All policies and procedures contained in this Handbook are subject to change at any time, and without prior notice.
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THE CHRISTIAN COMMITMENT OF AMBERTON UNIVERSITY

Amberton University is a nondenominational Christian institution; all employees of the University believe that Jesus of the New Testament Bible is the Son of God, the Messiah, the Christ, the Savior. We believe that our Lord has blessed and continues to bless our service in Christian education, and that Amberton University has been shaped by Christian values and devotion to academic excellence in educating working adults.

AMBERTON UNIVERSITY MISSION STATEMENT

Amberton University is a specialized institution designed to meet specific educational needs of mature students.

Amberton University is committed to Christian values, both in its conduct of business and in its educational philosophy. The University’s employees endorse and strive to live the ethical values and principles taught by the New Testament of the Bible. This commitment to Christian ethics enables the University to provide its students with a stability of values and a value system.

Amberton University combines relevant technical and cognitive training with techniques for problem solving in developing the student’s capability to identify and select solutions to economic, social, and personal problems. The academic skills and Christian values imparted by the University enable each student to better appreciate his/her own worth and to exercise insight into those patterns of facts and events that affect human relations and social values.

Amberton University will provide educational programs and services in those areas in which it is best qualified. When academically and financially feasible, the institution is committed to the continuous transformation of the educational process in direct response to the needs of the student and the community.

Amberton University, in its endeavor to be a center for learning, a society in which all are students, will employ responsible experimentation and innovation. New as well as traditional techniques will be continuously identified, applied, and evaluated in an effort to facilitate teaching and learning.
AMBERTON UNIVERSITY AFFIRMS

- That there is a God and He is clearly revealed through the Bible;
- That Jesus Christ is the Son of God and is the example to be imitated;
- That the educational process may not be separated from the divine reality of God;
- That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence;
- That truth, having nothing to fear from investigation, must be pursued relentlessly;
- That freedom, whether spiritual, intellectual, or economic, is indivisible;
- That the student, as a person of immortal heritage, is the heart of the educational enterprise;
- The knowledge calls, ultimately, for a life of service;
- That into this specialized Christian institution, there shall never be admitted any religious test for admission or graduation; but that all students hereof shall forever enjoy full, free, absolute, and uninterrupted freedom of conscience.

INTRODUCTION

Amberton University has written policies and procedures that provide guidance for University operations. The Amberton University Policies and Regulations Manual predominately covers issues relative to corporative philosophy, employees, and work standards. The Amberton University Academic Catalog, which includes the Student’s Handbook, relates to issues applicable to individuals who seek to become students, or who are students of Amberton University. The Financial Aid Handbook contains information, policies, and procedures on the financial aid programs of Amberton University. The Policies and Regulations Manual, the Academic Catalog, and the Financial Aid Handbook constitute the whole of the policies and regulations of Amberton University. All of these publications are available online.

PURPOSE OF MANUAL

The purpose of this manual is to record policies and procedures applicable to financial aid and services available to Amberton University students. The manual:

1. Provides the Financial Aid and Business Services staff and students with current policies and procedures pertaining to eligibility assessment for federal, state, and institution programs.
2. Provides each staff member with general and specific responsibilities of the total staff, their individual responsibilities, and the Financial Aid Office relationship to other University departments.
3. Provides each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
4. Provides reference to various practices.
5. Facilitates the orientation and training of personnel when changes occur.

FINANCIAL AID REFERENCE DOCUMENTS
The Financial Aid Director maintains financial aid reference documents and publications.

Cindy Breen
972/279-6511 ext. 168
cbreen@amberton.edu

AMBERTON UNIVERSITY OFFICE OF FINANCIAL AID – PRINCIPLES OF GOOD PRACTICE
Amberton University has adopted the following Principles of Good Practice in Administering Financial Aid:

1. The purpose of any financial aid program – governmental or private – should be to assist students who can benefit from further higher education but who find it difficult to do so without some means of financial assistance. The primary purpose of financial aid received by students of Amberton University should be to cover educational costs directly related to the student’s attendance (tuition, fees, books, supplies, etc.) rather than to cover those expenses the student normally would have if s/he were not enrolled.
2. Financial aid should be awarded only after determination that the student’s resources are insufficient to meet educational expenses. The amount of aid offered should not exceed the amount needed to meet the difference between the student’s total educational expenses and the student’s resources.
3. All students must complete and submit the appropriate forms when applying for financial assistance.
4. All Federal Title IV funds available for financial assistance and private loans shall be administered through the Financial Aid Office.
5. The Financial Aid Office shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and/or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
6. Selection of student to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability, or marital status.
7. All students applying for aid are required to apply annually for Federal assistance.
8. An audit of the operations of the Financial Aid Office will be performed in accordance with the required accounting standards as a part of the University’s annual financial audit.

**CODE OF CONDUCT FOR FINANCIAL AID OFFICE STAFF**

Students should be aware that personnel working in the Financial Aid Office of Amberton University have not been implicated in any investigations into prohibited practices in the student loan industry.

Amberton University:
- Does not have any revenue sharing agreements with lenders.
- Has not accepted any offers of funds from lenders to be used for private educational loans in exchange for processing federal or private loans for a particular lender.
- Has not received gifts of stock or other financial compensation from lenders in return for service on the advisory board of a lender.
- Does not have staff who serves on any lender advisory boards.
- Prohibits staff from accepting gifts from a representative of a student loan provider. Gifts include meals, travel, lodging, entertainment, and in-kind services.

**ADMINISTRATIVE ORGANIZATION OF THE FINANCIAL AID OFFICE**

**Division of Responsibility between Financial Aid and Fiscal Offices**

There exists a clear and separate division of responsibility for the administration of financial aid programs, which are divided between the Financial Aid Office and the Business Services Office. In order to maintain this division, each office is accountable for the following responsibilities:

**The Financial Aid Office**

The Amberton University Financial Aid Office responsibilities include but are not limited to:

- Preparing Required Reports and Reconciliations
- Maintaining Financial Aid Records
- Monitoring Financial Aid Operations
- Processing Private Loans to Students
- Maintaining Accurate Records in Financial Aid Systems
- Providing Financial Aid Support to Students
- Awarding Financial Aid to Students
- Working with Business Services in the refunding process to return Federal financial aid as needed
The Business Services Office
The Amberton University Business Services Office responsibilities include but are not limited to:

- Collecting payments for student accounts
- Maintaining accurate billing for student accounts
- Disbursing statements to students in a timely manner
- Disbursing funds to students as authorized
- Maintaining accurate records in the A/R System
- Working with the Financial Aid Office in the refunding process to return Federal financial aid as needed.

POSITION DESCRIPTION: FINANCIAL AID DIRECTOR

The Financial Aid Director reports to the Vice President for Administrative Services. The Director manages the overall operations of the Financial Aid Office. The Director is responsible for:

- providing monthly reports to the Vice President for Administrative Services and preparing policies and procedures for the Financial Aid Office.
- reviewing and approving all external requests regarding financial aid from federal and state officials.
- continually monitoring department activities for improvement in service, compliance with federal, state regulations and Amberton University policy and procedures.
- advising the Vice President for Administrative Services of needed changes in office policy and/or procedures because of updates/changes in federal, state regulations and Amberton procedures.
- initiating approved changes in office policy and procedures.
- working closely with the Student Services Offices of the Garland Campus and Frisco Center and the Marketing and Recruiting Department in disseminating accurate financial aid information to prospective students.
- working closely with the Vice President for Strategic Services in providing accurate information to be reported to the Department of Education.
- Working with the Business Office in facilitating accounting for financial aid and in generating reports and statistics as needed.

GENERAL FINANCIAL AID OFFICE ADMINISTRATION

Student questions regarding financial aid may be directed to the Academic Advisors in the Student Services Offices or the Financial Aid Office/Director. Academic Advisors are available from 10:00 am – 10:00 pm Monday – Thursday, 10:00 am – 1:30 p. on Friday, and 8:00 am – 3:00 pm Saturday when classes are in session. Students may
also send email directly to finaid@amberton.edu for answers to any financial aid questions. This email account is monitored during normal business hours by Financial Aid staff.

CONFIDENTIALITY OF RECORDS

The protection and security of financial aid records follow the same confidentiality procedures established for the protection of all student records at Amberton University. Amberton University ensures the confidentiality of student educational records in accordance with Amberton University policies and procedures and state and federal laws, including the Family Educational Rights and Privacy Act of 1974.

To protect student privacy, all records and conversations between the student and the Office of Financial Aid are confidential. No public announcement shall be made of need-based amounts awarded to students. No information concerning the student’s financial aid records will be released to anyone outside of the Financial Aid/Business/Administrative Services Offices without the student’s permission in accordance with FERPA. If the student wants information released, a signed letter of consent must be submitted.

Active Records
The Financial Aid Office maintains a master record for each student receiving financial assistance. All financial aid folders are retained for three years after the student’s last session of attendance. Any records involved in any claim or expenditure, which has been questioned by the annual federal audit, are retained until the question is resolved.

