the 2016–2017 academic year. Your eligibility for financial aid is based on your estimated educational costs, full-time enrollment for the period from August 22, 2016–May 5, 2017 and your Expected Family Contribution as calculated by the Federal Processor.

In addition to your award letter, the following pages provide important information on educational costs, satisfactory academic progress standards, financial aid disbursement, Federal Direct Loans and loan entrance counseling.

On your award letter, you may choose to either accept or reject any of the financial aid programs offered to you. Please indicate your decision for each program by circling “A” to accept or “R” to reject the program in the space provided.

To ensure your awarded financial aid funds will be available to you, please provide all of the requested information on your award letter, sign and return the original copy to the Office of Financial Aid within two weeks of the date on your letter.

University of South Dakota
Office of Financial Aid
Belbas Center
414 East Clark Street
Vermillion, SD 57069-2390
605-658-6250
877-269-6837
Federal Direct Loans

Federal Direct Loans are available through the William D. Ford Federal Direct Loan Program. Students must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility. A Direct Loan can be either subsidized or unsubsidized.

A subsidized loan is awarded on the basis of financial need. The federal government subsidizes or pays for the interest on the loan while the student is enrolled at least half-time.

An unsubsidized loan is not awarded on the basis of need. The student is responsible for the interest on the loan from the time the loan is disbursed until the loan is paid in full. If you allow interest to accrue, it will be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based on the higher amount.

The Bipartisan Student Loan Certainty Act of 2013 ties federal student loan interest rates to financial markets. Under this Act, interest rates will be determined each June for new loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. The current interest rate for undergraduate Direct Loans is 4.29 percent through June 30, 2016. The current interest rate for graduate Direct Loans is 5.84 percent through June 30, 2016. Interest rates for loans disbursed after July 1, 2016 will be published at https://studentloans.gov.

Maximum annual loan amounts are as follows (subsidized and unsubsidized):

- Freshmen ...................... $5,500
- Sophomores .................... $6,500
- Juniors/Seniors ................ $7,500

Graduate students are only eligible for unsubsidized loans with a maximum annual amount of $20,500.

If you are an independent student you may be able to borrow an additional Direct Unsubsidized Loan, $4,000 annually as a freshman or sophomore and $5,000 annually as a junior or senior. A student can never borrow more than the cost of attendance at the institution minus other financial aid. Students are encouraged to borrow only what they need to cover direct and indirect educational costs.

Most federal student loans have loan fees that are deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You’re responsible for repaying the entire amount you borrowed and not just the amount you received.

Your USD Financial Aid Award Letter indicates the type and amount of your Direct Loan for which you are eligible. You may choose to borrow less than the loan amount awarded. If you choose to borrow less, indicate this on your award letter by writing in the lesser amount you wish to borrow.

If you have been awarded a Direct Loan and are a new Direct Loan borrower, you must also complete a Direct Loan Master Promissory Note and entrance loan counseling in order to receive your loan.

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your “maximum eligibility period.” Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in your school’s catalog. Certain types of enrollment may cause you to become responsible for the interest that accrues on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it. For more information on this, please visit the USD Financial Aid website.
**INSTRUCTIONS FOR COMPLETING THE MASTER PROMISSORY NOTE (MPN)**

If you have already completed a Direct Loan MPN, you do not need to complete another one. If you have not completed a Direct Loan MPN, see the instructions below:

You must complete the MPN electronically. To do so, you will need a Department of Education FSA ID, consisting of a user-created username and password, which replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA. Go to www.usd.edu/financial-aid and select Master Promissory Note or direct access [https://studentloans.gov](https://studentloans.gov). Follow the instructions for completing the MPN. The site will advise you if you have successfully completed and submitted the MPN at the end of the process.

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**ENTRANCE LOAN COUNSELING**

If you are a student borrowing a Direct Subsidized/Unsubsidized or Direct Graduate Plus Loan for the first time at USD you must complete entrance counseling on line at www.usd.edu/financial-aid by selecting Direct Loan Entrance Counseling or direct access [https://studentloans.gov](https://studentloans.gov). Follow the instructions for completing the Entrance Counseling.

