

Financial Aid

Student Data Form and Release/Authorization

Student Information:

First Name

Middle Initials

Last Name

Email Address

Phone Number

Career Major Information:

Program/Career Major:

1st Time enrolling in this career major

Returning to complete this career major

Authorization/Consent:

I agree to the following statements for the current academic year:

____ I authorize SouthernTech to withhold payment for tuition, books, fees, and supplies. I understand I can cancel or modify this at any time with the Bursar.

____ I authorize the financial aid office to discuss any information on this or other forms with other scholarship or need analysis agencies, previous college attended, other funding agencies, providing this communication is necessary to process my application properly.

____ I consent to release to the financial aid office information pertaining to financial aid previously received from any source.

____ I will notify the financial aid office of any change in my or my family's financial status that may occur after filing this application.

Acknowledgement:

_____ I am aware that Southern Tech's Financial Aid and Consumer Information Guide is located on the Financial Aid page of Southern Tech's Web Site and is accessible to me. I am also aware that I may pick up a copy of the Financial Aid and Consumer Guide in the Financial Aid Office upon request.

Student Signature _____

Date _____

SouthernTech does not discriminate on the basis of race, color, national origin, sex disability or age in the programs and activities. If you have inquires regarding SouthernTech's non-discrimination policies you may contact the designated Title IX Coordinators or 504 Coordinators at: titelxcoord@sotech.edu or 504coord@sotech.edu 2610 Sam Noble Parkway, Ardmore OK 73401. Phone 580.223.2070 www.sotech.edu.



Satisfactory Academic Progress Acknowledgement

The Financial Aid Office is required by Federal Regulations to make certain that students are making Satisfactory Academic Progress (SAP). You are required to complete all hours in the payment period, maintain a cumulative passing average as defined by Southern Tech's graduation requirements and have 90% attendance per payment period and complete the program within 110% of published hours.

SAP will be checked by the Financial Aid Office at the end of each payment period. **Not meeting all of the criteria for SAP can result in financial aid suspension and/or withdrawal from program.**

SouthernTech's attendance policy states *All Post-Secondary Students, regardless of payment source, are subject to the attendance policy.* Post-Secondary students exceeding the allowed percentage of absenteeism at the end of each semester may not meet Satisfactory Academic Progress (SAP). Failure to meet SAP may result in dismissal from the program and loss/return of financial aid received.

Program attendance and SAP policies and Federal Aid policies may supersede general school policies. *A more detailed explanation of these and all policies can be found in the Student Handbook and Consumer Information Guide.* Contact the Financial Aid Office for questions, assistance or review.

I have read and understood this Attendance and SAP policy disclosure and I understand the consequences of not meeting the requirements of the policies.

Student Signature

Date



Withdrawal Information Acknowledgement

Financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of funds the student was originally scheduled to receive. This is also applicable if the student ceases attendance for any reason prior to completing the clock hours in the payment period for which assistance was awarded. **This includes students who complete their program early.** The school also reserves the right to administratively withdraw students (e.g., for poor attendance, academic issues, disciplinary problems, etc.).

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law that SouthernTech participates in is the Federal Pell Grant.

Using the student's withdrawal date, which is either the last date of attendance in a school-related activity or the date the student notified the school of his/her intent to withdraw (whichever comes first), the institution will determine how much of the payment period you were scheduled to complete. If you withdraw prior to completing more than 60% of your payment period, the institution will determine the amount of federal student aid that was unearned. If the total amount of Title IV assistance you earned is less than the amount disbursed to you, the difference must be returned to the Title IV, Pell Grant.

If you completed more than 60% of the pay period you were paid for then you are said to have earned all of the federal assistance paid. If you withdraw prior to aid being disbursed, a post withdrawal calculation will be done to determine if you are due any federal funds. To determine the amount of money that must be repaid, the institution will calculate how many hours you were scheduled to complete at the time of your withdrawal and divided this by the number of hours in the payment period. The amounts returned are determined by the calculation results in the Return of Title IV Calculation.

If you receive (or your school receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV funds. If your school is not required to return all of the excess funds, you must return the remaining amount.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you do not already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can visit with the school's Financial Aid Office or call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Student Signature

Date



Financial Aid
Electronic Notification Authorization

I agree to receive, obtain, and/or submit any and all documents and information electronically. All documents and information will be collectively known as "Electronic Communications," and will include, but not limited to, any and all current and future required notices and/or disclosures concerning Federal Title IV, State, SouthernTech and/or institutional financial aid, as well as such documents, statements, data, records and other communications regarding your Financial Aid Offer. You acknowledge and authorize the use of the email account used to file your FAFSA application and/or your SouthernTech student email address. You are acknowledging that you are able to retain Electronic Communications by printing and/or downloading and saving this agreement and any other agreements, Electronic Communications, documents, or records. You accept Electronic Communications provided via email as reasonable and proper notice for the purposes of fulfilling any and all rules and regulations, and agree that such Electronic Communications fully satisfy any requirement that electronic communications submitted by you in writing or in a form that you may keep.

Student Name: _____

Student Signature: _____

Date: _____