AMBERTON UNIVERSITY’S FINANCIAL PHILOSOPHY

As a private, independent institution, Amberton University does not receive funds from taxation. Operating funds come from the tuition and fees paid by students and from gifts and grants from concerned individuals and organizations.

Amberton University's philosophy is to provide an affordable, quality education with reasonable costs enabling students to "pay as they go" and not incur long-term debt. Amberton University strives to keep educational costs within reach of the working adult. When choosing Amberton University, students are encouraged to explore all payment options available. Advisors in the Student Services Office will help students determine which options best fit their needs.

In keeping with this philosophy, all tuition and fees are due and payable at the time of enrollment. However, the University offers the following convenient payment options, including payment deferral, accepting employer tuition assistance plans, Veteran’s Education Benefits, Private Education Loans, and Pell Grants (Title IV).
The Academic Year for Amberton University begins June 1st of each calendar year and ends on May 31st of the following calendar year. Amberton University offers four academic sessions per year. Each session is no longer than ten (10) weeks.

Classes may be offered each night Monday through Friday, half-day and all-day on Saturday, and on Sunday afternoons. Distance learning options are also available.

<table>
<thead>
<tr>
<th>Session</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Fall Session</td>
<td>September</td>
<td>October</td>
<td>November</td>
</tr>
<tr>
<td>Winter Session</td>
<td>December</td>
<td>January</td>
<td>February</td>
</tr>
<tr>
<td>Spring Session</td>
<td>March</td>
<td>April</td>
<td>May</td>
</tr>
</tbody>
</table>

The four-session calendar does not change the academic value awarded to a course. Three (3) hours of academic credit are given for each course. The same amount of information and instruction are provided in each course, just in a tighter package.

The obvious advantage of the four-session calendar is time. The schedule allows a student to fulfill all academic requirements for a course in no more than ten weeks which decreases the length of time required to finish a degree. Two weeks between each session plus additional holidays allow adequate vacation breaks. (Example: The Winter Session includes a break for Christmas and New Year's holidays.)

The calendar also allows a student four options per year instead of the traditional three. Adult students who have many obligations and demands on their time will find that the four-session calendar allows greater flexibility in meeting their academic needs. Amberton University recognizes that many adult students are unable to attend classes during the week. The weekend option is designed to accommodate these students. Weekend offerings may include half-day and all-day classes on Saturday and afternoon classes on Sunday.

For students who cannot attend on-campus, Amberton offers distance learning options through a variety of degree programs and classes. Distance learning courses as well as degree programs are clearly identified in each session’s Schedule of Classes.

**PAYMENT OPTIONS**

**Forms of Payment**

Payments can be submitted to the University in the form of cash, checks, money orders, cashier’s checks, and credit cards (VISA, MasterCard, and Discover Card). Payments can be mailed, presented at the Student Services Offices in Garland and Frisco, emailed, and faxed. Credit/debit card payments can be made online through the Student Portal.
Payment Deferral

Students who can prove financial integrity to the satisfaction of the University may request to defer their educational costs when enrolling. To apply for the payment deferral program, complete the University's Payment Deferral Application Agreement found on the University's website under “Forms & Publications” and “Student Financial Forms.” Return the form by fax, mail, or email along with the Registration Information Form to complete the enrollment process. Payments can be made throughout the session or in one payment at the end of the session.

Employer Tuition Assistance

Many employers provide tuition assistance for their employees. Students should explore their options by contacting their employer’s Human Resources Benefits Department.

Veterans Benefits

Amberton University is approved to administer the Veteran’s Education Benefits Program for the following chapters. A variety of financial support sources are available for military veterans, spouses, and dependents of veterans who honorably served in our nation’s armed forces. The eligibility and amount of benefits awarded is determined by the Department of Veterans Affairs and is based on the number of credit hours for which a student is enrolled.

Chapter 30: Montgomery G.I. Bill – Active Duty/Discharged
Chapter 31: Vocational Rehabilitation
Chapter 33: Post 9/11 G.I. Bill
Chapter 35: Dependents Education Assistance
Chapter 1607: Reserves Education Assistance

Chapter 30, 33, and 1607

Veterans who wish to use their VA educational benefits for the first time should apply online at http://www.gibill.va.gov and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at http://www.gibill.va.gov to receive a Certificate of Eligibility.

Submit the following documents to the Student Services Office – Garland Campus:
- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and universities
• VA Information Form (Amberton University’s form located under ‘Forms & Publications’ on University website)
• VA Degree Plan

Chapter 31
Qualifying disabled veterans receiving Veterans Affairs Benefits must contact the VA – R&E Department at 800-827-1000 to obtain authorization and certification (VA form 28-1905) prior to registration for classes.

Submit the following documents to the Student Services Office – Garland Campus:
• Official academic transcripts from previously attended colleges and universities
• VA Information Form (Amberton University’s form located under ‘Forms & Publications’ on University website)

Chapter 35
Qualified dependents who wish to use their VA educational benefits for the first time should apply online at http://www.gibill.va.gov and complete form 22-5490, Application for Survivors’ and Dependents’ Educational Assistance, to receive a Certificate/Letter of Eligibility.

If educational benefits have been used previously, complete a form 22-1995, Change of Program, online at http://www.gibill.va.gov to receive a Certificate of Eligibility.

Submit the following documents to the Student Services Office – Garland Campus:
• Certificate of Eligibility
• Certificate of Release of Discharge from Active Duty (DD-214)
• Official academic transcripts from previously attended colleges and universities
• VA Information Form
• VA Degree Plan

For assistance in applying for Veteran’s Educational Benefits, please contact the Student Services Office at 972/279-6511 or advisor@Amberton.edu.

Sallie Mae® Smart Option Student Loan®

The Sallie Mae® Smart Option Student Loan® is a private, credit-based, school-certified student loan for student borrowers enrolled at least half-time. With this loan, qualified students may be eligible to borrow up to the full cost of their education as certified by the University. For information about the application process, visit http://www.salliemae.com, email inquiries to finaid@amberton.edu, or select “Choosing Amberton – Tuition - Financial Aid” on the University’s website, http://www.amberton.edu.
Students applying for a private education loan must complete the Amberton University Private Education Loan Worksheet and return it to the University prior to loan application. The Worksheet is found on the University’s website under “Forms & Publications” then “Student Financial Forms.”

The Sallie Mae® Smart Option Student Loan® is open to undergraduate and graduate students.

*SLM Corporation and its subsidiaries are not sponsored by or agencies of the United States of America. Sallie Mae® is a registered service mark of Sallie Mae, Inc.*

**FEDERAL FINANCIAL AID (TITLE IV)**

Amberton University participates in the following Title IV Programs:

**Federal Pell Grant (Title IV)**
Pell Grants are awarded to Undergraduate students who have not earned a bachelor degree or equivalent. This program offers financial assistance to eligible students admitted and enrolled in any of Amberton University’s undergraduate degree programs. A Pell Grant does not have to be repaid.

<table>
<thead>
<tr>
<th>Pell Grant</th>
<th>Borrower</th>
<th>Requirement</th>
<th>Award Limit (2017-2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students Only</td>
<td>Based on Federal Need</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum award amount of $5,920/year (2018-19 maximum award $ TBA/year)

**COST OF ATTENDANCE (estimated)**

The Estimated Cost of Attendance (COA) at Amberton University is determined by the Financial Aid Office each year and is based on the average costs you may incur each session. Actual costs will vary from student to student. The cost of tuition is based on twelve (12) credit hours each session. The cost of living expenses will also vary from student to student. Personal spending patterns, living arrangement choices, and other factors will influence these costs. The current COA is available on the University’s website (http://www.amberton.edu/help-and-advice/cost-of-attendance.html).
TUITION AND FEES – 2017/2018 Academic Year

All fees are non-refundable unless otherwise noted. All educational charges are subject to change without notice, if conditions make it necessary.

TUITION PER COURSE

$795.00
(This rate applies to undergraduates, graduates, in-state and out-of-state students, as well as lecture and distance-learning courses.)
(Tuition is refundable based upon the Refund Policy and Schedule.)

