



2007-2008 FINANCIAL AID INFORMATION

The following information should give you a better understanding of the financial aid process. You are responsible for submitting all required documents and doing your part to insure that your awards are processed in a timely manner. Please read and keep copies of all correspondence received from all offices. Students must be enrolled in at least 6 credit hours to receive financial aid, with the exception of the Federal Pell Grant.

All awards, with the exception of student loans, are going to be automatically accepted. This means once the award is offered it will be automatically be accepted in our computer system, and if you enroll in classes the money will pay into your student account prior to the beginning of the semester.



IMPORTANT INFORMATION – Beginning with the 2007-2008 school year, all Financial Aid correspondence will be sent via email. If for some reason you are not able to get an email address, please notify our office ASAP. If you do not want your correspondence sent via e-mail you need to notify our office in writing and provide us with an accurate mailing address.

Note: Sometimes our emails are identified as unsolicited mail by email providers. The emails are then put into bulk or junk mail folders. Be sure and check your other email folders.

- All missing information, award and satisfactory academic progress letters will be sent to your University e-mail that each student has. To activate this free e-mail account, go to www.roswell.enmu.edu and click on “student e-mail”.
- You will need to become familiar with the ENMU-Roswell web site because we will be referring students to the site to access financial aid forms, view financial aid awards, accept student loans, scholarship information and applications, and instructions on the work-study and student loan processes.

CLASS ATTENDANCE - Financial aid is awarded under the assumption that students will attend school for the entire period for which the assistance is awarded. When a student withdraws or stops attending classes without officially withdrawing, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a student does not attend any classes he/she enrolled in the student is not eligible to receive Title IV funds. If you receive financial aid and are not attending classes, it is your responsibility to withdraw from those classes by following the university’s withdrawal process. Classes will not automatically be voided or canceled for students who receive financial aid and do not attend. The student is responsible for the balance owed due to enrolling in classes.



WITHDRAWING FROM CLASSES AND REFUNDING TITLE IV AID – The Financial Aid Office will recalculate federal financial aid eligibility for students who withdraw or stop attending classes prior to completing 60% of the semester. If you receive all F’s at the end of the semester, a recalculation of aid awarded to you may be done if you stopped attending classes. For the 2007 fall semester the 60% ends after October 31, 2007. For the 2008 spring semester the 60% ends after March 24, 2008.

AWARD NOTICE - The award notification will be emailed to your student email account, and will indicate how and where you can view the awards made to you for the 2007-2008 year. All awards are based on full time enrollment. The amount that will credit towards your tuition and fee bill will be based on **actual** enrollment. For example, if you enroll only half-time, then the awards will be prorated to half the amount. Awards will not be adjusted after the drop and add period has ended.

Campus based funds, which consist of work-study, state and supplemental grants, are awarded on a first-come, first-served basis until funds are spent. If you are on any type of financial aid hold your awards will not transmit into your student account.

If you are not eligible for the Pell grant due to your expected family contribution (EFC) being over 4110, and you need assistance with your educational expenses, check with the Financial Aid Office for other options, such as student loans, alternative loans, work-study positions, scholarships, short-term loans, or book scholarships.

The Pell, SEOG and Leap grants are awarded based on full-time enrollment status and will be pro-rated if students are enrolled in less than full-time status.

- Full-time: 12 or more credit hours
- ¾ time: 9-11 credit hours
- ½ time: 6-8 credit hours
- Less than ½ time: 5 credit hours or less



SPECIAL CIRCUMSTANCES – If you are not eligible for a Pell Grant due to the information provided on the financial aid application for the 07-08 school year, and financial circumstances have changed that could affect your financial aid eligibility, you may submit a request for a special circumstance. The forms are available on the ENMU-Roswell web site. www.roswell.enmu.edu

ESTIMATED COST OF ATTENDANCE BUDGET

The cost of attendance for a student is an estimate of student's education expenses for the period of enrollment. The COA includes tuition and fees, room and board, books, supplies, transportation costs and miscellaneous and personal expenses.

Estimated Cost Of Attendance New Mexico Resident Out-of-state Resident

Tuition	\$997.00	\$4,594.00
Fees	\$116.00	\$116.00
Books and Supplies	\$800.00	\$800.00
Room and Board	\$6,244.00	\$6,244.00
Personal Expenses	\$2,233.00	\$2,233.00
Transportation	\$1,767.00	\$2,306.00
Totals	\$12,157.00	\$16,293.00

SAP (Satisfactory Academic Progress) Policy – This policy is on our website and is also available in our office. Students need to read the policy so there is no misunderstanding of the academic progress policy.

