Financial Aid Guide for Students

Financial Aid Office
Academic Year 2014-2015
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It is our intent to provide students and parents with adequate information about financial aid programs available at Polytechnic University of Puerto Rico, Miami Campus. In this guide, you will find information about application procedures at P.U.P.R., required forms, eligibility requirements for each program as well as the student’s rights and responsibilities.

Postsecondary education is possible! The Financial Aid Office is here to help you reach your goals. It is important to read the information included in this guide as well as “The Guide to Federal Student Aid” included in your Financial Aid Information Package. Should you have any question, do not hesitate to contact the Financial Aid Office.
BASIC ELIGIBILITY REQUIREMENTS

To be eligible for student aid programs, you must meet the following basic eligibility requirements:

♦ Demonstrate to have financial need, except for unsubsidized and PLUS loans
♦ Be a U.S. citizen or eligible non-citizen with a valid Social Security number
♦ Enroll in an eligible degree seeking program as a regular student (RS)
♦ Have a high school diploma or its equivalent
♦ If male between ages of 18 and 25, must register with the Selective Service
♦ Meet satisfactory academic progress standards
♦ Certify that you will use any federal student aid for educational purposes only
♦ Have not defaulted your student loans or do not owe a refund on a federal student grant

**Specific Federal or State student aid programs may have additional eligibility requirements. If you have been convicted for the sale or possession of illegal drugs while you were receiving federal student aid, your eligibility may be affected. (See notification included in this guide, page 20) To find out your status, call the Federal Student Aid Information Center 1-800-433-3243 or go to www.fafsa.gov.**

FINANCIAL AID PROGRAMS

Polytechnic University of Puerto Rico has available, for qualified students, the following financial aid programs. The students’ eligibility for these programs will depend on their economic need and the availability of funds. The amount granted to the student could be adjusted based on the students’ academic load for the trimester.

♦ **Federal Pell Grant:** This program is need based and is available to undergraduate students who have not received their first bachelor degree. For the 2014-2015 academic year the maximum annual award is $5,730 for a student with an EFC= “0”. Amounts will be adjusted depending on the student’s academic load.

♦ **Federal Supplemental Educational Opportunity Grant (FSEOG):** Program available to Pell eligible students with exceptional financial need (students with EFC = 0). For the 2014-2015 academic year, the maximum annual FSEOG award is $1,350. Trimester’s amounts will be adjusted depending on the student’s academic load, and funds availability. Priority will be given to eligible students with a completed FAFSA before due date.
  o **Program Requirements:** Be enrolled in at least nine credits per trimester. Minimum GPA of 2.00.

♦ **Federal Work-Study (FWS):** This program provides part-time jobs for students with
financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the student’s course of study. The student must complete the Work-Study Application available at Financial Aid Office.

- **Program Requirements:** The student must be eligible for Pell, have the required minimum GPA, have satisfactory academic progress, have financial need, and be enrolled in the minimum credits required. Priority will be given to students with economic need and that have a completed FAFSA before the due date.

- **Federal Direct Loans:** Program available to help students cover their educational costs. The student must begin repaying the borrowed amount plus any accrued interest six (6) months after leaving school or when enrolls in less than half-time. During 2014-2015, this program offers a fixed interest rate of 4.66% subsidized and 4.66% unsubsidized. These loans are subject to an origination fee of 1.072%, which will be deducted from each disbursement. The annual loan limit is based on the student’s grade level and financial need. (See table below)

- The *subsidized* loan is need based. The Federal Government will pay the interest on this loan while the student is enrolled at least half time, during the six-month grace period, or during authorized periods of deferment. This loan program is available for undergraduate students only.

- The *unsubsidized* loan is a non-need based loan and the student is responsible for paying all the interest on the loan.

<table>
<thead>
<tr>
<th>Grade Level (Completed Credits)</th>
<th>Loan Program</th>
<th>Annual Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Dependent Students**</td>
</tr>
<tr>
<td>1 0 to 30 credits</td>
<td>Subsidized</td>
<td>$ 3,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>2 31 to 60 credits</td>
<td>Subsidized</td>
<td>$ 4,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>3 61 or more credits</td>
<td>Subsidized</td>
<td>$ 5,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>Graduate Program</td>
<td>Subsidized</td>
<td>$ 0</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$ 20,500</td>
</tr>
</tbody>
</table>

**Dependent students whose parents cannot borrow a PLUS, will be able to borrow up to $6,000 under the unsubsidized program.