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**WHAT HAPPENS NEXT?**

Your loan will be processed. Direct Loan Servicing will send a disclosure statement to you on or before the date your loan is disbursed. This disclosure statement will tell you about the loan your school plans to disburse to you. Then, after your loan has been disbursed, you will receive another disclosure statement telling you about the loan that your school actually disbursed. Your loan funds and all other financial aid will be disbursed electronically to your tuition and fee account provided you are eligible to receive the funds (this includes registration). If the amount of your financial aid exceeds your university charges, an overage check will be generated. You may pick up the check at fee payment on the first day of the term or if you completed an ACH form it will be deposited into the account you specified. (In order to have your financial aid credited and your overage check available, you must have met all eligibility requirements no later than August 1 for the fall term and December 1 for the spring term.)

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**TERMS AND CONDITIONS OF YOUR AID AWARDS**

Your acceptance of the financial aid offer for the 2016–2017 school year indicates that you understand the following:

- You must maintain satisfactory academic progress according to university standards.
- You must comply with the established rules and regulations of the University of South Dakota.
- You agree to repay upon request to the University of South Dakota any overpayment which may occur because:
  1. your residency status was changed
  2. you dropped credit hours or withdrew from courses
  3. you changed your living arrangements
  4. your award changed due to verification or as a result of updated information
  5. your award was miscalculated by the Financial Aid Office
  6. you received additional aid
  7. there was a mistake in crediting your university account, or
  8. for any other reason unknown to the Financial Aid Office at the time of disbursement

**CHANGING DATA ON THE FINANCIAL AID APPLICATION AND STUDENT AID REPORT:**

We advise you to consult the Office of Financial Aid before changing data on your Student Aid Report.
**GENERAL INFORMATION**

To be eligible to receive financial aid you must:

1. be admitted to USD as a regular student in a degree-granting program
2. be registered for at least 6 degree applicable credit hours (5 degree applicable credit hours for graduate students) each semester
   
Correspondence courses may count as eligible credit hours for Financial Aid. Please contact the Financial Aid Office if you should have further questions or are taking correspondence courses.
3. meet satisfactory academic progress standards in accordance with Financial Aid Office policies
4. not be in default on any educational loans, or owe repayment on any educational grants

You MUST notify the Financial Aid Office in writing if you are enrolled in an exchange program, correspondence classes or any other unusual arrangement. You must be prepared to provide proof of your registration in order to receive financial aid. Your aid will not be properly credited or disbursed if you fail to notify us of your status.

If you withdraw from the university you may be required to repay a portion of your financial aid. In addition, you may be in jeopardy of losing aid for subsequent terms. Please contact our office for details if you plan to withdraw.

The information contained in this student guide is the most accurate information available at the time of publication and is subject to change depending on availability of funds and policies (Federal, State and Institutional).

**FINANCIAL AID BUDGETS AND EXPECTED FAMILY CONTRIBUTION**

A student’s financial aid budget, or cost of attendance, includes items such as tuition and fees, room and board, books and supplies, personal/miscellaneous expenses and transportation expenses. Students are awarded financial aid based on full-time status. Students that enroll at less than half-time status or in correspondence classes will have their aid and budgets adjusted based on their actual enrollment status. Budget items, such as room, board and personal expenses vary depending on whether the student lives on-campus, off-campus or with parents. The Expected Family Contribution (EFC) is an estimate of the family’s ability to contribute toward the student’s education. The EFC is calculated from information provided by the student on the Free Application for Federal Student Aid (FAFSA). The student’s financial aid budget minus their EFC equals the student’s need. The types and amounts of financial aid a student receives are based on this need. Students may not receive aid in excess of their calculated need.
Federal Perkins Loan
The Perkins Loans are need-based, federally funded, low interest loans. Interest is 5% and does not accrue while you are in school. Repayment begins nine months after you graduate, drop below half-time status or leave school. These loans are awarded on a priority basis determined by the FAFSA receipt date. A separate promissory note is required for this loan.

- If you are a new Federal Perkins Loan borrower (meaning you do not have an outstanding balance on a Perkins Loan made by the University of South Dakota), we will award the maximum annual Direct Subsidized and Direct Unsubsidized Loan for which you are eligible prior to awarding a Perkins Loan.

- If you have previously borrowed from the Federal Perkins Loan program (meaning you have an outstanding balance on a Perkins Loan made by the University of South Dakota), we will award you the maximum annual Direct Subsidized Loan for which you are eligible before we award you a Perkins Loan.

- Absent Congressional action, the Federal Perkins Loan program will expire on 9/30/2017 and funds from the program will no longer be available to lend to you after that date.

