

## **RULES, RIGHTS AND RESPONSIBILITIES GOVERNING ALL TUSKEGEE UNIVERSITY FINANCIAL AID AWARDS**

YOUR ACCEPTANCE OF THIS AWARD INDICATES THAT YOU HAVE READ,  
UNDERSTAND, AND AGREE TO ABIDE BY THE FOLLOWING:

1. Full-time student status (12 or more credit hours) must be maintained for full aid. A student must maintain at least 6 hours to receive any Financial Aid including Federal Direct Loans.
2. A student must be maintaining satisfactory academic progress as defined by the university to qualify for financial aid. For information on satisfactory academic progress guidelines, contact the Office of Student Financial Services or view the university website in the Financial Aid section.
3. The Federal Pell Grant Program requires that a student maintain at least 6 credit hours to receive a one-half time rate payment, at least 9 credit hours to receive a three-fourths time rate payment, and at least 12 credit hours to receive a full-time rate payment. Students enrolled for less than 6 hours may receive Pell Grant funds if eligible.
4. All federal assistance awards are contingent upon clearance of the verification process as required by federal regulations. Failure to submit the necessary verifying documents and information required for verification by the established deadlines will result in cancellation of this award.
5. If Federal Work-Study is part of your award, present the award letter with three documents that establish identity to the Work-Study Office in order to sign your employment contract. If you do not accept the job offered, sign your contract late, or fail to work as assigned, the full amount of your Federal Work-Study award cannot be earned. Federal Work-Study award funds are not assigned at the time of registration but are earned monthly according to the number of hours worked. Work Study is a job, and if you do not work, you will not be paid. I further understand that I will not be allowed to work until I am registered and have signed a Work-Study contract in the Student Financial Services Office. I also understand that I can only work the number of hours per week that my contract specifies and that the contract does not cover holidays and vacation periods.
6. This offer of financial aid is based on your documented eligibility according to information available as of the date of the award letter. A financial aid recipient is required to notify the Office of Student Financial Services if additional financial resources are made available from other sources. Adjustments in financial aid awards will be made when outside aid reduces eligibility, especially if TU aid is included in the award. **I FURTHER UNDERSTAND THAT IF MY AWARD CONSISTS OF ONLY GIFT AID, I AM NOT ELIGIBLE FOR A REFUND.**
7. Financial Aid Awards, Direct Subsidized, Unsubsidized Student Loans and Direct Parent Loans, may only be used to pay educational costs incurred during the period covered by this award letter and **MAY NOT BE USED TO SATISFY PAST INDEBTEDNESS TO TUSKEGEE UNIVERSITY.**
8. All loans are legally binding obligations that **MUST BE REPAID.** You may decline at any time the loan funds included in your award.
9. All funds, except/Federal Work-Study will be credited to the student's account upon registration.
10. **The Office of Student Financial Services reserves the right to review/cancel awards** due to changes in financial standing, academic or program status, failure to observe the citizenship standards of the University, or as the result of suspected fraudulent information.
11. All federal awards are contingent upon adequate appropriations. A reduction in the University's funds for federal financial aid programs may necessitate a reduction in the individual's award.
12. Each award recipient must re-apply each year by February 1 for consideration for aid. It is the student's responsibility to secure and complete the application materials.
13. Any student receiving full room and board through the University scholarship program must reside on campus.
14. Students who are awarded housing scholarships will be eligible for double occupancy payment for our **lowest housing residence hall.**
15. Your award will be adjusted if you were awarded as an on campus student and you move off campus.