2007-08 FINANCIAL AID APPEAL DEADLINE DATES:

- 2007 Fall Semester – Monday, June 25, 2007
- FINAL appeals for the fall semester are due by Monday, August 13, 2007
- 2008 Spring Semester – Tuesday, January 8, 2008
- 2008 Summer Session – Wednesday, May 28, 2008

PAYMENT DUE DATE – You should receive a statement of your student billing account after you enroll in classes. This statement will note the payment due date for the semester. If your financial aid will not be ready to pay on your account by the payment due date, contact the Business Office to make payment arrangements. Your classes may be voided or cancelled due to non-payment of tuition and fees. If you still owe a balance after financial aid has been credited to your student account, you will need to make payment arrangements for the remaining balance.

2007-2008 BOOKSTORE CHARGE DATES

FALL-August 21 through August 31, 2007 **SPRING**- January 8 through January 18, 2008

You will be able to charge books if you have been awarded financial aid, pre-registered in classes and have a credit balance after tuition, fees, dorm and meal charges (if applicable) have been paid. If you are only receiving a scholarship or student loan, you may need to pick up a book charge slip from the Financial Aid Office before attempting to charge books at the bookstore. A current student ID card and a copy of your class schedule are required when charging books.



2007-2008 CHECK DISBURSEMENT DATES (Grants and Student Loans)

Fall- September 10, 2007 Spring – January 28, 2008

Checks will only be released to the student with a picture ID. Students with a credit balance after tuition, fees, and book and dorm charges (if applicable) should have a check by the first disbursement date. After the first check disbursement date, checks will be released on Fridays. First time entering freshman student loans are disbursed 30 days after the first day of the semester.

OTHER RESOURCES may include scholarships (institutional or private), WIA, DVR, Veterans' Benefits or any other assistance received from an outside source. All resources are counted as assistance received and may decrease financial aid awards made to you. Revisions will be made to state and supplemental grants first, loans and work-study, if an over award exists due to assistance from an outside source. You are required to notify the Financial Aid Office of any source of assistance you are receiving other than financial aid. Any assistance for tuition, fees, books, supplies, transportation and childcare are counted as resources. Students receiving assistance for educational expenses from a Third Party Agency will need to check with the Business Office for the status of their contract.

SCHOLARSHIPS – Check the scholarship postings on our web site or on the board located outside of the Financial Aid Office for possible scholarships for the 2007-2008 school year. The criteria may vary with each scholarship, so it is very important that you read and understand the criteria before completing a scholarship application.

WORK-STUDY is awarded if you answered yes to the question on the FAFSA indicating you wanted work-study and funds are available. You will be able to view the available work-study positions and the work-study process on the ENMU-Roswell web site.

New work-study students for the fall semester may begin looking for a work-study position beginning Monday, July 2, 2007 and may begin working on Monday, August 13, 2007 if all the required paperwork has been completed by Wednesday, August 15, 2007. More information will be sent out to new work-study students.

STUDENT LOANS – If you were awarded a student loan, you will need to go online to accept the loan. The award notification will give you instructions on where to go to accept your student loan.

All students who receive student loans are also required to complete an entrance counseling session before the loan is processed and an exit counseling session once the student ceases to be enrolled in at least 6 credit hours, withdraws from school, transfers or graduates. The entrance and exit counseling sessions inform students of their rights and responsibilities regarding the student loan(s) they are borrowing.

Students who are interested in a loan and were not initially awarded a loan will need to complete a loan request form. Students with a cumulative outstanding loan debt of \$10,000 will need to submit a loan appeal letter that will be reviewed by the Financial Aid Director.

MAJOR/DEGREE PLAN/ADDRESS/NAME CHANGE– All students receiving financial aid must be degree seeking and classes **must be** part of the degree plan. All changes to your major, address or name must be reported to the Office of Admissions. Be sure that your degree plan is updated and you keep in contact with an academic advisor in order to avoid any problems with financial aid eligibility and to assist you in completing your degree in a timely manner.

CONSORTIUM AGREEMENTS between two schools allow a student to continue to receive financial aid funds while studying at a school other than his or her “home” institution. The home institution is the school where you will receive your degree or certificate, and the school administering your financial aid. The host institution is the school where you are also enrolling in classes, but not receiving financial aid. All classes taken while on consortium must be part of your degree program. **Students cannot receive the Pell grant at two different schools for the same semester.**

SUMMER FINANCIAL AID (including work-study) is awarded if funds are available and is not guaranteed. Summer aid request forms for the 2008 summer session should be available on our website in March.

In compliance with Department of Education Federal Regulations, the Campus Crime Report and the Graduation Rate Report are available on the ENMU-Roswell web site at www.roswell.enmu.edu. A printed copy is also available upon request from either Campus Security or the Dean of Student's Office. Information on the Drug Free Schools Act of 1990 is also available on the campus web site and at the same locations. Students may call 1-800-243-6687 or mail a request for any of this information to Campus Security at PO Box 6000, Roswell, NM 88202-6000.



Please contact us at the Financial Aid Office if you have any questions or concerns. Call (505) 624-7152, or 1-800-243-6687 or

Send an email to

financial.aid@roswell.enmu.edu

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