SPECIFIC USE FEES

(Fees are assessed as a result of a student action or request.)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Drop Fee (per each drop)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Credit Card Rejection Fee (per each occurrence)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Deferred Payment Fee (charged each session)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Duplicate Diploma Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Financial Records Search Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Graduation Evaluation Fee (accompanies graduation application and good for one year from date of application)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Grade Change Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>International New Student Processing Fee (accompanies admission application)</td>
<td>$100.00</td>
</tr>
<tr>
<td>International Student Reporting Fee (charged each session)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Registration Fee (per each occurrence)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Library Fines (fine charges are by days overdue)</td>
<td>$0.35/day</td>
</tr>
<tr>
<td>Portfolio Application** (per course)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Portfolio Fee** (per course when submitted)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Pre-Practicum and Practicum Fee - See Course Listing</td>
<td></td>
</tr>
<tr>
<td>Program Fee (mandatory – charged each enrolled session)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Returned Check Fee (per each occurrence)</td>
<td>$25.00</td>
</tr>
<tr>
<td>School Counseling Technology Fee (state mandated – 1 time fee)</td>
<td>$55.00</td>
</tr>
<tr>
<td>Transcript Fee (per each transcript ordered)</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

** Title IV Financial Aid awards cannot be utilized for any and all fees associated with Portfolios.

THE STUDENT ACCOUNT

All costs of tuition and fees are due and payable at the time of enrollment. Cash, personal or company check, and major credit cards (MasterCard, Discover, and Visa) are accepted as forms of payment. Students who can prove financial integrity to the satisfaction of the University may make application to defer their educational costs when registering. To be considered for deferred payment options, a student must have an acceptable credit history. Information on payment options is supplied with the registration packet and on the University’s web site. A finance charge of 3/4 of 1% will
be calculated on all unpaid balances as of the last business day of each month after all credits, charges, and payments have been applied.

Any student whose account becomes delinquent or who is in any manner indebted to the University may be withdrawn from classes or denied enrollment, at the University's discretion. All University records, including transcripts and diplomas, will be removed from active records and withheld until full payment of the account is made.

**REFUND POLICY**

A student who officially drops a class during the first week of the regular ten-week session will be entitled to a full refund of tuition. A student who drops during subsequent weeks will be refunded at the following rates:

- WEEK 2 - 80%
- WEEK 3 - 60%
- WEEK 4 - 40%
- WEEK 5 - 20%

*AFTER THE FIFTH WEEK, NO REFUND IS DUE.*

The refund schedule is based on the beginning date of the session and continues for five (5) consecutive weeks.

For sessions that are less than ten weeks duration, the refund schedule will be stated in the session's publications.

To be considered official, the class drop must be in writing and signed by the student requesting the drop; no drop is accepted verbally. The official date of the drop is the date the written notice is formally received by the University, NOT the postmarked date or the date stated in the notice. The University's record concerning a drop is indisputable, unless the student can provide reliable evidence of an earlier receipt date. An official drop may be submitted by completing the Request for a Change of Schedule form or by written notice containing the student's name, signature, ID number, and course(s) to be dropped. The notice may be faxed, mailed, e-mailed, or hand delivered to the University. (Refer to the University's web site for the fax number and e-mail information.) For the student's convenience, the notice may be submitted in the Student Services Office (Garland Campus and Frisco Center) or placed in one of the designated drop boxes located outside the Garland Main Campus facility.

**PAYMENT AND CASHING CHECKS**

Students may pay their institutional charges with cash, a check, or a credit card. However, in the event a check is not honored by the bank on which it is written or a
Credit card authorization is rejected, the student will be immediately notified and assessed a handling fee. The student will be given ten days to make the payment good. If payment is not made when requested, the student's entire account balance becomes due and payable, and the student is subject to immediate suspension. The University reserves the right to specify what method of payment (personal check, cash, money order, etc.) will be required of each student.

Excessive amounts of change or currency, non-U.S. funds, and two-party checks will not be accepted. The University does not: (1) cash checks for personal needs; (2) accept checks that are temporary or postdated; or (3) give cash back on checks that are for amounts greater than the amount owed.

RECORDS EXPUNGED FOR DELINQUENT ACCOUNTS

All records of academic performance are the property of Amberton University and are maintained or disposed of in whatever way the University deems appropriate. The University has determined that it has no responsibility or obligation to maintain the academic records of a person declared financially delinquent. Any student who is declared delinquent in payment of his/her financial account will have his/her academic records expunged. All obligations owed or deemed appropriate by the University must be satisfied before the University will consider restoration of expunged records. Students should contact the Student Services Office to discuss university records and financial obligations.

STUDENT GRIEVANCE AND APPEAL

A student who feels that he/she has been improperly treated concerning finances, grading, registration, or any other student service, has the right to file a grievance to correct the wrong. The following procedure shall be followed in filing a grievance:

I. First, whenever possible, the matter in question should be discussed directly with the person causing the grievance. Every effort should be made to resolve the grievance on a one-on-one basis. If the grievance concerns a grade earned in a class, the student must understand that he/she cannot challenge the judgment of the instructor but only the accuracy of the grade and/or fact.

II. If the student is not satisfied with the outcome of the one-on-one effort (or if the student does not know who the specific individual is who caused the grievance), the student may contact the appropriate administrator for assistance (Academic Dean for academic-related and student services appeals; Vice President for Administrative Services for financial appeals). The appeal to an administrator should be in writing.
A. The student's written grievance should be explicit and include any support materials.
B. The University will respond to all written grievances and include them as a part of institutional records.
C. All grievances will be processed expeditiously.

III. If the student is dissatisfied with the solution proposed by the administration, the student may appeal, in writing, to the President. The student may include additional information or facts in the written appeal. The President may make a final decision immediately or elect to form a grievance-hearing committee to consider the complaint. The committee, if appointed, will review all written documents and forward their recommendation to the President, whose decision shall be final.

All student grievances must first be addressed internally. If the internal resources have been exhausted and the grievance is not satisfactorily resolved, the student may file a written complaint with the:

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, TX 78711-2788

ENROLLMENT STATUS FOR FEDERAL TITLE IV, HEA FINANCIAL AID

According to federal requirements, financial aid enrollment status is defined as:

Undergraduate – less than half time: 5 or less credit hours attempted
Undergraduate – halftime: 6-8 credit hours attempted
Undergraduate – ¾ time: 9-11 credit hours attempted
Undergraduate – full time: 12 or more credit hours attempted

Graduate – half time: 3 credit hours attempted
Graduate – full-time: 6 or more credit hours attempted

All financial aid recipients must contact the Financial Aid Office before dropping a class. Dropping a class may result in cancellation of certain types of grants or loans and could result in the student being responsible for payment of these funds back to the program.

ALL AWARDS ARE SUBJECT TO CHANGE
The most common reasons for adjusting aid include insufficient enrollment, receipt of aid from other sources, inaccuracies in any information provided, failure to maintain
degree-seeking status, failure to maintain Satisfactory Academic Progress, or failure to comply will other federal, state or institutional guidelines.

PROCEDURES FOR FEDERAL FINANCIAL AID

The following documents may be requested to complete processing of the aid request. Notification of these additional required documents is sent to students through a missing document letter. Additional information may include but is not limited to the following:

- Proof of U.S. citizenship
- Proof of selective service registration
- Marriage certificate/verification of marital status
- Verification forms
- Tax returns
- Employment verification
- Official Transcript(s)
- Statement of degree seeking

GENERAL STUDENT ELIGIBILITY FOR FEDERAL TITLE IV, HEA FINANCIAL AID

To be Eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

   Men exempted from the requirement to register include:
   - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
   - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
   - Males born before 1960;
   - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
   - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
A citizen or national of the Republic of the Marshall Islands or the Federated States of Micronesia who lives in the United States for more than one year for any reason except as a student or employee of the government of his homeland must register.

4. Have a valid Social Security number, unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the institution must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
   - you are not in default on a federal student loan
   - do not owe a refund on a federal grant
   - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain satisfactory academic progress (SAP) while you are attending college or a career school as determined by the institution.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1) Be a U.S. citizen or U.S. National
   a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. National.
2) Have a GREEN CARD
   a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3) Have an ARRIVAL-DEPARTURE RECORD
   a. Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
      i. Refugee
      ii. Asylum Granted
      iii. Cuban-Haitian Entrant (Status Pending)
      iv. Conditional Entrant (valid only if issued before April 1, 1980)
      v. Parolee
4) Have BATTERED IMMIGRANT STATUS
   a. You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

5) Have a T-VISA
   a. You are eligible if you have a T-visa or a parent with a T-1 visa.

6) U-Visa holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.

   a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

The school year runs from the beginning of the summer session through the end of the spring session. All regular sessions are ten-weeks in length. When applying for Federal Title IV Financial Aid, students must complete the Free Application for Federal Student Aid (www.fafsa.ed.gov).

**STEPS TO APPLY FOR TITLE IV FINANCIAL AID (PELL GRANT ONLY)**

Complete the following steps to receive your financial aid for the upcoming academic year:

- Complete your Free Application for Federal Student Aid (FAFSA).
- Go to the Web site: www.fafsa.ed.gov
- If completing the FAFSA for the first time, register for an FSA ID.
- If you are a returning student, you must now register for an FSA ID.
- Log in and complete the FAFSA online.
- List Amberton University as a receiving school of your FAFSA (School code 022594).
- If you have questions regarding your FAFSA, please contact the U.S. Department of Education at 1-800-4-FED-AID.
- If you are 'selected for verification', you will receive a letter from Amberton with a list of documents you will be required to provide to us. Detailed instructions will be included in the letter.
• Receiving financial aid will be put on hold if Amberton does not receive all of the necessary documents. Please complete your FAFSA and all requested documents in a timely manner.
• Please make sure to keep your permanent address up-to-date so you can receive all correspondence from our office. An incorrect address could cause a delay in receiving important documents.
• After you receive a financial aid award letter, there may be further instructions for different types of aid in which you may qualify. Additional action may be required.

