



## Lander University Office of Financial Aid

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### Awards Terms and Conditions

**READ THIS DOCUMENT THOROUGHLY AND CAREFULLY—IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR AWARDS. YOU ARE RESPONSIBLE FOR ALL INFORMATION IN THIS DOCUMENT, ON OUR WEBSITE, AND IN THE UNIVERSITY CATALOG.**

The Office of Financial Aid has created your awards package by offering you the maximum available aid based on your eligibility for federal, state, and institutional programs. We have applied a consistent and equitable awarding philosophy to all applicants based on the Expected Family Contribution (EFC), the Cost of Attendance Budget, the date of application, and the availability of funds. We assume that all students will enroll full-time, unless we are notified otherwise in writing.

#### COST OF ATTENDANCE

The first step in evaluating your awards package is understanding how much money you are going to need for college. **The Office of Financial Aid uses a Cost of Attendance budget that is larger than the amount of your University bill you will receive from the Business Office.** For awarding purposes, we use both the direct costs (tuition/fees, books/supplies) **AND** other costs associated with a college education, such as room and board, average loan fees, transportation costs and miscellaneous expenses (hygiene products, clothing, social events, etc.) We further attempt to anticipate cost increases not yet published. Budgets will vary with state residency status and housing/meal plan choices. **Actual costs for the new academic year will be available in mid-June on the Business Office website located at [http://www.lander.edu/business\\_office/](http://www.lander.edu/business_office/).** Room and Board prices vary depending on residence.

**Plan carefully for what you will need.** Some costs, the direct costs billed by Lander, cannot be “trimmed” from a budget. However, if you take the time now to create a reasonable budget, you may be able to reduce your discretionary expenses, and you will be much more successful in your financial planning. You must define a budget that is appropriate for you.

FA/SPR	FRESHMAN			GRAD		CONTINUING		
	W/P	IN	OUT	GRAD- IN	GRAD- OUT	W/P	IN	OUT
Books & Supplies	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900
Computer (Fresh)	\$1,500	\$1,500	\$1,500					
Loan Fees								
Miscellaneous	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750
Non-Resident Fees			\$6,900		\$7,700			\$6,900
Room and Board	\$1,500	\$6,000	\$6,000	\$6,000	\$6,000	\$1,500	\$6,000	\$6,000
T+F	\$7,700	\$7,700	\$7,700	\$8,400	\$8,400	\$7,700	\$7,700	\$7,700
Transportation	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800
<b>Total</b>	<b>\$14,150</b>	<b>\$18,650</b>	<b>\$25,550</b>	<b>\$17,850</b>	<b>\$25,550</b>	<b>\$12,650</b>	<b>\$17,150</b>	<b>\$24,050</b>

\*These figures are based on 2007-08 costs and are expected to increase for 2008-09.

**Consider your resources.** After you have determined your budget for the year, deduct your savings, your family’s contributions, and any earnings from a part-time job you currently hold or anticipate having. You may wish to apply these resources before accepting a student or parent loan. **BORROW ONLY WHAT YOU NEED!**

#### FINANCIAL AID ON THE WEB

At our website at [www.lander.edu/finaid/](http://www.lander.edu/finaid/) students will find terms and conditions of their awards, Satisfactory Academic Progress requirements, and information about scholarships and work-study positions. Additionally, many of our forms are now available so that students may print them at any time. Links to other aid-related websites are also included.

**STUDENTS ARE RESPONSIBLE FOR ALL INFORMATION IN THIS DOCUMENT, ON OUR WEBSITE, AND IN THE UNIVERSITY CATALOG.**

# TERMS AND CONDITIONS

## ADJUSTMENTS

We attempt to be as accurate as possible at all times. However, your financial aid eligibility is based on information as you reported it. Occasionally, changes will force us to make adjustments to your awards. You will be notified if there are changes in your awards. You must review your billing information from the Business Office for adjustments on your bill. Awards are subject to change under at least the following circumstances:

- If you are selected in the verification process; OR
- If we receive new or corrected information; OR
- Due to changes in your enrollment status; OR
- Due to failure to meet satisfactory academic progress; OR
- If there is a change in the availability of funds from Federal, state, institutional and other sources; OR
- If your aid exceeds your Cost of Attendance at any time; OR
- If we discover an error.

