

TERMS AND CONDITIONS

My UMIAMI E-MAIL ACCOUNT

The University of Miami Office of Student Financial Assistance and Employment (OSFAE) will communicate with students and their parents by e-mail. Students are required to monitor their CaneLink Student Center (View Financial Aid), or UM portal (View Financial Aid) if not yet enrolled and are responsible for checking their UM email account regularly. Failure to meet deadlines may result in a loss of aid eligibility.

ANTICIPATED FINANCIAL AID AWARDS

Awards may be listed as "ANTICIPATED" due to a variety of issues that require resolution before financial aid can be disbursed. Incoming students must monitor their outstanding requirements by clicking on "View Financial Aid" in their UM Portal" while enrolled students look on their CaneLink Student Center (View Financial Aid) and submit the necessary documentation as soon as possible. Failure to complete the financial aid process by the priority deadline may impact aid eligibility.

FINANCIAL AID OVER-AWARDS

Students financial need is determined based on the difference between the cost of attendance (COA) and the family's Expected Family Contribution (EFC) as calculated by the Institutional Methodology formula using information reported on the CSS Profile. Eligibility may change if students receive funds from another source that is not included at the time of the initial financial aid award or if their housing status changes. OSFAE will communicate with students about award changes, which can be viewed on CaneLink Student Center (View Financial Aid), or UM portal (View Financial Aid) if not yet enrolled.

OUTSIDE SCHOLARSHIP

If a student receives an outside scholarship, it may impact their aid award. Federal regulations require that students submit all information from the scholarship agency to the Office of Student Financial Assistance and Employment (OSFAE) via our Outside Scholarship Submission Form (<https://finaid.miami.edu/resources/forms/>) as soon as they are notified of the award. The OSFAE will first fill any gap between the CSS Profile Expected Family Contribution (EFC) and FAFSA EFC and then reduce loans/work study before reducing any need-based grant eligibility. Students can request that the financial aid office reduce federal work study before reducing loan eligibility; however, requests must be made in writing to the Office of Student Financial Assistance and Employment.

FEDERAL AND INSTITUTIONAL WORK STUDY PROGRAMS

There are a variety of work study (federal and institutional) positions available on and off campus. It is the student's responsibility to find a suitable employment opportunity that fits their needs, areas of interest and academic schedule. Once a position has been secured, students must complete a work study authorization form, I-9 form, W-4 form and a direct deposit authorization before work can begin. If Federal Work Study is awarded as part of the financial aid package, you must accept the award to participate and the amount indicated is the maximum amount a student may earn during the academic year. The amount awarded is not a guarantee of employment and if a student applies too late in the hiring season, a suitable position may no longer be available.

INSTITUTIONAL AID ENROLLMENT REQUIREMENTS

For all merit and need-based aid from the University of Miami, full-time enrollment is required. Full-time undergraduate enrollment is defined as 12 credits or more each semester. The student must have the required full-time enrollment to qualify for institutional aid. Enrollment of less than 12 credits may result in the reduction or loss of some aid programs. Enrollment in "credit only" courses, and some third attempt credits, may not count as part of the 12 credits for certain awards.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain Satisfactory Academic Progress to be eligible for federal, state and institutional financial aid programs. The University of Miami standards of SAP measure a student's academic performance both qualitatively and quantitatively by reviewing the following three areas of performance: completion rate for coursework, cumulative grade point average earned, and the maximum time frame to complete a degree. The standards of SAP apply for all federal, state and institution funded financial assistance programs. Students that fail to meet the minimum requirements to be eligible for financial aid will lose their eligibility at the end of the period of review.

A student may appeal a failed SAP determination by completing and submitting to the financial aid office an Academic Progress Appeal Form (<http://finaid.miami.edu/resources/forms/>). Appeals may be granted/approved only if the student failed to meet academic progress requirements as a result of a documentable emergency and/or illness, and these circumstances must have occurred within the semester/academic year during which SAP requirements were not met. It is highly recommended that appeals be submitted within 30 calendar days from notice of ineligibility. All decisions made by the committee are final. Please be advised that students will only be eligible to receive one approved appeal during their enrollment at UM. Should a student fail to meet the minimum academic standards outlined in the conditions of their initial approved appeal, they will not be granted an additional appeal unless there are new mitigating circumstances.