Financial Aid Application Deadlines

2017 – 2018 award year – July 1, 2017 to June 30, 2018
2018 – 2019 award year – July 1, 2018 to June 30, 2019

Federal deadlines:
2017 – 2018 award year: June 30, 2018 by midnight CST
2018 – 2019 award year: June 30, 2019 by midnight CST

University Priority deadlines:

Summer: April 1st
Fall: July 1st
Winter: October 1st
Spring: January 1st

To meet a priority deadline, you must:

• Have been admitted to or be currently enrolled in a degree-seeking program at the University.
• Have official transcript(s) on file with the University.
• Have submitted a valid FAFSA with the results received by Amberton University. To ensure timely delivery, you should submit your application at least two weeks before the priority deadline. This allows time for you to receive and respond to a request for additional information.
• Supply additional documentation required, if any, for the completion of your application. You will be sent a letter notifying you of any missing financial aid documents.

After the Priority Deadline
You may still complete a FAFSA if you do not meet the priority deadline. However, FAFSA applications must be submitted at least three weeks before the end of the term in which you are enrolled to allow time for processing.

**Verification**
If the Financial Aid Director has conflicting information for an applicant or has any reason to believe the application information is incorrect, Amberton University is required to resolve any discrepancies discovered in a student’s file.

**Verification Time Frame**
Upon receipt of any documentation that a student intends to apply for financial aid, a Tracking Letter listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student of any additional information that is required to complete his/her financial aid file. If the Financial Aid Office has received Department of Education information identifying the student as being selected for verification, the tracking items letter will request the appropriate verification documents (i.e. verification form, student and/or spouse tax returns, etc.). If a student submits documentation that appears fraudulent, the Amberton Financial Aid Office must notify the Department of Education.

**Notification to Students**
Students are notified of the results of the verification in writing.

**AWARD LETTER**

If you are eligible for financial aid through Amberton University, you will receive a financial aid award letter. As a new student, you will receive your first award letter by mail and your Amberton email account. After that, all subsequent award notification is sent only to your Amberton email account.

Understand how your awards were determined:

The award letter will provide a listing of the financial aid available to you to help cover the cost of your education. The aid offered to you is based on the information you provided in the admission process and, if you completed a FAFSA, your Expected Family Contribution (EFC).

**Expected Family Contribution (EFC)** – When you submit your FAFSA, you provide financial information that the U.S. Department of Education uses to determine your ability to pay for a college education. A federal formula calculates an EFC. This is an estimate of how much a student and their family can contribute toward educational expenses. This is not an actual dollar amount that you are expected to pay, but rather a number used to determine eligibility for need-based aid programs. Your EFC is
compared with the Cost of Attendance to determine the amount and type of aid that is included in your award letter.

**Cost of Attendance (COA)** – This is an estimate of the total cost to attend Amberton. This estimate includes both the direct and indirect costs of attending college.

**Need** – Need is determined by subtracting the EFC from the cost of attending; the remainder is considered your need.

**Understand Types of Aid:**

There are two types of financial aid -- gift aid and self-help aid. Gift aid is money that does not have to be repaid, and self-help aid is money that must be repaid or earned from working. These types of aid are awarded based on financial need and merit.

**Gift Aid**

*Scholarships* are typically based on merit or some type of talent. Some scholarships are also based on financial need.

*Grants* are typically awarded based on financial need. In most cases, they are a result of the information provided in the FAFSA.

**Self-help Aid**

(The following is for information only as Amberton does not participate in any of these programs)

*Federal Direct Subsidized Loan* is a government loan that is based on need. The government pays the interest on the loan while you are enrolled in college at least half time. The amount listed on your award letter is the maximum amount you can receive based on your specific need level and your year in college.

*Federal Direct Unsubsidized Loan* is a government loan that is not based on need. Any student, regardless of need, can receive an unsubsidized loan. Students are responsible for paying the interest while they are enrolled in school, or it can be deferred with the principle amount. The amount listed on your award letter is the maximum amount you can receive based on your year in college.

*Federal Work-Study* is a need-based federal aid program that provides eligible students with the opportunity to work part time while in school. Being awarded work-study does not guarantee a job on campus or a specific amount of earnings. Job openings for students are at acu.edu/work. These jobs are available to all students whether you have been awarded work-study or not.
Federal Direct PLUS is a loan for parents of undergraduate dependent students. This loan is based on a parent’s credit worthiness. Parents can borrow up to the cost of attendance minus any other financial aid the student has received. Your award letter presents you with an estimated amount that can be borrowed as part of your payment options.

**Understand Your Costs:**

Your award letter also provides you with information about the cost of attending Amberton. The estimated direct cost for a new full-time student is detailed along with an estimated amount owed after subtracting the total aid you have been awarded. It is important to understand the following as you consider your cost of attending Amberton:

*Direct Costs* – These costs refer to tuition and fees. These are the actual charges you can expect to see billed to the student account by Amberton.

*Indirect Costs* – These are additional expenses that are determined as necessary to attend a university. They include books and supplies, transportation and miscellaneous expenses. These expenses may vary with each student. A cost of living expense is included in your cost of attendance.

**PROFESSIONAL JUDGMENT**

A Professional Judgment is a discretionary action on the part of the Financial Aid Director to address unusual circumstances that affect a student’s ability to pay educational expenses. Professional Judgment allows for the adjustment of federal aid awards, due to a change in the Expected Family Contribution (EFC). Situations that could constitute special or unusual circumstances include:

1. Recent unemployment or a family member/change in household income.
2. Unusual medical or dental expenses not covered by insurance.

The above circumstances must be considered on a case-by-case basis, and the Financial Aid Director always has the ultimate authority to approve or deny a family’s request to have these special circumstances considered.

**DISBURSEMENT OF AWARDS**

There are two methods for disbursing FSA funds:

- by crediting the student’s account for allowable University charges, or
- by paying the student directly.

When Pell Grant funds are disbursed, a credit will be placed on a student’s account for allowable charges. Allowable charges include:
• current charges incurred by the student at the school for tuition and fees
• books and supplies (based on selected purchase option by student);
• other educationally related charges incurred by the student at the school (written authorization from student required); and
• prior-year charges not exceeding $200

All enrolled students have the ability to purchase textbooks through the University’s Virtual Bookstore or any other textbook vendor. Required textbook information is provided in each course’s syllabi, including ISBN, title, author, publication year, and edition. If a student elects to purchase textbooks from an outside vendor, a check can be issued to the student, up to the remaining Pell Grant funds for textbooks and supplies. If a student elects to purchase textbooks from the University’s Bookstore, a credit up to the available Pell Grant funds can be placed on account in the bookstore. This will allow the student to charge textbooks to their student account up to the maximum credit amount.

**SATISFACTORY ACADEMIC PROGRESS**

Federal Financial Aid regulations require Amberton University to monitor students’ progress towards earning a degree. If a student is a financial aid recipient, he or she must meet the University’s minimum progress standards to remain eligible for Federal financial aid. If the student is not a Federal financial aid recipient and would like to apply for Federal financial aid, s/he must meet these minimum progress standards to receive federal financial aid. Failure to meet any one of these minimum requirements will result in the student losing financial aid eligibility. The four components of the Satisfactory Academic Progress policy are:

1. Degree Seeking Program – A student must be enrolled in a degree seeking program to receive financial aid; AND
2. Quantitative Measure – A student must complete at least 75% of his/her attempted term hours with a grade of “D” or better; AND
3. Qualitative Measure – A student must maintain a cumulative grade point average (GPA) of 2.0 for undergraduates or maintain a cumulative GPA of 3.0 for graduates; AND
4. Time Frame Maximum – Students must complete their degree program within 150% of the credit hours required for the degree program.

The Financial Aid Office is responsible for ensuring that all students applying for, or receiving federal, state of Texas, or designated institutional financial aid funds, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Direct Loans, PLUS Loans. (Amberton University does not participate in any Federal Title IV Financial Aid, except the Federal Pell Grant.)
These standards are applied to a student’s entire academic history at Amberton, including periods when financial aid was not received. If a student meets these standards, he/she is eligible to be considered for Title IV, HEA Federal financial aid. If a student does not meet these standards, he/she is not eligible to receive Title IV, HEA Federal financial aid. Procedures for re-establishing federal financial aid eligibility are described in this policy statement.

For the purposes of this policy statement, “Financial Aid” is defined as all federally funded aid programs and all state-funded student assistance programs. It does not include private funds or private education loans.

In this policy, “eligible for financial aid” means that a student meets the standards of the Satisfactory Academic Progress Policy for Financial Aid Eligibility but must also meet all other financial aid requirements in order to receive financial aid.

Satisfactory Academic Progress (SAP) Criteria

In order to meet satisfactory academic progress requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

1. Degree Seeking Program:
   A student must be enrolled as a regular student in an eligible program to receive federal financial aid. A regular student is defined as a student who is enrolled for the purpose of obtaining a degree offered by Amberton University. A student who is not officially declared as degree seeking is not eligible for federal financial aid.