- **Program Requirements:** The student must be enrolled at least half-time and have satisfactory academic progress.

**Example of total loan debtness**

Undergraduate students – Full time enrollment (12+credits per trimester) for 4 years borrowing maximum amounts per academic year.
Graduate students – Full time enrollment (6+ credits per trimester) for 2 years borrowing maximum amounts per academic year.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Loan Program</th>
<th>Dependent Student</th>
<th>Independent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Subsidized</td>
<td>$3,500</td>
<td>$3,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$2,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Second Year</td>
<td>Subsidized</td>
<td>$4,500</td>
<td>$4,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$2,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Third Year</td>
<td>Subsidized</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$2,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>Subsidized</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td></td>
<td>Unsubsidized</td>
<td>$2,000</td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Estimated total loan debt</strong></td>
<td>Subsidized only</td>
<td>$19,000</td>
<td>$19,000</td>
</tr>
<tr>
<td></td>
<td>Combined</td>
<td>$27,000</td>
<td>$45,000</td>
</tr>
</tbody>
</table>

**PLUS Loan for Parent of Dependent Students:** Parents may borrow from this educational loan program on behalf of their dependent student to cover their educational costs. The interest rate for a PLUS loan during 2014-2015 academic year is 6.41%. An Origination Fee of 4.204% will be applied to each disbursement.

  - **Program Requirements:** The parent must be credit worthy and U.S. citizen. The loan amount could not exceed the student’s cost of attendance less any awarded financial aid. The student must be enrolled at least half-time and have satisfactory academic progress.

**PLUS Loan for Graduate Students:** Graduate students may borrow up to the full cost of their education less other financial aid received. The student should apply for the maximum annual amount from Federal Stafford Loan Programs before applying for the PLUS Graduate Loan. For the 2014-2015 academic year, the interest rate will be 7.21%. An Origination Fee of 4.288% will be applied to each disbursement.

  - **Program Requirements:** The loan amount could not exceed the student’s cost of attendance less any awarded financial aid. The student must be enrolled at least half-time and have satisfactory academic progress.
**Alternative Student Loans:** Private student loans offered by private lenders to help students cover their educational costs. The student may borrow up to his cost of attendance less any other financial aid. The interest for this type of loan may vary based on borrower’s credit history. Programs requirements vary depending on lender’s program but all students must be credit worthy or submit the application with a co-signer. There are no academic load or GPA requirements.

Since federal student loans give students more benefits, the student should apply for federal student loans before applying for private student loans.

**FEDERAL AID APPLICATION PROCESS**

Applying for federal student aid is an easy process. Just complete your applications online and your school will receive the results of your application in approximately five labor days (if you sign with your PIN). You can refer to the Federal Aid Application Guide published by the Financial Aid Office to get detailed information about the Free Application for Federal Student Aid (FAFSA) and Student Loan application process. The student must renew the FAFSA each year before the deadline. If you need assistance to complete your FAFSA, you should contact the Financial Aid Officer. You can also get the FAFSA on the WEB Worksheet available at the FAFSA website.

After your application results are received, the Financial Aid Officer will review your application to review comments from the Central Processing System or to complete the Verification Process. After this, your eligibility for the Federal Aid programs will be determined and you will receive an Award Letter or a Not Eligible Letter.

**Important application links...**

1. FAFSA: [www.fafsa.gov](http://www.fafsa.gov)
2. PIN: [www.pin.ed.gov](http://www.pin.ed.gov)
3. Student Loans (Undergraduate, Graduate and Parent): [www.pupr.edu/miami](http://www.pupr.edu/miami) [www.studentloans.gov](http://www.studentloans.gov)

**Transferred students**

If you are transferring from another postsecondary Institution, you must correct your FAFSA to include our school code: **014255** financial aid is not transferred automatically with the student. If you have not completed your FAFSA, you must complete a Renewal FAFSA for the academic year. Student transferring during the same academic year will receive the remaining Pell Grant. Students transferring from PUPR-San Juan do not have to correct the school code but must follow the clearance procedure.
VERIFICATION PROCESS

The Polytechnic University of Puerto Rico will verify all applications selected for the verification process by the Department of Education. (* in the EFC) and those ISIRs with discrepancy (this according to the established thing by the Federal Government (34 CFR 668,16 Part (f)). The purpose of this process if to verify the accuracy of all information reported in your FAFSA.

