

POLICIES AND PRACTICES  
GOVERNING STUDENT  
FINANCIAL ASSISTANCE



## GENERAL FINANCIAL AID

The Office of Financial Aid reserves the right on behalf of the college to review and cancel an award at any time because of changes in financial or academic status, change of academic program, change in federal or state regulations, reduction of available funds, corrections to errors made by the student or the college in calculating the award package, or because of the recipient's failure to observe reasonable standards of citizenship.

It is the policy of the college to disburse one half of the awards (excluding work-study awards) after the drop date each semester, provided the student's file is complete. Disbursements of financial aid are generally made in the form of a direct credit to the student's account. Billing statements will reflect the sources and amounts of all funds credited. If the total awards exceed the actual tuition and fees charged, the balance of the awards will be issued in the form of a check to the student within the regulatory time period. Financial need will be reevaluated each year.

The FAFSA (Free Application for Federal Student Aid) is required and should be submitted to the Office of Financial Aid no later than the published final deadline. Those received after that time will be evaluated on a first-come, first-served basis as long as funds are available.

Recipients of financial aid must notify the Office of Financial Aid and the Office of the Registrar of any change in name, address, phone number, citizenship, boarding and/or enrollment status.

Students may decline any part of their financial aid offer by rejecting the award(s) on an official Agnes Scott award letter or by submitting a signed, dated request indicating which award(s) the student is rejecting. If declining part of an award, please indicate the revised amount requested. The student's printed name and ASC ID number must be included on any written communication.

Students on a study-abroad program are required to be full-time during the fall and/or spring semesters if receiving financial aid. Disbursement of any Georgia state aid (such as Georgia Tuition Equalization Grant, HOPE Scholarship, Zell Miller Scholarship, etc.) cannot be processed in future terms until the transcripts for the study-abroad program are received and processed by the college.

All students are required to abide by and agree to all other policies as set forth in the Agnes Scott Catalog.

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## OUTSIDE SCHOLARSHIPS

Recipients of financial assistance from the college must notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to the acceptance of this outside aid. Financial aid awards may be adjusted in order to conform to federal, state or institutional regulations governing need-based financial assistance.



## WORK-STUDY

If the student's offer of financial assistance includes work-study (Federal Work-Study Program or the Agnes Scott Work Program), it must be understood that the amount shown for this employment is the maximum amount of money the student is eligible to earn during the specified academic year as a result of work performed. The total work-study amount is not guaranteed since earnings will depend on actual hours worked, pay scale and availability of work assignments. Work-study is only available when classes are in session, and these funds do not qualify for unemployment insurance benefits. The Office of People and Culture disburses work-study payroll checks biweekly according to the published payroll schedule.



## LOANS

Students receiving a Federal Direct Stafford Loan (subsidized and/or unsubsidized), Federal Direct PLUS Loan, Federal Pell, Federal SEOG or Federal Work-Study must be carrying at least half the full-time academic workload. Reduction in full-time enrollment status may result in an adjustment of financial aid.

First-time borrowers from the Federal Direct Stafford Loan (subsidized and unsubsidized) program are required to complete an "Entrance Interview" to explain the rights and responsibilities of the student borrower and an "Exit Interview" prior to graduation or withdrawal to discuss repayment of the loan. Both interviews may be completed at [studentaid.gov](http://studentaid.gov).

Federal Direct borrowers must have a valid Master Promissory Note on file. Net loan proceeds will not be indicated as pending or credited aid on the student's account until the Entrance Interview and Master Promissory Note have been completed and the student has accepted the award in writing.



For more information on Federal Direct Loans, visit [agnesscott.edu/financialaid](http://agnesscott.edu/financialaid).

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## STATE AID

In order to disburse funds for the Georgia Tuition Equalization Grant (GTEG), the HOPE Scholarship and the Zell Miller Scholarship, eligible students must complete the FAFSA (or the GSFAPPS form at [GAfutures.org](http://GAfutures.org)) and submit proof of legal residency to the Office of Financial Aid.

These programs are awarded to eligible Georgia residents enrolled in six or more hours for HOPE or Zell Miller and enrolled full time for GTEG. Requirements to maintain eligibility vary. These funds can only be received for 127 attempted hours of study. Transfer and nontraditional students will be reviewed for HOPE Scholarship eligibility after all transfer hours have been evaluated. For more information, visit [GAfutures.org](http://GAfutures.org) or [agnesscott.edu/financialaid](http://agnesscott.edu/financialaid).

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## WITHDRAWAL

Students receiving financial aid who find it necessary to withdraw from the college should first contact the Office of Financial Aid in order to determine the effect of such action on current and future aid eligibility. It is possible that a withdrawal during the first few months in a semester could result in a balance due. Refunds and repayments to appropriate aid programs will be made in accordance with federal and state regulations.

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## ACADEMIC PROGRESS

Recipients of federal and state assistance must maintain "Satisfactory Academic Progress" in their academic program as defined in the Agnes Scott Catalog.



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