Direct Plus Loan
Parent Loan for Undergraduate Students (PLUS) – PLUS Loans enable parents with good credit histories to borrow money to pay the educational expenses for their dependent undergraduate students who are enrolled at least half-time. PLUS loan eligibility is not based on need. The yearly limit on a PLUS Loan is equal to the student’s cost of attendance minus any other financial aid received. The current interest rate for Parent Plus loans is 6.84 percent through June 30, 2016. Interest rates for loans disbursed after July 1, 2016 will be published at https://studentloans.gov. The loan funds are sent directly to the school and repayment begins within 60 days after the final loan is disbursed for the academic year. A FAFSA application is required before applying for a Direct Plus Loan.

Direct Graduate Plus Loan
For Graduate Students – Plus loans are also available to graduate students with good credit history to pay educational expenses. Students must be admitted to a graduate program as degree seeking students and be enrolled at least half-time.

Federal Work-Study
The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. Funding for FWS is provided through the federal government with matching contributions from USD. The amount of FWS you are eligible to earn is shown on your USD Financial Aid Award Letter. Your FWS wages will be at least the current federal minimum wage but may be higher depending on the type of work you do and the skills required. FWS is awarded to USD students based on the FAFSA receipt date. FWS positions are available in departments and offices throughout the university as well as off-campus. Off-campus positions include community service jobs such as tutoring elementary students through the public library.

Private Loan
Private loans are offered by many lenders through their own private loan programs. Application information for private loans is available on the financial aid website.

Federal Pell Grants and Federal Supplemental Educational Opportunity Grants
Federal Pell Grants (FPG) and Federal Supplemental Educational Opportunity Grants (FSEOG) are “gift aid.” You are not required to repay these funds. The amount of FPG reported on the Award Letter is an estimate and the actual amount which you will receive will be based on your enrollment status. Enrollment status (half-time = 6–8 hours, three-quarter time = 9–11 hours, full-time = 12+ hours) is calculated after the last day to drop/add classes without financial penalty. Some students who drop below full-time status will lose their grant. Your Pell Grant will be adjusted if you are enrolled for less than 12 hours. If your Pell Grant is reduced for an enrollment of less than 12 hours, you WILL NOT receive a revised award letter showing the reduced award.
2016–2017 Scholarship/Award Policy

Limit of University Scholarship/Award Funding To Individual Students
A student's USD funds (gift, scholarships and guarantee awards) may not exceed in-state direct costs (tuition, fees, room and board). If the student also receives non-USD funds (including all forms of federal, state and external assistance), the total of all funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation. All USD financial commitments may be adjusted to ensure that total gift and need-based assistance does not exceed total cost as defined for federal student aid purposes.

Coyote Commitment Scholarship Program
(Formerly Promise Plus)
The Coyote Commitment Scholarship Program offers students a guaranteed annual dollar amount predicated on meeting the required credentials. Funding the Coyote Commitment includes awards distributed by various departmental award programs. In some years, Coyote Commitment may be funded through departmental funding and noted as such on the financial aid award letter. Coyote Commitment recipients must be enrolled full-time on the Vermillion campus only.

Scholarship Acceptance And Terms
Acceptance of an individual scholarship award is an agreement to the terms and conditions of that award as well as all policies governing USD scholarships. Every student’s financial award package (scholarships, gift and need-based assistance) is subject to audit with the final determination of scholarships and other forms of assistance to be made by the USD Financial Aid Office in compliance with federal aid regulations.

USD reserves the right to adjust individual scholarship awards after letters have been accepted to ensure effective use of federal, state and university dollars.

Full-time enrollment is required for all USD scholarship recipients.

Review of Your Financial Aid
You may request a review of your financial aid award, although revisions are not always possible. Increases may be granted only if there has been an error in evaluation or if there is a marked reduction in financial resources available to you (special circumstances), which you must document and substantiate. Examples of special circumstances include non-discretionary loss of employment, divorce or separation, death in the family, etc. Special circumstances for a particular circumstance will be granted ONLY ONCE during attendance at USD. Requests for review of a special circumstance should be received in the Financial Aid Office by July 5, 2016. Increases are always dependent upon availability of funds.

Awarded Aid and Are Not Enrolled
If you are awarded aid for the 2016–2017 academic year (fall & spring semesters) and you are not enrolled for the fall semester, your aid for both the fall and spring semesters will be cancelled after the last day to drop/add classes without a penalty. You will not be notified of this cancellation. If you do not enroll for the fall semester, it is imperative that you notify our office of your planned enrollment in writing immediately after the fall semester begins. Campus-based aid (SEOG, CWS, and Perkins Loan), if available, will be awarded at the time you notify us that you plan to attend the spring semester.