If the student’s application is selected for the verification process, will be requested to provide evidence of the information reported in the FAFSA. The student must present evidence regarding:

1. Household members

2. Number of household members enrolled in college

3. Adjusted gross income

4. U.S. tax paid

5. Un taxed income and benefits such as Social Security benefits, child support, welfare benefits, family assistance, unemployment benefits, veterans noneducation benefits, retirement benefits, untaxed portions of IRA, foreign income exclusion, untaxed portions of pensions, others)

In addition to verify those elements, the Financial Aid Office reserves the right to ask for any other documentation to solve conflicting information. The student is responsible for providing accurate information on time to complete the verification process. Failing to do so, the student’s eligibility for the Federal Aid Programs will be affected. Documentation will be requested on a case by case. Commonly requested documentation is:

- Tax Return transcript from the IRS. If the tax return transcript was amended, an Account Transcript must be submitted with the Tax Return Transcript. In very limited cases, a signed copy of your income tax return could be accepted (If you file a tax return in Puerto Rico)
- Non filing transcript form the I.R.S. (or Hacienda de P.R.) if no income tax was filed
- Government Agency documentation detailing any benefit received
- Copy of Divorce Decree/Separation Agreement
- Evidence for child support or alimony paid or received
- Verification worksheet
- Other documentation based on student’s situation

The student should complete his file at least two weeks before classes begin. The
deadline to complete the verification process is by the end of the trimester. Keep in mind that any delay in this process will affect your financial aid disbursements. Students with incomplete verification process are not eligible for Grants, Work-Study or Subsidized Student Loans.

If there is a significant change in the student’s household such as loss of income, excessive medical expenses not covered by any Insurance, change in number of members or an unusual situation regarding the dependency status, the student should contact the Financial Aid Office to review your FAFSA. Based on the information presented, the Financial Aid Administrator will determine if requesting a Professional Judgment or Dependency Override is appropriate. If the request is approved, the Finanical Aid Office will correct the FAFSA to update the household information and/or the dependency status.

** For more information regarding the Verification Process, refer to the Verification Process Brochure or contact the Financial Aid Office.

FINANCIAL AID AWARDING AND DISBURSEMENT PROCESS

The Financial aid applications are evaluated in a first come first serve basis considering the deadline and when the student submitted all requested documentation.

Financial Aid Packaging Policy

1. Supplemental financial aid will be awarded based on the availability of funds. It will be our priority to serve students with the highest financial need first.
2. To be eligible for federal financial aid, the student must always comply with the Satisfactory Academic Progress Policy.
3. The student’s financial aid award should not exceed his determined financial need.
4. In order to keep receiving all scheduled disbursements, the student must meet all eligibility requirements.
5. The distribution of the financial aid funds will be as follow: Pell Grant, Federal and State Supplemental grants, work-study program and loans.

How your Financial Need is Determined?

Your financial need is the difference between the Cost of Attendance and the Expected Family Contribution (EFC). This financial need is the one that we try to cover with the available financial aid programs. Polytechnic University of Puerto Rico uses the Need Analysis Toolkit of the US Department of Education.

The Need Analysis is an equitable and systematic measurement that determines the ability of a student and/or his family to pay for college. In order to determine the
family contribution, the Department of Education through the FAFSA will evaluate the household economic resources, assets, debts on assets, family members and the number of people who attend post-secondary institutions.

After your financial need is determined, you will receive the Award Letter. This letter will include all the financial aid programs awarded for the academic year. This letter will include information such as the Cost of Attendance, awarded programs, annual maximum amounts, and trimester amounts and a description of each financial aid programs. If you are not eligible for Pell Grant or other aid program, you will receive a letter of not eligibility.

**Estimated Cost of Attendance**

The Cost of Attendance is an estimated budget used to determine your financial needs. This budget is based on a 9-month period and includes tuition cost (based on an average credit cost and a full-time enrollment), fees, books and supplies, room and board, transportation expenses, personal expenses and loan fees. These costs of studies are prepared using surveys and government statistics that reflect real costs of the educative expenses of the students at our Institution. The four types of budget used at our Institution are the following. These budgets are based on a full time enrollment, if the student enrolls in less than half-time, the cost of attendance will be adjusted accordingly.

