

3364-30-53 Institutional aid.**(A) Policy statement**

The objective of the university of Toledo office of student financial aid (“OSFA”) is to:

- (a) provide financial assistance in an equitable and timely manner to students who exhibit financial need;
- (b) administer non-need awards made to university students from university and external sources; and
- (c) serve as a responsible steward of institutional aid and to adhere to fiscal constraints as determined in the annual budgeting process.

(B) Purpose of policy

The purpose of the policy is to define the limits for the awarding and distribution of institutional aid; to identify the order in which aid is packaged; and to specify the permissible combination of various awards. In meeting the objectives in the policy statement, all award program regulations, guidelines and donor wishes are to be followed. Aid packaging is to be accomplished as effectively and efficiently as possible within the constraints of time, resources and outside forces or factors, frequently beyond office control, such as timing of receipt of funds, regulation changes, software and data system changes and technology support.

(C) Scope

The policy and associated procedures will address all student types and class levels. It provides guidelines and clarification for the awarding of all forms of institutional aid, including, but not limited to merit scholarships, need-based gift aid, talent awards, endowed scholarships and departmental awards.

- (1) Student eligibility will be based on the award criteria or donor guidelines.
- (2) The federal methodology, utilizing the free application for federal student aid (“FAFSA”) will be used to determine the expected family contribution (“EFC”) and the amount of financial need. Awarding priority is based on a first-come, first-served basis within the limits of available funding.

- (3) Institutional aid and awards from sources other than the “OSFA” will be incorporated into the aid package. Potential sources include, but are not limited to academic departments, “ROTC,” intercollegiate athletics, endowed scholarships, or institutional loans. These awards must comply with regulations and guidelines of all funds included in the aid package, including revision of the aid package if necessary.
- (4) Undergraduate students with a bachelor’s degree (“UWD”) will not be eligible for merit award consideration.
- (5) Institutional aid programs are subject to change without notice; except those in effect for the then current term.

(D) Institutional aid limits

A student’s degree program, class level and residency status determines the maximum amount of institutional aid that can be received. No student may receive from all sources of institutional aid more than the total of:

- (1) Tuition.
- (2) Out- of-state surcharge.
- (3) General fee.
- (4) Miscellaneous fees.
- (5) Room cost in university housing.
- (6) University meal plan.
- (7) Institutionally approved expenses including but not limited to “NCAA” and study abroad.

Institutional aid that is awarded cannot exceed the above total or it will be reduced accordingly. Institutional aid cannot be used for the cost of consortium coursework at another institution. If a student is eligible for more than one form of institutional aid that covers a specific charge, for example, the out of state surcharge, one of the awards will be reduced by the value of that charge.

Extenuating circumstances based on economic need or other reasons may be approved by the director of financial aid or the vice president for enrollment management.

(E) Study abroad experience

For institutional aid to be used during a study abroad experience, all of the following criteria must be in place:

- (1) The study abroad program must be an approved program through the center for international studies and programs (“CISP”) and university must have a written agreement with the institution offering the study abroad program or with an entity representing that institution.
- (2) University awards academic credit for it and the student remains concurrently enrolled at the university.
- (3) The study abroad program must be considered part of the student’s eligible program.

(F) Order of payment to the student account

The order of payment to the student account, by fund for institutional aid programs for which students are confirmed eligible, will occur as follows:

- (1) Benefits earned and billable to another department including, but not limited to fee waivers, graduate assistant fee waivers, resident hall advisor waivers, and the faculty/staff dependent fee waiver.
- (2) Talent awards such as athletic grants in aid, performing arts scholarships, marching band and other forms of institutional aid that are awarded based on special talent.
- (3) Departmental awards, including awards funded by the university of Toledo foundation and “ROTC” awards.
- (4) Merit scholarships.
- (5) Need-based merit awards.

- (6) Enhancements, based on financial need and other factors, after the student has submitted the “FAFSA” and an accurate “EFC” is determined.

(G) Eligibility criteria by student type

- (1) Undergraduate first-time, full-time adult and direct from high school students would be considered for merit scholarships based on the programs and awarding criteria active with their first term of enrollment.
- (2) Undergraduate first-time at the university of Toledo, full-time transfer students or transfer readmit undergraduates with a minimum 2.0 university grade point average would be considered for transfer merit programs active with their first term of enrollment or transfer readmit status. Consideration for the number of eligibility semesters will be based on the cumulative earned hours from previous colleges.
- (3) The following student types would be considered for merit programs, if available and they meet the awarding criteria, with their first term of enrollment:
- (a) International students (undergraduate and graduate)
 - (b) Online students (undergraduate and graduate)
- (4) College of law:
- Scholarships are awarded by the college.
- (5) College of medicine:
- Scholarships are awarded by the college.
- (6) Graduate awards
- Awarded by various departments and the college of graduate studies.

(H) Renewability

Merit scholarship renewability is based on the student meeting or exceeding the renewal criteria for their award(s) as defined in the scholarship terms and conditions located at www.utoledo.edu/financialaid/scholarships.

(I) Miscellaneous

For all other scholarship circumstances, including the stackability of institutional aid programs, review the scholarship's terms and conditions, located at www.utoledo.edu/financialaid/scholarships.

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CERTIFIED ELECTRONICALLY

Certification

09/20/2016

Date

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