

Award Letter Guide

The Award Letter Guide is designed to help you understand and complete the financial aid process. Please read the information carefully. Instructions are also provided for the Data Change Form, promissory notes and your term bill. Please visit studentaid.rutgers.edu for more information on financial aid programs and maintaining your aid eligibility.

YOU ARE REQUIRED TO MAINTAIN YOUR OFFICIAL RUTGERS UNIVERSITY EMAIL ADDRESS AND TO CHECK YOUR EMAIL ON A REGULAR BASIS. The Office of Financial Aid communicates official information to you via your Rutgers University email account. Award Letter revisions, deadlines, and other important announcements will be sent to your official Rutgers email address. Keep your email current at search.rutgers.edu/changes.shtml.

Read Guide Carefully

Review all information provided on this Award Letter Guide. Pay particular attention to the requirements for individual awards and your responsibility to submit the term bill to activate your registration.

View Financial Aid Award Letter Online

Access your Award Letter online at studentaid.rutgers.edu, Check Award Status.

Make sure your name, address and school of enrollment are accurate. Contact us immediately to correct discrepancies. Review the *Required Documents* section to see if we need documentation from you in order for your awards to credit to your student account. Review the *For Your Information* section for guidance on specific awards.

Review Your Awards

Federal Direct Stafford Loans automatically credit to your student account when all required documents are received and processed. The NJCLASS loan is offered as a preliminary award to supplement your award package and will not credit to your student account unless you initiate and complete the application process. You may review and select the private lender of your choice at studentaid.rutgers.edu, Private Loans.

If you wish to decline or reduce Direct Stafford Loans, NJCLASS, Federal Work Study or a Perkins Loan, promptly submit the Data Change Form.

Review Assumptions and Data Change Form (DCF)

Open the link for the DCF on your Award Letter. Review the assumptions used to determine your awards. If an assumption needs to be corrected, submit the DCF. Do not submit the DCF if the assumptions are accurate.

If you wish to decline or reduce Direct Stafford Loans, NJCLASS, Federal Work Study or Perkins, submit the DCF. Do not submit the DCF unless you are requesting a change. If your aid package is adjusted, we will notify you via email.

IRS and FAFSA Reported Income

If the income you reported on the FAFSA is different from the income you reported on your federal income tax forms, promptly correct your FAFSA information to match the income information you reported to the IRS for the same time period. Make sure the number of people reported in your household is accurate. Please correct your FAFSA data in a timely fashion at www.fafsa.ed.gov.

Based on new information we receive, revisions to your awards may occur at any time, even after your term bill is paid. You are responsible for any new charges to your student account due to adjustments in your financial aid.

We will send you an email if your aid package is adjusted. Maintain your official Rutgers University email address at search.rutgers.edu/changes.shtml.

Graduate Students

You are required to report any financial support expected from academic departments. Submit the DCF to report this information.

ATTENDANCE CONFIRMATION/PAYMENT FORM (Term Bill) is mailed in July for the fall semester and is due the first week of August. The spring semester term bill is mailed before Thanksgiving and is due the first week of January. **You are required to submit one term bill for each semester you attend.**

YOU MUST SUBMIT YOUR TERM BILL TO ACTIVATE YOUR REGISTRATION - even if the amount due is zero or you expect a refund. Please visit www.studentabc.rutgers.edu to pay online with a credit card or to submit the Attendance Confirmation if your balance due is zero. **Failure to respond by the due date will result in late fee charges and cancellation of classes.**

Aid is credited to your student account once the Office of Financial Aid receives all your required documents AND the Office of Student Accounting Services receives your term bill.

In the event the financial aid you expect does not appear on your Attendance Confirmation/Payment Form, follow the instructions on the form that explain how to adjust the amount due by the amount of anticipated aid. For questions regarding your term bill, refunds or payment options, contact your Student Accounting/ Business Office directly. You may also view your account online at www.studentabc.rutgers.edu.

TOTAL AWARDS DIFFER FROM TERM BILL CREDIT for a variety of reasons. If you are awarded a Direct Stafford Loan, an origination fee is deducted from the loan amount. Federal Work Study awards do not credit to term bill charges. Work Study funds are earned bi-weekly through part-time employment. In addition, not all scholarships credit to your student account. For concerns regarding your awards and term bill credit, please contact your Financial Aid Office.

REFUNDS

You will receive a refund if the amount of your term bill credits exceed the amount of your term bill charges. Make sure your term bill includes all current charges. If you sign a housing contract, add a meal plan, open a Knight Express Account, or change tuition charges after you receive the term bill, contact the Cashier's Office at your campus to update your account. **In the event you receive a refund prior to all charges being posted, or you cancel financial aid awards after receiving a refund, you will be required to remit to the University any balance due.**

Refund checks are issued to students who have submitted all required documents to the Office of Financial Aid and have returned their term bill to Student Accounting. Contact your regional Student Accounting/Business Office for information regarding the status of your refund check.