Lander University reserves the right to adjust any aid awarded based on verification of eligibility or enrollment status. Further, at any time that new, corrected, or additional information becomes available, Lander University reserves the right to review any aid for accuracy and eligibility.

## CORRESPONDENCE

It is the student's obligation to maintain a current address and telephone number with Lander University at all times. Students may update their addresses with the Office of the Registrar at any time that there is a change. Further, students must check their e-mail accounts on a regular basis for additional correspondence. In accordance with the terms in the University Catalog and the Student handbook, it is the student's responsibility to check their school e-mail on a regular basis. The Office of Financial Aid will communicate with you by postal mail until you have received your official Lander e-mail address. Your e-mail address will be established after you have paid your admissions deposit. **After your e-mail address has been established, we will send all subsequent notifications about requirements and awards to your Lander e-mail.** The only time you will receive a letter from us after your e-mail account is setup will be if we need you to provide a signature or clarify a response on a form you submitted. **Please plan to check your Lander e-mail at least once per week. It is very important. After your Lander e-mail address is established, it will be the primary mode of communication between you and our office.**

## ENROLLMENT (INCLUDING DROP/ADD)

**All financial aid packages are generated under the assumption that the student intends to enroll full-time.** Students who intend to enroll less than full-time must notify the Office of Financial Aid. Students must enroll at least half-time (six hours) to be eligible for all types of federal aid, with the exception of the Pell Grant only. Students must enroll full-time for all scholarships, unless otherwise specifically stated in the conditions of the scholarship contract. Students who enroll less than full-time will be repackaged based on the changes to the Cost of Attendance and program requirements. A new award letter is sent to the student whenever changes are made to the aid package.

## EXCESS AID REFUNDS

Students who are eligible for aid in excess of what they owe Lander University are eligible to receive excess aid checks. Excess aid checks are released by the Business Office at the beginning of classes each semester. Refunds may be requested at any time after a student has validated his or her intent to enroll. (See Validation below).

## INSTALLMENT PAYMENT PLAN

The University Business Office offers a semester installment payment plan that divides the charges for tuition, fees, room, and board into three equal installments each semester. The installment plan is **not** available for summer terms.

## SATISFACTORY ACADEMIC PROGRESS – Policy available at <http://www.lander.edu/finaid/sap.html>.

All financial aid recipients must maintain Satisfactory Academic Progress in order to continue to receive federal and state aid. The requirements are available in the University Catalog and on the Financial Aid web page. Once a student has attempted 187 hours as an undergraduate student, he/she is no longer eligible for federal and some state aid. This applies to transfer students as well.

## STUDENT WORK PROGRAMS

Many part-time student jobs are available each year from the Federal Work-Study Program and Lander's student assistant work program. Students interested in seeking employment on campus should check employment postings and procedures on the Financial Aid website at [www.lander.edu/finaid](http://www.lander.edu/finaid).

## SUMMER SCHOOL FINANCIAL AID

Students must fill out a one-page supplemental application for summer aid each year they wish to receive summer aid. Summer aid applications are available between March 1 and April 15 annually. Financial aid for summer school is based on unused eligibility from the preceding academic year (fall and spring). Accordingly, if a student uses 100% of his/her aid eligibility during the fall and spring, he/she typically will not have any remaining eligibility for summer courses.

## VALIDATION

In order to ensure that classes are not canceled and to receive a refund of excess financial aid, **all students must validate their intent to enroll each term.** Signing and returning the billing statement to the Business Office or validating on-line completes the validation process. Students who have enough financial aid to cover their bills may validate online through their Bearcat Web accounts. **ALL STUDENTS MUST VALIDATE EACH TERM—EVEN IF THEY HAVE SUFFICIENT FINANCIAL AID TO PAY ALL CHARGES AND DO NOT OWE A BILL.**

## WITHDRAWALS

Students who completely withdraw from any given term will be subject to the Return of Title IV Funds regulations. Details are available on the Business Office website and in the University Catalog.