2. Quantitative Measure - Minimum semester credit hour completion rate:

   In an effort to help students complete their programs on time, Amberton University has selected a Quantitative measure of 75%. A student must earn 75% of the credit hours attempted in an academic year (summer, fall, winter, spring) in order to continue to receive financial aid. Only grades of A, B, C, and D are considered passing grades. All other grades will be counted as if the student received a letter grade of F. The formula used to figure your completion rate is to divide the hours completed by the hours attempted.

   Example: An undergraduate student registers for 12 hours in the Fall Session and drops to 9 hours after the drop/add period. The student goes on to complete all 9 credit hours in the Fall Session with a grade of D or better. In the Winter Session, the same student registers for 12 credit hours and goes on to complete all 12 credit hours with a grade of D or better. For the Spring Session, the student again enrolls for 12 credit hours but drops to 6 credit hours after the
The student completes the remaining 6 credit hours with a grade of D or better. Does the student meet the quantitative measure of the AU Satisfactory Academic Progress Policy?

**Evaluation:**

- **Fall Session credit hours attempted (12)**
- **Winter Session credit hours attempted (12)**
- **Spring Session credit hours attempted (12)**

Total credit hours attempted (36) = 36 attempted credit hours

- **Fall Session credit hours completed (9)**
- **Winter Session credit hours completed (12)**
- **Spring Session credit hours completed (6)**

Total credit hours completed (27) = 27 completed credit hours

Total credit hours completed (27) divided by total credit hours attempted (36) = 75% completion rate

*In this example, the student does meet the minimum requirement and will retain his/her financial aid eligibility.*

3. **Qualitative Measure – Minimum Grade Point Average (GPA):**

- Graduate Degree students must maintain a minimum cumulative grade point average of 3.0.
- Undergraduate students must maintain a minimum cumulative grade point average of 2.0.

All undergraduate degree programs at Amberton University require students to earn a GPA of at least 2.0 to meet the GPA requirements for graduation. Any undergraduate student whose GPA falls below 2.0 will lose financial aid eligibility. Graduate students must earn a minimum GPA of 3.0 to meet graduation standards and to retain eligibility for federal financial aid.

*Example: An undergraduate student starts in the Summer Session and earns a 1.9 GPA. After completing the Fall Session, his GPA improves to a 2.1. Upon completion of the Winter Session, the student’s GPA again falls to a 1.9. After the Spring Session, the GPA improves to a 2.5. Does the student retain federal financial aid eligibility?*

Yes! Amberton University checks for Satisfactory Academic Progress at the conclusion of the Spring Session. The student maintained the minimum GPA requirement at the time Amberton University performed the SAP Evaluation.

4. **Time Frame Maximum:**

Students must complete their degree program within 150% of the credit hours required for the degree program. Federal regulations require that Amberton University place a maximum timeframe in which a student can receive federal financial aid to complete a program of study. Amberton University allows students to attempt 150% of the required credit hours it takes to complete the
student's degree of choice. If a student attempts more than 150% of the credit
hours needed to complete his/her degree program, the student loses federal
financial aid eligibility.

Example: An undergraduate student is pursuing a Bachelor of Business
Administration degree, which will take 120 hours to earn. How many hours can
this student attempt and still retain federal financial aid eligibility?

In this example, the student can attempt 180 credit hours before losing federal
financial aid eligibility.

Students enrolled in eligible licensure and certificate programs may receive
financial aid only for those courses that are required to complete the license
or certificate program.

General Information on Satisfactory Academic Progress (SAP):

Transfer Students — Amberton University will use your transfer hours to calculate
your maximum timeframe to determine financial aid eligibility. Cumulative grade
point average will be calculated on work completed only at Amberton University.

Incomplete Courses
If a coursework extension is approved, an Incomplete will be given for 30 days
and will not be considered in the GPA. If the Incomplete is changed to a letter
grade of A, B, C, D or F, it will be calculated into the GPA.

Withdrawals
An official withdrawal from a course will be marked as a “W” and will not be
calculated into the GPA. Merely ceasing to attend class does not constitute an
official withdrawal and may result in the student receiving a failing grade for the
course.

Appeals Process
If a student does not meet Amberton University’s minimum SAP standards and
loses his/her federal financial aid eligibility, the student may file an appeal to
have his/her financial aid reinstated. These appeals are generally based upon
extenuating circumstances that occurred during the academic year that may
have caused the student’s GPA or completion rate to decline. These extenuating
circumstances might include: prolonged illness, accidents that require the
student’s hospitalization or the hospitalization of an immediate family member,
and/or the death of an immediate family member, or another type of special extenuating circumstance.

The student must provide information as to why he or she did not make SAP and what has changed and improved that will allow the student to make SAP by the next evaluation point.

All appeals submitted to the Financial Aid Office MUST have documentation attached before presented for consideration by the Financial Aid Appeals Committee. Students should submit their appeals no later than July 15 of each year. A completed Appeals Form must have appropriate documentation attached to the form to verify and support the purpose of the appeal. The decision made by the Financial Aid Appeals Committee is final.

Financial Aid Probation

Upon approval of a student’s appeal, the student will be placed on financial aid probation and federal financial aid eligibility will be reinstated. If a student is placed on financial aid probation, his/her SAP will be checked after each term completed until the student either loses financial aid eligibility through financial aid suspension or the student proves a satisfactory progression toward earning his/her degree. To prove a satisfactory progression toward earning a degree, the student must complete 100% of the courses attempted for the term the student is under probation with a GPA of 2.0 or higher for undergraduates or a GPA of 3.0 or higher for graduates. If the student does not complete all attempted hours and/or does not meet GPA requirements, the student will be placed on financial aid suspension and will lose financial aid eligibility. The Financial Aid Office reserves the right to impose different standards of a student’s probation based on the severity of the student’s Satisfactory Academic Progress offense.

Financial Aid Suspension

If the student’s appeal is denied, he/she will be placed on financial aid suspension and will not receive financial aid. To regain financial aid eligibility, the student will need to attempt and complete, at the student’s own expense, the same number of hours attempted before the student was placed on financial aid suspension. The hours must be attempted at Amberton University.

Satisfactory Academic Progress (SAP) Evaluation/Appeals Procedures
1. The student’s academic record is reviewed once a year in May after the conclusion of the Spring Session.
2. The Financial Aid Office notifies suspended students (students who failed to meet SAP standards) of their status and provides access to the Financial Aid Appeals Form.
3. Student completes the Financial Aid Appeals Form, attaches appropriate documentation, and files appeal with the Financial Aid Office.
4. Financial Aid Appeals Committee meets and determines outcome of the appeal.
5. Financial Aid Director informs student of the outcome of the appeal.
6. Student may be able to reapply for federal financial aid as determined by the outcome of the Appeals Committee.

**FINANCIAL AID POLICY ON REPEATED COURSEWORK**

Per federal regulations (34 CFR Section 668.2) repeated coursework that falls under the following conditions cannot be included in a student’s enrollment status for federal aid eligibility. This regulation will also include federal, state, and institutional funding.

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of D or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid.

Federal aid is calculated according to need and the student’s adjusted enrollment status. Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

**Example 1:**
A student is taking a previously passed 3 credit hour course for the third time. The student is enrolled in a total of 12 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student’s aid eligibility. Only 9 of the student’s 12 hours can be used to calculate aid eligibility. The student’s aid will be adjusted to ¾ time instead of full-time enrollment.

**Example 2:**
A student repeats a previously passed course. The student receives an F on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

**Example 3:**
A student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

FEDERAL RETURN OF TITLE IV, HEA FUNDS (R2T4) POLICIES

When a student applies for Federal Title IV Financial Aid, he or she signs a statement that the student will use the funds for educational purposes only. Therefore, if the student withdraws before completing his/her program, a portion of the funds received may have to be returned. Amberton University will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students who complete 60% or less of the enrollment period (Summer, Fall, Winter, Spring) for which they received Federal Title IV, HEA Aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy.

Withdraw Before 60%

If the student withdraws before 60 percent of the session has elapsed, a percentage of Title IV, HEA funds will be returned to the federal program(s) based on the length of time the student is enrolled prior to withdrawal.

For example, if the student withdraws when 50 percent of the session has elapsed, 50 percent of Title IV, HEA funds will be returned to the federal programs.

Withdraw After 60%

After 60 percent of the session (payment period) has elapsed, the student is considered to have earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this payment period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days for credit hour institutions) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Unearned Aid
If the student has an unearned portion of funds to be returned, the Office of Financial Aid will notify the student within 30 days of the procedure to repay the unearned funds. If a student receives less Federal Student Aid than the amount earned, the University will offer a disbursement of the earned aid that was not received, called a Post Withdrawal Disbursement. If the student received more than the amount earned, the University and the student, or both must return the unearned funds to the Department of Education within 45 days.