### 2014-2015 Undergraduate Students without Legal Dependents or Living with Parents

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Trimester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,780</td>
<td>$3,780</td>
</tr>
<tr>
<td>Fees</td>
<td>185</td>
<td>185</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>766</td>
<td>766</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>887</td>
<td>878</td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td>995</td>
<td>996</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>772</td>
<td>772</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$7,385</td>
<td>$7,377</td>
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</table>

### 2014-2015 Undergraduate Students with Legal Dependents or Not living with Parents

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Trimester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,780</td>
<td>$3,780</td>
</tr>
<tr>
<td>Fees</td>
<td>185</td>
<td>185</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>766</td>
<td>766</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>4,100</td>
<td>4,101</td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td>951</td>
<td>953</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>818</td>
<td>819</td>
</tr>
</tbody>
</table>
## 2014-2015 Graduate Students without Legal Dependents or Living with Parents

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Trimester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
</tr>
<tr>
<td>Tuition</td>
<td>$2,370</td>
<td>$2,370</td>
</tr>
<tr>
<td>Fees</td>
<td>185</td>
<td>185</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>435</td>
<td>435</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>852</td>
<td>853</td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td>987</td>
<td>987</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>771</td>
<td>772</td>
</tr>
<tr>
<td>Total</td>
<td>$5,600</td>
<td>$5,602</td>
</tr>
</tbody>
</table>

## 2014-2015 Graduate Students with Legal Dependents or Not Living with Parents

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Trimester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
</tr>
<tr>
<td>Tuition</td>
<td>$2,370</td>
<td>$2,370</td>
</tr>
<tr>
<td>Fees</td>
<td>185</td>
<td>185</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>435</td>
<td>435</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>4,100</td>
<td>4,100</td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td>951</td>
<td>951</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>817</td>
<td>818</td>
</tr>
<tr>
<td>Total</td>
<td>$8,858</td>
<td>$8,859</td>
</tr>
</tbody>
</table>

### Financial Aid Disbursements

Before processing any financial aid disbursement, the Financial Aid Office will verify if the student meets the eligibility requirements of the student aid program. If the student does not meet the minimum eligibility requirements, disbursements may be adjusted or cancelled.

All financial aid disbursements (grants, scholarships and loans) will be credited to the student’s institutional account to cover any pending balance. If the total financial aid credited exceeds the outstanding balance, the Finance Office will issue a reimbursement check. Disbursements dates will vary depending on the application processing and enrollment date. The Finance Office will contact the student when the reimbursement check is available for pickup.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS WITH FEDERAL STUDENT AID

The U.S. Department of Education requires that the Institution measure if a student receiving federal student aid is making satisfactory academic progress. Students that are not making satisfactory academic progress are not eligible for Title IV Federal Aid Programs. This policy reflects the standards used to measure satisfactory academic progress at Polytechnic University of Puerto Rico, Miami campus, for federal student aid eligibility purposes. This policy applies to undergraduate students.

Evaluation Criteria

The student’s satisfactory academic progress is measured by evaluating the following criteria:

♦ **Qualitative:** At the end of the academic year, the student’s minimum GPA must be:

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 30</td>
<td>1.50</td>
</tr>
<tr>
<td>31 – 60</td>
<td>1.65</td>
</tr>
<tr>
<td>61 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

All courses with grades of A, B, C, D, F, I will be considered for the cumulative GPA. Credits transferred from other Colleges are not taken into consideration to calculate the Grade Point Average (GPA), but they are considered to calculate the student’s level.

♦ **Quantitative:** The student must complete at least 66% of the cumulative credit hours attempted at Polytechnic University of Puerto Rico. Repeated courses and courses with grades of W, WF, F, I, P or NP will be considered as attempted credit hours.

♦ **Program completion criteria:** The maximum timeframe for which a student may receive financial aid may not exceed 150% of the length of the program measured in credit hours. Transferred credit hours will be considered for this element.

  o Preparatory courses are not considered in the timeframe but will be included as attempted credits. The student will be eligible to receive financial aid for a maximum of 30 credits hours from preparatory courses.

  o Time frame calculation example:
- Student in Accounting Program – The Accounting Program requires 122 credits to complete the curriculum.
  - Maximum time is 183 attempted credits (122 crds. x 150%)
  - The credits hours will be used to determine the maximum time.
  - The maximum time must be 150% of the credits hours required to complete the program degree.
  - All attempted credits, even those in which the student did not receive financial aid, count towards the established maximum.
  - This policy includes and measures students who are enrolled half-time.
  - All courses attempted in the institution, except for preparatory courses, will be included. Transferred courses will also be included for the maximum time.
  - If a student changes of Major or School (eg. from Engineering to Architecture), will be measured with the new concentration requirements (total of required credits). All courses taken at UPPR, including credits from previous Major/School, credits from the new Major/School as well as transferred credits, will be included.

