

# INDIANA**TECH**

## **Financial Aid Application – College of Professional Studies**

Academic Year 2009–2010

Thank you for your interest in the Indiana Tech College of Professional Studies. **For you to receive an aid offer from Indiana Tech, we must have both the institutional aid application and your FAFSA results on file.** All forms must be completed and verified before you receive financial aid. If you are currently in default on any educational loan or owe a repayment on any educational grant, you are NOT eligible for student financial assistance. Once all documents have been received at the Financial Aid Office, the information will be reviewed and verified. We also may need to request further information from you that is not included in this packet for verification purposes.

### **Documents Needed to Complete Your Financial Aid File**

#### **Student Aid PIN**

This is the first step in the aid process. Students should go on-line to [www.pin.ed.gov](http://www.pin.ed.gov) to apply for Federal Student Aid PIN #. The PIN # allows you to access your information on the FAFSA website, make corrections to your FAFSA, and electronically sign your application. Returning students may use their previously assigned PIN # to complete the FAFSA application. If you are considered a dependent student both the student and parent must apply for a PIN #.

#### **2009–2010 Financial Aid Application – College of Professional Studies**

Please take time to read each question carefully. **Do not leave any question blank.** Make a copy for yourself and send the original to Indiana Tech. You also can download this application online by going to the Financial Aid link on Indiana Tech's web site, [www.indianatech.edu](http://www.indianatech.edu).

#### **2009–2010 Free Application for Federal Student Aid (FAFSA)**

To ensure that Indiana Tech receives your FAFSA information, be sure to include us as one of your college choices on the FAFSA. All campus locations should use the OE Code number of **001805**.

File your FAFSA electronically via the Internet. The web site address is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will receive a confirmation number once your FAFSA is filed electronically. Before you submit your electronic form, it is recommended that you print a copy of the data for your records.

Returning students currently receiving financial aid will receive a 2009–2010 FAFSA e-mail reminder directly from the U.S. Department of Education. The reminder is to alert you of the need to refile your FAFSA annually. This includes updating income information for 2008 for both the student and spouse. Returning students who have a PIN # issued by the Department of Education and filed electronically in the previous year can go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete a renewal application starting January 1, 2009.

**To be considered for Indiana state aid, your FAFSA must be received at the Federal Processor no later than March 10, 2009.** Indiana residents must update any corrections or edits to the filed FAFSA by May 15, 2009.

**Please Note: You may have already completed one or more of these forms.**

#### **Time Sensitive Material**

It is important as you go through this process that you reply, sign, and submit all documents regarding aid offers OR requests for additional documents in a timely manner. Failure to meet requested deadline dates will cause us to cancel your offer of aid. Should this occur, you as the student will be responsible for your full tuition payment.

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**For questions, contact the Office of Scholarships and Financial Aid at:**

800.937.2448 or 260.422.5561 Ext. 2334  
Fax: 260.422.1578  
[FinancialAid@IndianaTech.edu](mailto:FinancialAid@IndianaTech.edu)  
[www.IndianaTech.edu](http://www.IndianaTech.edu)

## Other Information You Will Need to Know

### Awarding Process

Once Indiana Tech has evaluated your FAFSA and Indiana Tech financial aid application we will forward a financial aid package for your attendance. The award letter will detail the required sessions of attendance, amount of your financial aid, and your responsibility in attending scheduled sessions. At the time your award offer is made you may elect to accept all aid programs offered or only a portion of the aid offered. It is important that you respond immediately to this assistance for aid as it is time sensitive and subject to cancellation if you do not respond.

### Verification Process

The U.S. Department of Education will select a number of students to participate in a process called verification. Selected students will receive a Verification Worksheet directly from our office requesting student's (and/or spouse's) 2008 federal income tax returns at the time an award offer is sent by the university. A signed and dated photocopy of the first two pages of form 1040, 1040A, or 1040EZ (including W-2's) must be available for selected students. Students who are enrolled and are classified as dependent students need to submit tax information for both the student and parent. Remember to keep copies of these records in case our office requests them. If you are selected for verification, documents must be received in our office by the noted deadline date.

### Enrollment Requirement

Enrollment in the CPS program will require that you be enrolled in each scheduled session. Summer session may be waived in certain circumstances. This will be clearly outlined with your award letter. In certain circumstances we have found that adjustments need to be made due to changes in work schedules or family emergencies. In most of these cases non-enrollment will cause your aid to be adjusted. (See leave of absence section).

### Release of Aid

When your financial aid package is sent we will forward a CPS Fact Booklet that details cost and the refund schedule for financial aid recipients. Because the CPS delivery format is set up differently than a traditional semester basis, your financial aid will be released on set schedules. Student loan credits are not released until the student has met their minimum six hour requirement enrollment and have excess credit on their account. Grants such as Pell and State are not released until the end of the semester once grades are issued and eligibility is confirmed. A refund schedule will be forwarded with your aid offer.

### Satisfactory Academic Progress

Awarding of student aid does require that Indiana Tech monitor a student's academic progress. It is our goal to assist you in obtaining your degree. In this partnership we have established quantitative measurements that are reviewed annually. The two criteria that are measured on an annual basis are the number of hours earned and the students cumulative grade point average. To maintain aid eligibility students must make satisfactory academic progress.