**R2T4 Policy Application**

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or who are dismissed from enrollment at Amberton University. It is separate and distinct from the Amberton University REFUND POLICY. Refer to the University’s REFUND POLICY in this Manual, or on the website (www.Amberton.edu) and in the current Schedule of Classes.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, is determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds does not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When the student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The institution is required to notify the student if a repayment is owed via written notice.

The institution must advise the student that he or she has 14 calendar days from the date that the institution sent the notification to accept a post withdrawal disbursement. If a response is not received from the student within the allowed timeframe or the student declines the funds, the institution will return any earned funds that the institution is holding to the Title IV, HEA programs.
Definition of Official and Unofficial Withdrawal

Officially Withdrawing from the University:
*Official withdrawal* means that the approved procedure to withdraw from a course was followed by the student. To be considered official, the withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. The official date of the withdrawal is the date the written notice is formally received by the University, NOT the postmarked date or the date stated in the notice. The University’s record concerning a withdrawal is indisputable, unless the student can provide reliable evidence of an earlier receipt date.

An official withdrawal may be submitted by completing the Request for a Change of Schedule form or by written notice containing the student’s name, signature, ID number, and course(s) to be dropped. The notice may be faxed, mailed, e-mailed, or hand delivered to the University. (Refer to the University’s web site for the fax number and e-mail information.) For the student’s convenience, the notice may be submitted in the Student Services Office (Garland Campus and Frisco Center) or placed in one of the designated drop boxes located outside the Garland Main Campus facility. The official withdrawal procedure applies to all courses, irrespective of delivery mode or course length. A student may rescind his/her notification in writing and continue enrollment. If the student subsequently withdraws from the University, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficially Dropping a Course or Withdrawing from the University
Beware of *unofficially* dropping a course. It will adversely affect your grades and student account. An *Unofficial drop* means that the approved procedure to withdraw from a course or the university was not followed by the student. Students are prohibited from dropping a course/withdrawing by:

- Not attending the course;
- Communicating their desire to drop the course/withdraw other than by submitting the Request for Change of Schedule Form or other document containing the student’s name, signature, ID number, and course(s) to be dropped to Amberton University.

Federally Defined Leaves of Absence Policy (FLOA)
Amberton University does not grant federally defined Leaves of Absence for Financial Aid purposes. Instead of utilizing a federally defined Leave of Absence, the University assists students by:

- Allowing students to work with faculty to finish incomplete coursework
• Allowing an official appeal of the Financial Aid Refund calculation based on unusual circumstances
• Allowing students to “lay-out” for one or more sessions
• Allowing students to drop courses with a “W” rather than an “F” during specific time-frames during the session
• Allowing students to appeal a determination of insufficient satisfactory academic progress under the Financial Aid Satisfactory Academic Progress Policy requirements.

The "Federally Defined Leave of Absence“ policy listed above is for student financial aid purposes only and does not address University policy for employees (i.e. FMLA regulations)

**Determining Withdrawal Date for R2T4 Funds:**

**Official Withdrawals:**
The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal: The date the University receives the student’s written communication of intent to drop a course or withdraw from the University.

**Unofficial Withdrawals:**
The date of the termination for return and refund purposes will be determined by the following for unofficial withdrawals:

**For Lecture Classes:**
For the student who does not provide official notification of his or her intent to withdraw and is absent for more than two consecutive class meetings (Amberton University classes meet once weekly for a period of approximately four hours), the date of termination for return and refund purposes will be the student’s last recorded date of academic attendance or the midpoint of the payment period or period of enrollment for which Title IV assistance was disbursed (unless the University can document a later date)

**For Distance Education Classes:**
For the student who does not provide official notification of his or her intent to withdraw and is enrolled in a distance education course requiring no on-campus attendance, the date of termination for return and refund purposes will be the midpoint of the payment period or period of enrollment for which Title IV assistance was disbursed or the last day of student registered activity in the course depending on which is later.
Upon Receipt of an Official Withdrawal:
Amberton University will:

1. Determine the student’s last date of attendance.
2. Perform the following calculations:
   a. The student’s account and date of official withdrawal are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the University is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b. Calculate the University’s refund requirement (see University’s refund schedule)
3. The student’s grade record for the session will be updated to reflect his/her final grade for the course(s) dropped.
4. Amberton University will return the amount for any unearned portion of the Title IV funds for which the institution is responsible within 45 days of the date the official notice of withdrawal was provided.
5. Amberton University will provide the student with a letter explaining the Title IV, HEA requirements:
   a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program, based on scheduled attendance and the amount of funds the student received.
   b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
   c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with an account record noting outstanding balance due to the University and the available methods of payment. A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student’s file and made available to the student upon written request.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.
Upon Determination of an Unofficial Withdrawal:
Amberton University will follow the following procedures within one week of determining the student may have unofficially withdrawn:

1. Make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student’s last date of attendance.
3. Notify the student in writing of his/her failure to contact the University when requested to do so and notify the student of his/her current termination of enrollment.
4. Calculate the amount of Federal Title IV Funds student has earned, and if any, the amount of Federal Funds for which the University is responsible.
5. Calculate the University’s refund requirement (See University Refund Schedule).
6. Upon completing the Return to Title IV, HEA calculations, Amberton University will return to the Federal Funds program any unearned portion of Title IV funds for which the University is responsible within 45 days of the date the withdrawal determination was made and make a record of the return on the student’s account and financial aid file.
7. If there is a return, Amberton University will provide the student with a R2T4 letter explaining Title IV return requirements:
   a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
   b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
   c. Supply the student with a final accounting showing outstanding balance due the University and the available methods of payment.
8. A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student’s financial aid file.

Return to Title IV Funds Calculation

The calculation required determines a student’s earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student’s aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the University’s refund policy and Return of Title IV Funds procedures are
independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the University for the course.

**Example of Calculation: - CREDIT HOUR UNIVERSITY**

1. Determine the percentage of Title IV, HEA aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of 5 days or more).

   \[
   \frac{18\text{(completed days)}}{118\text{(total days)}} = 15.3\% \text{ (% of completed calendar days)}
   \]

2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV, HEA aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

   \[
   15.3\% \times \$2805.00 = 429.17 \text{ (Amount of aid earned by student)}
   \]

3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed.

4. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

5. Funds are returned to the appropriate federal program based on the percentage of aid earned using the following formula:

   \[
   \text{Aid to be returned} = (100\% \text{ minus the percent earned}) \times \text{amount of aid disbursed toward institutional charges.}
   \]

   If a student earned less aid than was disbursed, the institution may be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds to be returned by the institution must be made no later than 45 calendar days after the date the school determines that the student withdrew.

6. When Title IV, HEA funds are returned, the student may owe a balance to the institution.

**Order of Return of Title Federal IV, HEA Funds**

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:
• Unsubsidized Direct Stafford loans (other than PLUS loans)
• Subsidized Direct Stafford loans
• Parent PLUS loans
• Direct PLUS loans
• Federal Pell Grants for which a Return is required
• Iraq and Afghanistan Service Grant for which a Return is required
• Federal Supplemental Educational Opportunity Grant
• Other Title IV assistance
• State Tuition Assistance Grants (if applicable)
• Private and institutional aid
• The Student

Amberton University does not participate in any Federal Financial Aid Program, except the Federal Pell Grant Program.

**Timeframe for returning an unclaimed Title IV, HEA Credit Balance**

If the University attempts to disburse the credit balance by check and the check is not cashed, the University must return the funds no later than 240 days after the date the University issued the check.

If a check is returned to Amberton University or an EFT is rejected, the University may make additional attempts to disburse the funds, provided that those attempts are made no later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the University does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The University must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

**Institution Responsibilities**

Amberton University’s responsibilities in regards to Title IV, HEA funds follow:

• Providing students with information in this policy;
• Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
• Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.
Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that the student must return is called overpayment. The student must make arrangements with Amberton University or the U.S. Department of Education to return the amount of unearned grant funds.

Post Withdrawal Disbursement

The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the institution determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

The institution will offer any post-withdrawal disbursement of loan funds within 90 days of the date it determines the student withdrew.

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. Amberton University may use a portion or all of the student’s post-withdrawal disbursement for tuition and fees (as contracted with Amberton University). For all other school charges, Amberton University needs the student’s permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. However, it may be in the student’s best interest to allow the University to keep the funds to reduce the student’s debt at the institution.

Student Responsibilities in regards to Return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal must be in writing and addressed to the appropriate institutional official following Amberton University withdrawal procedures.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- These notifications, to either withdraw or rescind to withdraw must be made to the official records/registration personnel at Amberton University.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when a student withdraws are
separate from any refund policy that Amberton University has in order to return to the student any funds due from a cash credit balance. Therefore, students may still owe funds to Amberton to cover unpaid institutional charges. Amberton University may also charge the student for any Title IV, HEA program funds that the University was required to return on the student’s behalf.