**Academic Progress Evaluation**

The student’s academic progress is evaluated once a year at the end of the academic year. An academic year will consist of three periods: Fall, Winter and Spring. (The summer period is optional.) All academic cumulative data until the latest academic period will be considered.

When the student fails to meet the Standards of Satisfactory Academic Progress Policy, is classified in probation. Students in probation are not eligible for federal and state student aid (including federal student loans). The Financial Aid Office will notify the student about this situation by postal mail. If the student does not overcome the academic progress deficiency, could fall in a suspension status and cannot appeal this status.

**Probation Appealing process**

A student who falls in a probation status has the right to appeal this classification. To appeal a probation classification, the student must complete the Appeal Form available at www.pupr.edu/miami and submit it with supporting documentation to the Financial Aid Office before the deadline. The Appeal Request will be evaluated by the Satisfactory Academic Progress Committee. The student will receive written notification regarding the Committee’s decision. If the student’s appeal is approved, the student will be required to meet with his Mentor or Academic Advisor to establish an academic plan.

**Financial Aid Eligibility Reinstatement**
If the Academic Progress Committee approves the student’s appeal, the Financial Aid Office will determine if the student is eligibility for the Federal, State or Institutional grants available. The academic plan will be evaluated every term to confirm the student is improving his academic progress. If the student does not complies with the academic plan, will not be able to receive financial aid. If the appeal is not approved, the student's eligibility for student aid will be reinstated after he meets the Standards of the Satisfactory Academic Progress.

**STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS WITH FEDERAL STUDENT AID**

The academic progress of a graduate student will be measured following the *Norms and Procedures for the Evaluation of Student Academic Progress at the Graduate Level*, as established by the Graduate School. Graduate students are required to meet the following satisfactory academic progress criteria to participate in financial assistance programs under Title IV of the Higher Education Act and other state, institutional and private programs:

♦ **Qualitative Element:** At the end of the academic year, the student’s minimum GPA must be:

<table>
<thead>
<tr>
<th>Total Earned Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 9</td>
<td>2.50</td>
</tr>
<tr>
<td>10-18</td>
<td>2.80</td>
</tr>
<tr>
<td>19 or more</td>
<td>3.00</td>
</tr>
</tbody>
</table>

** Credits transferred from other Colleges are not taken into consideration to calculate the Grade Point Average (GPA), but they are considered to calculate the student’s level. **

♦ **Quantitative Element:** The student must complete at least 66% of the cumulative credit hours attempted at Polytechnic University of Puerto Rico. Repeated courses and courses with grades of W, WF, F, I, P or NP will be considered as attempted credit hours.

♦ **Program completion criteria:** The maximum timeframe for which a graduate student may receive financial aid may not exceed 150% of the length of the program measured in credit hours. Transferred credit hours will be considered for this element.

For a copy of the *Norms and Procedures for the Evaluation of Student Academic Progress at the Graduate Level* visit the Financial Aid Office.

The minimum federal components to gauge Academic Progress required two specific measures: qualitative and quantitative, the two components provide a measure of the
reasonable progress of the student to satisfactorily complete graduation requirements.

**STUDENT AID ADJUSTMENTS AND CANCELLATIONS**

Your student aid may be adjusted or cancelled if...

- You withdrawn from school.
  - The Financial Aid Office will calculate how much financial aid you have earned until the moment you withdrawn. The student aid programs subject to the Return to Title IV calculation are Pell Grant, FSEOG, and Federal Student Loans. Florida state aid programs may required adjustment or cancellations if the student withdraws.
- You fail to attend enrolled courses.
- You are no having Satisfactory Academic Progress.
- You default previous student loans.
- Your eligibility changes.

Should your financial aid be adjusted or cancelled, the Financial Aid Office will notify you by certified mail. Your will be responsible for paying any balance.