REPEAT COURSE WORK

If a student chooses to retake a course for which they have already received a passing grade, financial aid may be affected. At the end of the add/drop period, any student not enrolled in full-time credits, will have their financial aid eligibility reviewed and adjusted as needed to reflect their enrollment level. This may result in a loss or reduction in aid. Full-time enrollment is defined as 12 credits or more for the fall and spring semesters. Those who have completed a course twice, cannot have financial aid applied to the credits of any future attempts of the same course.

WITHDRAWAL OR LEAVE OF ABSENCE

Financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students earn a percentage of funds with each day of class attended. If, for any reason, a student leaves school before the end of the semester or designated period of enrollment, federal regulations require the University of Miami to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has completed more than 60% of the enrollment period, federal aid is considered fully earned for that period. This calculation and the subsequent return of federal funds may result in a balance that is the responsibility of the student to pay. Some state aid funds must be returned to the program for any paid coursework not completed.

ENROLLMENT FREEZE/CENSUS DATE

Student's enrollment level is frozen at the end of the add/drop period for each semester. Any and all adjustments to a student's course schedule should be made before the end of the add/drop period to avoid any adjustments in aid due to insufficient enrollment or being under-enrolled. After enrollment is frozen on census date, the Federal Pell Grant will not be adjusted regardless of any changes to enrollment except in the case of a complete withdrawal. After census date, if a student adjusts their course load which results in additional tuition and fee charges, they may be eligible to apply for additional loan funds to cover these additional charges, but the University will not reinstate any awards that required a certain number of credits by the census date. Full-time enrollment is defined as 12 credits or more.

Some federal financial aid programs require at least half-time enrollment (six credits per semester) such as the Federal Direct Loan programs. Most institutional and state financial aid require full-time enrollment, including need-based UM grants and merit scholarships. Those not enrolled in full time undergraduate credits by the census date, will lose any award that requires full time enrollment in that term. Adjustments to financial aid for enrollment changes after the census date will not be done except for Florida Bright Futures scholarships and in the case of a complete withdrawal from the University. There are no exceptions to this policy.

RECONSIDERATION OF FINANCIAL AID AWARDS

Students can appeal financial aid decisions in the case of a change in the family's financial situation. **F**

It is highly recommended that families first consult with a financial aid advisor prior to submitting an appeal. If it is determined that a student could potentially benefit from the submission of an appeal for the reconsideration of financial aid, a Request for Review (<https://finaid.miami.edu/request-for-review/>) with supporting documentation should be submitted to the Office of Student Financial Assistance and Employment. Only certain circumstances can be evaluated such as loss of income, unusual medical expenses paid out of pocket (not premiums), separation/divorce of parents, death of a family member, or non-discretionary expenses incurred by the family.

SUMMER LEAVE TERM EXPECTATION

A portion of the family's contribution is the responsibility of the student. UM expects the student to contribute a minimum of \$2,500 (from summer and leave term employment opportunities) and any other resources that may be available to the student. University of Miami follows this policy with the following exception: In an effort to encourage participation in summer internships, UM will provide need-based financial aid to replace the summer savings expectation for all students participating in an unpaid summer internship and who are unable to earn and save all or a portion of their student contribution. In order to qualify for additional financial aid, students must meet posted deadlines for participation in a summer internship. *NOTE: The additional financial aid may take the form of increased work-study employment, student loan and/or grant (if applicable) as determined in conjunction with the student's financial aid eligibility and University of Miami's awarding policies.*

SUMMER ENROLLMENT AND DISBURSEMENT

Summer aid is processed once the student is enrolled for the summer term on at least a half-time basis for those that have eligibility. Only undergraduate students enrolled at least half-time (6 credits or more) will be eligible to receive federal student loans. Financial aid for summer will not disburse until the first day of the session in which the student meets the minimum required enrollment for the aid program. Students with Florida Bright Futures Scholarship eligibility will be awarded after they have commenced enrollment which meets the minimum enrollment required for eligibility. Students who are not enrolled for summer but wish to request Federal Work Study for the summer term must submit a Summer Financial Aid Request Form on the OSFAE website (<http://finaid.miami.edu/resources/forms/>). Summer Federal Work Study earnings for students not enrolled at least ½ time for the summer term count as a resource for the upcoming academic year. This may result in adjustments being made to the upcoming fall/spring financial aid offers to account for the summer Federal Work Study earnings.