### Entrance Loan Counseling

Loan borrowers attending Indiana Tech for the first time must complete online counseling prior to student loan funds being credited to your account. Information regarding student loans will

be covered during the online counseling session and will require that you pass a quiz. Once you have successfully completed online counseling, we will receive a direct e-mail confirming that this process has been completed. You can complete online counseling at [www.usafunds.org/indianatech/entrance](http://www.usafunds.org/indianatech/entrance).

### Student Loan Application Process

Once we receive and evaluate the results of your FAFSA we will determine your eligibility to participate in the Federal Family Education Loan Programs (FFELP.) If you are eligible to participate in the loan program, the awards will be listed on an award letter and information on how to apply for loans will be forwarded at a later date. Indiana Tech processes loans electronically. You can review our loan process and apply for a Federal Subsidized Stafford, Unsubsidized Stafford, or Parent Loan electronically at [www.SimpleTuition.com/IndianaTech](http://www.SimpleTuition.com/IndianaTech). We do, however, recommend that you wait until your aid offer has been sent to complete this loan process.

In order to receive student loan funds, new borrowers are required to sign a Master Promissory Note (MPN.) The MPN is a one-time loan application that is valid for ten (10) years from the time you sign and date the application, which also can be done electronically at the above Web site. Unfortunately, funds will not be released until the MPN is signed. As a student borrower you do have the option to process your loans through your own lender. Should you want your loan certified by a specific lender you can note this on your award offer. Indiana Tech will automatically process and certify loans for returning students once they sign and accept the loans listed on the award letter.

### Withdrawal from Classes

Financial aid is packaged based on the assumption that you plan to enroll for the entire academic year. Unless you are starting classes late in the year attending the summer session is not required. Should you find it necessary to withdraw from a scheduled class your financial aid will be adjusted and paid based on the actual hours completed and sessions attended. Students are encouraged to contact the Financial aid Office before classes are dropped so you are fully aware how this will affect your financial aid. For special circumstances see the Leave of Absence Form information below.

### Leave of Absence Form

Indiana Tech understands that as an adult student responsibilities at home sometimes change your expected enrollment. In these types of situations we ask that you contact the Financial Aid Office and the Warrior Information Network to request a temporary Leave of Absence Form. The Leave of Absence Form when properly signed allows the student to continue their enrollment without having to be put through the standard exit process.

### Exit Counseling

Students who find it necessary to withdraw from the university and have borrowed student loans will go through an exit process. This requires that the student's lender be notified that they have ceased attendance which will require that any borrowed loans come into repayment. Exit counseling can be conducted online through [www.usafunds.org/indianatech/exit](http://www.usafunds.org/indianatech/exit). Students who plan to re-enroll at Indiana Tech should contact the aid office immediately.

**Section A – Tuition Reimbursement and Outside Resources (must be completed) Academic Year 2009-2010**

Occasionally, employers will assist employees by providing a portion of their educational cost. We need to take this source into consideration when calculating your eligibility for aid. If you will be receiving financial assistance from any other source (such as tuition reimbursement, JTPA, Vocational Rehabilitation), please list those sources below.

**All aid applicants must complete the area below either with a numeric value or "zero." Failure to complete this section or to fully disclose outside assistance will delay processing.**

Employer Name and Address: \_\_\_\_\_

Source	Assistance Available	\$ Per Academic Year – DO NOT LEAVE BLANK
Tuition assistance from employer	___ Yes ___ No	_____
Veteran's Benefits – Type _____	___ Yes ___ No	_____
Vocational Rehabilitation	___ Yes ___ No	_____
Other (List) _____	___ Yes ___ No	_____

**Section B – General Information**

Type or print clearly the information below:

1. Name: \_\_\_\_\_  
*Last First Middle Maiden*

2. Address: \_\_\_\_\_  
*Street, P.O. Box, Apt. No., etc. City State Zip*

3. Cell Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ ext. \_\_\_\_\_ May we call you at work?  Yes  No

4. Social Security Number: XXX - XX - \_\_\_\_\_

5. Please list two separate references. The box below, when checked, authorizes Indiana Tech staff to discuss and/or provide financial information regarding your enrollment at Indiana Tech.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

FAX #: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

FAX #: ( ) \_\_\_\_\_

Check to authorize release of information

Check to authorize release of information

**Section C – Verification: All Students Please Read Carefully and Sign**

I certify that all information provided on this application and supporting documents are correct and complete. I authorize the Office of Scholarships and Financial Aid to release, as it deems appropriate, information regarding my academic programs (including grades) and my financial aid status (including the amount of aid awarded) to agencies, institutions, and others involved in providing funds for my education.

I understand that I am ultimately responsible for any charges I may incur while I am a student at Indiana Tech.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section D – Special Circumstances**

Please use the back of this application form to explain any unusual circumstances of which we should be aware.

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**Return this form to:**

Office of Scholarships and Financial Aid  
Indiana Tech  
1600 E. Washington Blvd.  
Fort Wayne, IN 46803