**Procedure for the Calculation of Federal Financial Aid to be Returned to the Federal Government when a Student Withdraws**

The new procedure to determine the amount of funds to be returned to the Federal Government when a student withdraws is established in sect. B 484 of "Higher Education Act" of 1965, as amended, and will be effective on August 1, 2000.

The Financial Aid Office will determine the amount of financial aid that must be returned to the Federal Education Department for every student that withdraws and has received federal financial aid. The following steps are necessary in the calculation of financial aid amount to be returned:

- Determine the first day of classes
- Determine the last day of classes or examination
- Determine the date on which the student withdraw or had the intention
- Determine the amount of financial aid earned by the student during that period of time
- Determine the amount of financial aid that will be returned to the Federal Government

The above procedure applies to the following federal financial aid programs that
have been disbursed or could have been disbursed:

- Federal Student Loans: Unsubsidized loan, Subsidized loan, and PLUS loan
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Example of the Procedure for the calculation of federal financial aid amount to be returned to the Federal Government

The student has enrolled for the 12/MF period with an academic load of 12 credits. Classes began on August 13, 2013, and the student officially withdrew on August 23, 2013. The student has Pell Grant with an EFC = 0. The Pell Grant payment for the academic period would be $1,881.

1. Determine the number of calendar days of the payment period in which the student is enrolled:

   83 days calendar for 12/MF trimester

2. Determine the number of calendar days since the start of classes until the date the withdrawal was officially notified:

   10 calendar days (from August 12 to August 23, 2013)

3. Determine the percent (%) of days completed since the start of classes until the day of the withdrawal:

   \[
   \frac{10}{83} = .119 = 12\% \]

   * This represents the percent (%) of financial aid earned by the student during this period. If the percent of earned financial aid exceeds 60%, the student will receive 100% of the financial aid allocated for that period.

4. Determine the percentage of days not completed:

   \[
   100\% - 12\% = 88\% \]

   ** This represents the percent of financial aid that will be returned to the Federal Government.

5. Determine the amount of financial aid that will be paid to the student (amount to
6. Determine the amount of financial aid that will be returned to the Federal Government:

\[
\begin{align*}
Pell Grant Payment &= \$1,850 \\
EFC &= 0 \\
12 \text{ credits} \times 0.12^* &= \$222 \\
\end{align*}
\]

\[
\begin{align*}
Pell Grant Payment &= \$1,850 \\
EFC &= 0 \\
12 \text{ credits} \times 0.88^{**} &= \$1,628 \\
\end{align*}
\]

**Note:** The Finance Office will apply the refund of tuition costs as follows:

Total withdrawal for student registered for the 12 weeks term

- On or before the first day of the term: 100%
- First week: 100%
- Second week: 33.33% of tuition
- Third week and after: 0%

**Registration, Library, Educational Technology Center and activities fees are nonrefundable.**

**STUDENT’S RESPONSIBILITIES AND RIGHTS**

You have the right to receive the following information from the Financial Aid Office:

1. Available financial aid programs
2. Application process, deadlines and student aid eligibility criteria
3. Awarding and disbursement process
4. What financial aid you must repay, and the terms and schedules for repayment
5. The terms and conditions of any employment that is part of the financial-aid award
6. What is the criteria for maintaining satisfactory academic progress and how to re-establish your eligibility if you failed to do so.
7. Institution’s refund policy for students that drop from school

It will be your responsibility to:
1. Comply with deadlines.
2. Provide all required documents in a timely fashion.
3. Register for the required minimum number of credits upon which your award was based.
4. Provide the Financial Aid Office with information on changes in your family’s household, income or your enrollment status.
5. Inform the Financial Aid Office of any outside scholarships, tuition assistance or VA benefits that you will be receiving during the academic year.
6. Use any financial assistance received from title IV programs for expenses related to your studies.
7. Notify any change in your address, phone number and email address.
8. Accept all responsibility for payment agreements you sign.
9. Understand and comply with the policies regarding to refunds, repayments and satisfactory academic progress.
10. Complete the Exit Counseling for federal student loans programs before your departure from college.

CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS

Polytechnic University of Puerto Rico is required by federal regulations to notify the students that their eligibility to receive federal student aid will be affected due to convictions for possession or sale of illegal drugs. If the student has been convicted for the possession or sale of illegal drugs under any Federal or State law (during a period of enrollment for which the student was receiving the program funds) will lose eligibility for federal student aid programs.