For information on the Amberton University refund policy, refer to the current Schedule of Classes, the current University Catalog, the Amberton University website (www.Amberton.edu) or contact an advisor in the Student Services Office.
Return to Title IV, HEA Questions

If you have questions regarding Title IV, HEA program funds after visiting with the financial aid personnel, please call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

CONSUMER INFORMATION AND DISCLOSURES

As required by the Department of Education and the HEOA Act, Amberton University will disclose important and necessary information to current and prospective students, and all University employees. Notices and information can be emailed, mailed, and posted on the University’s Consumer Information webpage, (http://www.amberton.edu/help-and-advice/consumer-info.html). This information can include, but is not limited to, the following:

- Information on availability of financial aid
- University Policies and Regulations
- Drug/Alcohol Abuse Prevention
- Safety and Security Reports
- Accreditation and State Authorizations.

For a complete listing, please visit the above webpage.

DISCLAIMERS AND NOTICES

Revision and Cancellation

Amberton University reserves the right to review, revise, or terminate all or a portion of financial aid at any time due to the changes in students’ financial and/or academic status or failure to comply with laws and regulations, including financial verification and institutional policies. In addition, all financial aid is subject to revision based on the funds received by the University from all financial aid resources and any federal laws, regulations, or policies.
Audits and Program Reviews

Federal regulations require the Financial Aid Office to have its records and student files audited annually. Each audit must cover the time period since the last audit. An independent auditing firm audits Amberton University annually. The auditing firm reviews a sample of student files to ensure the Financial Aid Office is in compliance with federal, state, and institutional policies. Any exceptions found during the audit will be addressed. The auditing firm then submits findings to the University for review and after that review, the auditing firm then submits the findings to the U.S. Department of Education.

Federal reviews are conducted by the U.S. Department of Education on a basis determined by the Department. Institutions are notified ahead of time when the review will take place. Typically, the auditors will randomly select a specific number of students from each of the Title IV programs. The files are pulled and given to the auditors. Any additional assistance requested must be responded to promptly. A complete listing of financial aid audit guidelines can be found in the Audit Guide published by the U.S. Department of Education. See this reference document for more information.

*All policies and procedures contained in this Handbook are subject to change at any time, and without prior notice.*
FORMS

1. *Application for Admission* – Application for Admission/Re-Admission to Amberton University.
2. *Enrollment Request Form* – Form to request enrollment in specified course(s).
3. *Change of Schedule Form* – Form to withdrawal from and/or add a course to an existing enrollment.
4. *Payment Deferral Agreement* – University’s Payment Deferral Agreement (allows student to defer payment/make payments throughout the session).
7. *SAP/Financial Aid Appeal Form* – University form to appeal ineligibility for financial aid due to not meeting SAP criteria.
8. *R2T4 Worksheet* – Return Funds to Title IV worksheet.
10. *Veteran’s Information Form* – University form required for students receiving VA benefits.
STEP ONE:
Complete the **APPLICATION FOR ADMISSION** if you:

a. are a mature adult with employment experience, and  
b. have successfully completed academic work from an accredited college or university, and  
c. are in good standing from the last institution attended OR  
d. are a returning student after three years absence.

No admission fee is required. To complete this application, please download the file to your computer first. Once downloaded, please complete the required information. Any information entered online (before downloading) will not be saved. The application can be completed and submitted by email, fax, mail, or in person at the Student Services Offices located in Garland and Frisco. Download this application and complete all the necessary information. If you want to email the application, your SSN is not required, but a University representative will contact you for the number prior to your application being processed. Receipt of all electronically submitted applications will be promptly acknowledged. If a response is not received, please contact the University at (972) 279-6511 option 4.

**Mail to:** Amberton University, 1700 Eastgate Drive, Garland, TX 75041  
**Fax to:** 972-279-9773  
**email:** Admissions@Amberton.edu

International students should review the “International Student Admission Requirements” before applying for admission. The requirements are located online at [www.amberton.edu](http://www.amberton.edu).

This will begin the admission procedures. Within a week, you should receive a letter advising you of your admission status to the University. You do not have to wait for this letter in order to register. You may submit your application for admission and your registration form at the same time; however, your registration will be processed contingent upon your admission to the University.

STEP TWO:
Order and provide official transcripts from colleges and universities previously attended. Transcript request forms are provided for your convenience in the Student Services Office. As transcripts are received, they will be evaluated. You will receive a copy of the assessment in the form of an *Electronic Transfer of Credit Report* (ETCR). The ETCR can then be used to prepare a degree plan using the electronic system. You may submit your ENROLLMENT REQUEST FORM prior to transcripts being received.

Graduate students who have completed a standard graduate entrance examination (GRE, GMAT, MAT) in the last six years may want to provide an official copy of their scores (not required).

<table>
<thead>
<tr>
<th>MAJOR/DEGREE CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
</tr>
<tr>
<td>BA Professional Development (14)</td>
</tr>
<tr>
<td>BBA General Business (31)</td>
</tr>
<tr>
<td>BBA Management (32)</td>
</tr>
<tr>
<td>BBA Management Accounting (33)</td>
</tr>
<tr>
<td>BBA Project Management (36)</td>
</tr>
<tr>
<td>BS Applied Studies (34)</td>
</tr>
<tr>
<td>BS Human Relations and Business (35)</td>
</tr>
<tr>
<td>Undecided (19)</td>
</tr>
<tr>
<td>Non-degree seeking (99)</td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
</tr>
<tr>
<td>MA Marriage &amp; Family Therapy (48)</td>
</tr>
<tr>
<td>MA Professional Counseling (53)</td>
</tr>
<tr>
<td>MA Professional Development (17)</td>
</tr>
<tr>
<td>MA School Counseling (51)</td>
</tr>
<tr>
<td>MBA General Business (42)</td>
</tr>
<tr>
<td>MBA International Business (38)</td>
</tr>
<tr>
<td>MBA Management (43)</td>
</tr>
<tr>
<td>MBA Project Management (39)</td>
</tr>
<tr>
<td>MBA Strategic Leadership (44)</td>
</tr>
<tr>
<td>MS Agile Project Management (49)</td>
</tr>
<tr>
<td>MS Family Studies (45)</td>
</tr>
<tr>
<td>MS Family Studies with a Specialization in Christian Counseling (55)</td>
</tr>
<tr>
<td>MS Human Relations and Business (11)</td>
</tr>
<tr>
<td>MS Human Resource Training and Development (46)</td>
</tr>
<tr>
<td>MS Managerial Science (47)</td>
</tr>
</tbody>
</table>
APPLICATION FOR ADMISSION AND RE-ADMISSION*

Application is to be completed by all new students and all former Amberton University *students who have not been enrolled for three (3) or more years. In accordance with the American With Disabilities Act (ADA), please attach a description of the nature of your disability and the special accommodation required.

ENTRY DATE: ☐ Fall ☐ Winter ☐ Spring ☐ Summer YEAR_____________

PERSONAL DATA: Social Security Number __________________________

First Name: ___________________________________ Last: ___________________________________

Address: ____________________________________________

City/State/Zip: _________________________________________

Phone: Daytime_________________________________ Evening_______________________________

Email Address: ________________________________ Date of Birth: ___________________ (MM/DD/YY)

Years of Employment: _____________ Employer: ________________________________________________

U.S.Citizen/Permanent Resident: 

Yes ☐ No ☐ Identify Country of Origin: _______________________________

Immigration status: ______________________________________

ETHNICITY: Hispanic/Latino ☐ Yes ☐ No

RACE: ☐ White (1) ☐ Amer Indian/Alaska Native (2) ☐ Black or African Amer (3) ☐ Asian (4)

☐ Hawaiian/Pacific Islander (7) ☐ Unknown (6)

GENDER: ☐ Male ☐ Female

EDUCATIONAL DATA:

Classification (for AU Enrollment): ☐ Undergraduate ☐ Graduate

Degree Code (see Instruction page for codes): ☐ Non-degree seeking 

List in chronological order, all colleges and universities attended:

Name                                         City/State                   Dates        Hrs Completed*           Degree(s) Awarded

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

*An Undergraduate student must have successfully completed 30 hours. Fewer hours will be considered on a case-by-case basis.

If you are on academic or disciplinary probation or suspension from the last college attended, please explain in space below.

Have you ever been enrolled at Amberton University before?

☐ No ☐ Yes (Date last enrolled: ______________________)

Identify any names different from the name on the front of the application that might be on transcripts you have sent to Amberton University:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

I certify that the information I have provided is correct. If my application is accepted, I agree to abide by the policies, rules, regulations, and ethical standards of the University. I further understand that the willful submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary action. In addition, I authorize University officials to verify any information relevant to my acceptance and/or continued enrollment with the University, including but not limited to the right to request the verification of degrees and/or courses completed at transferring institutions.