Student Athletes
Student-athletes are subject to all NCAA regulations and guidelines. Individual scholarships may be adjusted to ensure compliance with these rules and regulations.

Study Abroad
For USD Exchange/Partnership programs and for USD-Sponsored programs, students may apply certain select USD scholarships to the cost of participation. This includes Mickelson, Presidential-Alumni, and Coyote Commitment (formerly Promise Plus) awards (including all departmental awards that comprise these scholarships). Students must be enrolled full-time and may use these scholarships for up to two semesters of study away participation.

If students elect to participate in non-USD Sponsored programs, they will not be eligible to apply USD scholarships to the study away term and will lose that semester of award eligibility.

USD Scholarships are renewable provided that students maintain the minimum grade point average and meet all other conditions of the renewal criteria as specified by each award.

Students studying away as part of NSE Plan B may use their USD Scholarships when registered at USD. In cases where students study abroad through NSE Plan A and are not registered at USD, no USD scholarship aid will be available.

South Dakota Opportunity Scholarships
The South Dakota Opportunity Scholarship (SDOS) is available to South Dakota residents who meet certain eligibility criteria/requirements. Eligibility and renewal are established under South Dakota law. Questions regarding this award should be directed to the USD Financial Aid Office.

The University’s full scholarship policy is available online at www.usd.edu/financial-aid.
STUDY ABROAD

Students may be eligible to use Federal Financial Aid and their USD scholarships on certain approved programs. For further information, please contact the Office of Financial Aid. You may also learn more on the USD Financial Aid website.

SATISFACTORY ACADEMIC PROGRESS

Monitoring Progress
A student’s progress will be monitored at the end of the spring semester or the last semester attended. The assessment will be based on the student’s entire academic record, including all transfer credit hours accepted.

Admission to the University of South Dakota or academic standing as defined by the Office of the Registrar does not necessarily constitute maintaining satisfactory academic progress for financial aid.

Completion Rate
Students must satisfactorily complete 67 percent of all credits attempted. Satisfactory grades are “A”, “B”, “C”, “D”, “S” and “RS.” Unsatisfactory grades are “F”, “I”, “U”, “RI”, “RU”, “IP”, “SP” and “W.”

Minimum Cumulative Grade-Point Average
• Undergraduate Students: The minimum cumulative GPA requirement for an undergraduate student is 2.0 or higher.
• Graduate Students: The minimum cumulative GPA requirement for an graduate student is 3.0 or higher.

Maximum Time Frame
The university’s standards include a reasonable length of time for students receiving Federal Student Aid to complete their educational objectives. Transfer credits, which are accepted by USD, will be included in the total credit hours. The maximum number of attempted credit hours eligible to receive Federal Student Aid for an undergraduate degree is listed below:

Associate of Arts Degree in General Studies.........................90
Associate of Science Degree (Nursing)..............................98
Bachelor of Arts/Science Degree.......................................180

The maximum number of credit hours eligible to receive financial aid for a graduate degree is:

Masters Degree.................................................................45
Specialist Degree .............................................................90
Doctor of Philosophy Degree.............................................126
Doctoral Degree.............................................................135

Unsatisfactory Status
A student whose status is determined to be unsatisfactory is not eligible to receive Federal Financial Aid until he/she meets one of the following conditions:
• Continues to attend USD at his/her own expense and returns to full compliance with all parts of the Satisfactory Academic Progress Policy.
• Demonstrates special circumstances to justify appeal consideration.

Right To Appeal
Students who have had their Federal Student Aid suspended due to unsatisfactory academic progress may appeal to the Office of Financial Aid. The appeal must be in writing and specifically explain what circumstances prevented students from meeting the SAP requirements. The appeal form will need an explanation as to what has changed that will allow the student to meet the SAP standards in the future. The student must explain changes that have occurred so that the same circumstance will not hinder future progress. To ensure a timely review, appeals should be submitted within 30 days of notification of unsatisfactory status and must be accompanied by all relevant third party documentation at the time the appeal is sent to the Office of Financial Aid. Please allow 4–6 weeks to receive a decision regarding your appeal. Appeals submitted after that will be reviewed as soon as possible; however we cannot assure that your financial aid will be available by the fee payment deadline. As a result, students MUST make arrangements to pay their bill without Federal Financial Aid.