

The staff in the Office of Financial Aid at Southeastern Louisiana University is now and has always been committed to upholding the highest level of ethical and professional standards. Such standards are evidenced in all practices and policies established in the Office of Financial Aid and governed by various codes of ethics including, but not limited to, the **Code of Ethics for Public Employee** and the National Association of Student Financial Aid Administrator's **Statement of Ethical Practices** (www.nasfaa.org/mkt/about/Statement_of_Ethical_Principles.aspx)

Furthermore, Financial Aid staff members refrain from participation in any activities that may directly or indirectly result in a monetary benefit to the employee. Southeastern does not promote or support a "Preferred Lenders List"; however, it does provide educational opportunities for students and parents to obtain important information from lenders necessary in making well-informed decisions.

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, includes many disclosure and reporting requirements. Southeastern Louisiana University has developed a website to convey information to students, faculty and staff in accordance with these requirements (www.southeastern.edu/univdisclosures).

Failure to maintain satisfactory academic progress may result in financial aid suspension. Students placed on financial aid suspension are ineligible to receive Title IV funds. These students may also be ineligible to receive state or institutional funds depending on the specific guidelines for each program. The Office of Financial Aid Satisfactory Academic Progress policy can be found at: www.southeastern.edu/financialaid. Click on Satisfactory Academic Progress.

Failure to attend classes or resigning from the University before 60% of the end of the academic term will result in your federal Financial Aid being revised, cancelled, or charged back to your account.

Once federal funds have been received, and it is determined that you meet all applicable requirements, the funds will be applied to your tuition and fees in the academic term in which you are receiving financial aid and for minor prior year charges in the same financial aid year. Higher One (Bank Mobile) mails new students refund selection kits in a green envelope. The envelope contains instructions on making a selection on how you want to receive any credit balances that remain if the amount of financial aid is greater than the amount owed to the University. For more information and instructions, please visit the Controller's Office webpage: www.southeastern.edu/admin/controller and click on Student Refunds.

If this award includes **TOPS**, the following will apply: (complete details can be found at www.osfa.la.gov)

- The amount indicated may be adjusted based on final board approval.
- You must be enrolled full-time through the 14th class day
- You must earn 24 credit hours during the award year or you will lose TOPS permanently

If this award includes **Stafford Loan(s)**, the following will apply:

- Loans are disbursed in at least two disbursements. No disbursement will be greater than half the amount of your loan.
- First time borrowers at Southeastern are required to complete an entrance counseling session prior to receiving loan funds. Online entrance counseling may be accessed through the Direct Loan website at www.StudentLoans.gov. Click on Entrance Counseling.
- Loan(s) must be repaid.
- The amount awarded was based on your grade level, dependent/independent status, enrollment status and your loan eligibility.
- You must be enrolled at least half- time.
- You must complete a Master Promissory note if you are a 1st time borrower under the Direct Loan program – StudentLoans.gov. Click on Sign MPN.
- You have the right to cancel all or part of your loan. If you cancel, you become responsible for the full balance on your account.

If this award includes a **Parent PLUS Loan**, the following will apply:

- Your parent must complete a PLUS Master Promissory note at StudentLoans.gov.
- Credit balance refunds that are the result of a PLUS loan are mailed to the parent at the address given on the PLUS loan information form.

If this award includes a **Federal Pell Grant, LA Go Grant and/or SEOG Grant** the following will apply in addition to other criteria: These awards apply to undergraduates who have not received a bachelor's degree.

- Pell Grants are awarded based on full time enrollment (12 hours). Pell grants are adjusted and disbursed to your account based on your actual enrollment status.
- LA Go Grants are awarded based on full time enrollment (12 hours). LA Go Grants are adjusted and disbursed to your account based on your actual enrollment status. Must be Louisiana resident and PELL eligible.
- SEOG grant requires at least half time enrollment (6 hours).

If this award includes **Federal Work Study**, the following will apply:

- The amount you earn cannot exceed your total Federal Work Study award.
- You will be paid for actual hours worked every two weeks.
- Federal Work Study packets can be obtained at: www.southeastern.edu/financialaid and click on Work Study
- You must have a packet completed prior to working.

If this award includes **Scholarships**, the following will apply:

- Scholarships listed are estimated amounts that are subject to change based on your receipt of additional resources, change in enrollment status, etc.

For fee purposes, an **anticipated** financial aid credit will be applied to your account based on the amount of your accepted award.

- The amount anticipated will not exceed the amount of awarded financial aid.
- All anticipated aid, scholarships and exemptions indicated are contingent upon meeting the specified requirements for receiving such aid.

By using your [LEONet](#) account for online award acceptance, you certify that you have read and understand the requirements as indicated on this document. You also understand that Southeastern Louisiana University reserves the right to modify this award, without notification, based on a change in enrollment status, housing status, availability of funds, eligibility, and additional resources received. You also certify that you understand the cost of attendance (budget) is subject to change based on reasons including, but not limited to, board approval of tuition, fees, other costs, change in enrollment status and change in housing status.

If you have any questions regarding this information, contact our office at 1 (800) 222-SELU or (985) 549-2244 or visit Room 121, North Campus, Building A Monday – Thursday, 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. – 12:30 p.m. Mid-May through mid-August hours of operation are Monday – Thursday 7:00 a.m. – 5:30 p.m. Please contact us for exact dates of the four-day work week.