For federal aid purpose, a conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record is not relevant for purposes of this section, nor is a determination or adjudication arising out of a juvenile proceeding.

♦ Conviction for Possession Illegal Drug – If the student has been convicted:
  o Only one time for possession of illegal drugs, is ineligible to receive title IV, HEA program funds for one year after the date of conviction;
  o Two times for possession of illegal drugs, is ineligible to receive title IV, HEA program funds for two years after the date of the second conviction; or
  o Three or more times for possession of illegal drugs, is ineligible to receive title IV, HEA program funds for an indefinite period after the date of the third conviction.
Conviction for Sale of Illegal Drug – If the student has been convicted:
- Only one time for sale of illegal drugs, is ineligible to receive title IV, HEA program funds for two years after the date of conviction; or
- Two or more times for sale of illegal drugs, is ineligible to receive Title IV, HEA program funds for an indefinite period after the date of the second conviction.

If the student successfully completes a drug rehabilitation program after the student’s most recent drug conviction, the student regains eligibility on the date the student successfully completes the program. The drug rehabilitation program must include at least two unannounced drug tests; and:

- Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
- Is administered or recognized by a Federal, State, or local government agency or court;
- Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or
- Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

TIPS TO KEEP IN MIND...

1. Apply early – File the Free Application for Federal Student Aid (FAFSA) before the required date. Regular students should file the 2014-2015 FAFSA before April 25th, 2014. New students should submit their FAFSA at least 6 weeks before the beginning of the enrollment period. You must renew your FAFSA each year.

2. Use your PIN to sign your FAFSA. If you do not have one or you lost your PIN, you should request a PIN duplicate at www.pin.ed.gov. DO NOT SHARE YOUR PIN WITH ANYONE.

3. Maintain Satisfactory Academic Progress: Undergraduates student must have a 2.00 minimum GPA and complete at least 66% of all coursework enrolled. Graduate students must have a 3.00 minimum GPA and complete at least 66% of all coursework enrolled.

4. If you withdraw or do not attend to your classes, your financial aid disbursements will be adjusted or cancelled. As result, you may be required to repay part or all financial aid received. Adjustments may be applied to all federal aid programs: Pell Grant, FSEOG, and Federal Loans.

5. It is your financial aid! You are responsible of providing any requested documentation on time.
6. Always read your mail and emails. Respond to all inquiries from P.U.P.R. immediately.

7. Report all financial assistance you will receive from other sources than Title IV to the Financial Aid Office. You are required to notified assistance from Veterans Benefits, tuition waivers, scholarships, etc.

8. If your financial aid does not cover your total tuition, you should find the necessary funds to cover your debt and pay any remaining balance before deadline to avoid any late fee. You may ask the Finance Office for a Payment Plan.

9. Keep a file with copy of all documentation provided to the Office and with all documentation received.

WEB TOOLS FOR STUDENTS

Do you want to know how to prepare for college admission tests, select a career and search for a school or financial aid? The below links will help you. These are great tools to get started!

AmeriCorps: www.americorps.org

College is Possible: www.collegeispossible.com

College Answer: www.collegeanswer.com

College Board System: www.collegeboard.com

Department of Education – Videos on Youtube: www.youtube.com/collegedotgov

Education Planner: www.educationplanner.org

Fast Web: www.fastweb.com

Florida Academic Counseling and Tracking for Students: www.facts.org (Now Part of Florida Virtual Campus)

Florida Department of Education: http://www.floridastudentfinancialaid.org/

National Student Loan Data Base: www.nslds.ed.gov

Scholarships for Hispanics: http://www.scholarshipsforhispanics.com/

Student Loans Website: www.studentloans.gov

You Deal with It:  [www.youcandealwithit.com](http://www.youcandealwithit.com)

Polytechnic University of Puerto Rico is not responsible for the content, products or services offered by these websites. We encourage the student to be careful and reject any suspicious offer. For more information about how to avoid, scholarship frauds visit the Federal Trade Commission website [www.Ftc.gov/bcp/conline/edcams/scholarship](http://www.Ftc.gov/bcp/conline/edcams/scholarship) or the US Department of Education website [www.federalstudentaid.ed.gov/lsac](http://www.federalstudentaid.ed.gov/lsac).
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