For questions regarding your term bill, refunds or payment options, please contact your regional Student Accounting/ Business Office directly or visit www.studentabc.rutgers.edu.

SUBMIT ALL REQUIRED DOCUMENTS

Financial aid credits to your student account after all requests for documentation are complete. Review *Check Required Documents* online at studentaid.rutgers.edu for any outstanding documentation. When you submit documents, make sure the **student's** social security number is legible and all documents have appropriate signatures.

FOR PRIORITY CONSIDERATION, YOU ARE REQUIRED TO COMPLETE THE FAFSA EACH YEAR BY MARCH 15TH

Follow the instructions below for awards listed on your Financial Aid Award Letter:

If you have been awarded:

You are required to:

Federal Direct Stafford Loans
(Subsidized and Unsubsidized)

If this is your first Direct Stafford Loan and you wish these funds to credit to your term bill, complete the new Master Promissory Note (MPN) for student loans at <http://dlenote.ed.gov> using your federal Personal Identification Number (PIN). The same PIN used to complete your online FAFSA is used to sign your MPN. To obtain a PIN, visit www.pin.ed.gov.

If you wish to reduce or decline Stafford or other loans, promptly submit the DCF.

COMPLETE ALL 11 STEPS. Disable your browser pop-up blockers to prevent difficulty completing the MPN. In Step 3, **provide your full name exactly as reported on your most recent FAFSA.** In Step 9, record your confirmation code when you review your signed MPN. The confirmation code is needed to complete Step 9. Confirm acceptance of MPN and submit note in Step 10. Your MPN process is complete when you see the SUCCESS page in Step 11.

Some first-time Direct Stafford Loan borrowers must also complete Entrance Counseling in order for funds to credit to their student account. Check the *Required Documents* section on your Award Letter to see if you are required to complete Entrance Counseling. Entrance Counseling is available at studentaid.rutgers.edu, Online Services.

Federal Pell Grant

In order for these funds to credit to your term bill, all requests for documentation must be completed. Visit *Check Required Documents* at studentaid.rutgers.edu.

Federal Perkins Loan

New borrowers will be mailed a Perkins Master Promissory Note (PKMPN). If you wish these funds to credit to your term bill, complete, sign and return one copy of the PKMPN to the Office of Financial Aid. Read the terms and conditions carefully. Retain a copy of the PKMPN and terms and conditions for your records. We reserve the right to cancel your award offer if no signed PKMPN is received within two weeks from the date of your Award Letter.

If this is your first Perkins Loan at Rutgers University, you must complete Entrance Counseling in order for these funds to credit to your student account. The Entrance Counseling is available at studentaid.rutgers.edu, Online Services.

Federal Work Study Program (FWS)

Review the Required Documents section of the Award Letter. If *Work Study Job Application* is required, you must submit a Job Application to activate your job request. The application is available at studentaid.rutgers.edu, Check Award Status.

If *Employment Authorization Confirmation* is required, you must confirm your intent to work as assigned. Your assignment may be viewed at studentaid.rutgers.edu, Check Award Status.

If you wish to decline or reduce FWS, please submit the Data Change Form. For more information, please visit studentwork.rutgers.edu.

NJ Tuition Aid Grant (TAG)

Review the Student Eligibility Notice (SEN) sent to you by the New Jersey Higher Education Student Assistance Authority (HESAA). HESAA may send you an Additional Information Request (AIR) for documentation. **Forward documents requested on your AIR to HESAA. Documents mailed to the wrong office will not be forwarded and will delay your aid.**

Continuing students: The federal processor must receive your FAFSA by June 1st, each year, in order for you to be considered for TAG.

NJCLASS

NJCLASS is a private loan option, offered as a preliminary award to supplement your award package. This award appears as part of your financial aid since the majority of Rutgers student and non-student private loan borrowers choose NJCLASS for additional funding resources. The amount shown on your Award Letter indicates the maximum amount you are eligible to borrow under a private loan program. A separate application process is required. Information on NJCLASS and other private loans can be found at studentaid.rutgers.edu, Private Loans.

Should you choose NJCLASS, funds for all borrowers (student and non-student) credit to the student account once the application process is complete. **Refunds are issued to the student after all charges on the student account have been satisfied.**

Fellowships
Graduate Assistantships
Outside Scholarships
Teaching Assistantships
Tuition Remission & Reimbursement

You are required to inform us of any financial support from academic departments you receive at any time during the academic year. You are also required to report all outside sources of assistance to the Office of Financial Aid to ensure you receive aid within regulatory limits. It may be necessary for us to revise your Award Letter.

NEW TRANSFER STUDENTS

Each school evaluates transfer credits. Our system will award you a federal Direct Stafford Loan at the sophomore level. You may be eligible for additional federal Direct Stafford Loan funds if your cumulative degree credits put you at a higher grade level. If this is the case, please contact our office. If your cumulative degree credits put you at the freshman level, your loans will be adjusted to the lower federal limit.