__________________________________________________________________________

Signature                                                                          Date
AMBERTON UNIVERSITY ENROLLMENT REQUEST FORM

Refer to the Schedule of Classes for valid enrollment dates
Amberton University Fax: (972) 279-9773

Session: ____ Fall ____ Winter ____ Spring ____ Summer _____ Year__________

I. STUDENT INFORMATION:

Student ID (AU ID or SSN):
_______________________________________________________________________________

First Name: ____________________________________ Last: ____________________________

Address:_______________________________________________________________________________________________

City: __________________________ State: __________ Zip: ________________________________

Phone: Daytime __________________________ Evening ________________________________

Employer:_____________________________________________________________________________________________

E-mail address:_________________________________________________________________________________________

New Student: ____Yes ____No Classification: 1) Freshman 2) Sophomore

3) Junior 4) Senior 5) Graduate

U.S. Citizen/Permanent Resident: ____Yes ____No Ethnicity: Hispanic/Latino ____Yes ____No

Race: ____White (1) ____Amer Indian/Alaska Native (2)

____Black or African Amer (3) ____Asian (4)

____Hawaiian/Pacific Islander(7) ____Unknown (6)

Sex: ____Male _____ Female Enter Degree Code: (Listed Below)

Undergraduate

BBA General Business (31) BS Applied Studies (34) BA Professional Development (14)
BBA Management (32) BS Human Relations and Business (35) Undecided (19)
BBA Management Accounting (33) BA Professional Development (17)
BBA Project Management (36) Non-degree seeking (99)

Graduate

MA Marriage & Family Therapy (48) MBA General Business (42) MS Family Studies (45)
MA Professional Counseling (53) MBA International Business (38) MS Family Studies with a specialization in

MBA Management (43) Christian Counseling (55)
MA Professional Development (17) MBA Project Management (39)
MBA Strategic Leadership (44)

Undecided (19) MS Human Relations & Business (11)
Non-degree seeking (99) MS Human Resource Training & Dev (46)

ADDITIONAL DEGREE CHOICES FOR FORMER AMBERTON STUDENTS ONLY: A student who selects one of
the following “discontinued/replaced” degrees must (1) have been in attendance and enrolled for the degree prior to the Summer
2017 session, and, (2) must complete all degree requirements by the dates specified below for each degree. If all degree
requirements cannot be completed by the given date, the student must select a degree from the list above.

MA Christian Counseling (40) [completed prior to June 1, 2019]
MA School Counseling (41) [42 hour program completed prior to June 1, 2019]
MA Professional Counseling (23) [48 hour program completed prior to June 1, 2020]

II. COURSES REQUESTED: (Example: BUS3301.01)

Limited to 12 hours for Undergraduate and 9 hours for Graduate

1)_______________________________________________ 3)____________________________________________________

2)_______________________________________________ 4)____________________________________________________

III. PAYMENT TERMS AND AUTHORIZATION: I request to pay:

_____ In full upon completion of the registration process.

_____ Before the end of the session.

X __________________________

Student’s Signature Date
REQUEST FOR A CHANGE OF SCHEDULE

INDICATE SESSION FOR WHICH CHANGE IS BEING MADE:

____ SPRING  _____ SUMMER  _____ FALL  _____ WINTER  _____ YEAR

STUDENT ID (AU ID or SSN):_______________________________________

Name:__________________________________________________________

Phone number where you may be reached during the day:_________________________

Please check if you are receiving:

VA BENEFITS:______  FINANCIAL AID:______

I request to **DROP** the following course(s): Dept./Course #/Section #/Course Name.
There is a $10 fee for each course dropped. This charge will be added to your account.

1.______________________________________________________________________
2.______________________________________________________________________

Are you withdrawing from all the courses in which you are enrolled?_____ Yes _____ No

I request to **ADD** the following course(s): Dept./Course #/Section #/Course Name.

1.______________________________________________________________________
2.______________________________________________________________________

I accept the academic and financial responsibility for the requested change(s). I understand I will receive a confirmation of these changes after they have been processed.

Student’s Signature____________________________________ Date:_______________

DELIVER, MAIL, OR FAX THIS FORM TO THE UNIVERSITY.

Mailing Address: Amberton University
1700 Eastgate Drive
Garland, TX 75041-5595

FAX Number: 972/279-9773

IF YOU ARE RECEIVING A REFUND, FILL OUT THE FOLLOWING INFORMATION:

_____ PLEASE CREDIT MY CREDIT CARD ACCOUNT
_____ PLEASE HOLD THE CHECK, I WILL PICK IT UP
_____ PLEASE MAIL THE CHECK TO:

ADDRESS______________________________________________________________________
CITY/ST/ZIP____________________________________________________________________
AMBERTON UNIVERSITY
PAYMENT DEFERRAL APPLICATION / AGREEMENT

Students who can prove financial integrity to the satisfaction of the University may request to defer payment of educational costs. Financial integrity will be determined by a credit check or past history with the University. A $5.00 processing fee will be charged for each deferral. A finance charge of 3/4 of 1% will be calculated on all unpaid balances as of the last business day of each month after all postings have been made.

PLEASE WRITE LEGIBLY & PROVIDE ALL REQUESTED INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>INITIAL</th>
<th>SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
</tr>
</tbody>
</table>

| EMPLOYER | ADDRESS | WORK PHONE |

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

___ I. PRIVATE EDUCATION LOAN: Approval from private education loan lender must have been received by student. Once loan is certified by the University, a distribution date will be established for the current session.

___ II. PERSONAL PAYMENTS: Payments will be made during the session and student’s account will be paid in full by the end of the session for which this agreement is completed.

___ III. COMPANY REIMBURSEMENT: Student is responsible for timely payment of account whether or not tuition assistance is received. Written verification, indicating approval, is required by the University.

___ IV. FEDERAL FINANCIAL AID (PELL GRANT): Award information must be on file with the Financial Aid Office. Any balance not covered by financial aid award must be paid in full by the end of the session for which this agreement is completed.

ACKNOWLEDGMENT OF UNDERSTANDING & AGREEMENT

I give the above information for the purpose of obtaining credit. Everything I stated in this application is correct to the best of my knowledge. You are authorized to check my credit and employment history and to release information about your credit experience with me. You may retain this application whether or not it is approved. I hereby request the payment option indicated in accordance with the terms and conditions set forth in this agreement. I understand and agree that the use of a payment option approved in connection with this application will be subject to and shall constitute acceptance of the terms and conditions of this agreement. I understand if a payment is late, missed or denied, that I will be in default of the agreement and will be prohibited from registering for future sessions until the balance is cleared. I acknowledge I have read this agreement in its entirety (front and back) and agree to all provisions contained therein.

X
Student’s Signature

FOR UNIVERSITY USE ONLY

_____ Approved _____ Denied  University Representative: ______________________ Date ________________
TERMS USED IN THIS AGREEMENT - As used in this agreement, the words “I”, “my” and “me” refer to the person (Amberton University student) signing this application. The word “University” refers to Amberton University. The word “agreement” refers to the Payment Deferral Agreement.

PROMISE TO PAY - I promise to pay the University all amounts due or credit extended under this agreement, together with any finance charges, late fees, and other charges, if any, when due. Periodically, I will receive a statement showing my new balance. I may pay the entire balance in full at any time before the due date without penalty.

DECLINE OF PAYMENT - If a check or credit card given in payment on my account is declined, I understand a fee of $25.00 will be charged to my account and I must make the payment good when requested to do so or be considered in default of this agreement.

FINANCE CHARGE - I understand a finance charge of 3/4 of 1% will be calculated on all unpaid balances as of the last business day of each month after all credits, charges, and payments have been applied.

REFUNDS - I understand that if I am due a refund for a dropped class but still owe for other courses, the refund will be applied to the total balance due. I understand that if I am due a refund because of withdrawal or overpayment and if a credit card was used in payment of my account, the University will issue a credit to my credit card account. I understand that if I withdraw from a course after the refund date as listed in the University’s Schedule of Classes, the balance due will not be reduced, no credit will be given, and I am responsible for any remaining balance due. I understand if I am due a refund from a private education loan, it will be returned to the loan lender.

CHARGEBACKS - I understand that any credit card chargeback that occurs will be charged to my account and I will pay my balance in full when requested to do so, or be considered in default of this agreement.

INSURANCE - Should I die prior to payment, I understand my debt is forgiven and all my University records remain the property of Amberton University.

SECURITY - My University records will be held as security and no information will be released until final and full payment is made.

DEFAULT - I understand I will be in default if (1) I fail to make payment on time; (2) I break any promise I have made under this or any other agreement with the University; (3) I withdraw or am asked to withdraw from the University; (4) I have given false or misleading information; (5) the University becomes doubtful about my willingness, desire or ability to pay; (6) I fail to inform the University immediately of any change of address or employment. No waiver by the University of any default under this agreement will be deemed to be a waiver of any subsequent default or a continuing waiver.

ACCELERATION - If I am in default, the University may call any amounts I still owe immediately due and payable without notice or demand to me of any kind. I waive presentment, demand, notice of intention to accelerate, and notice of acceleration of the maturity of any amounts owing under this agreement. I also agree to pay all costs of collection, including attorney’s fees and court costs.

UNIVERSITY’S RIGHTS UNDER DEFAULT - I understand Amberton University may demand immediate payment of the total balance of this and all accounts I have with the University. I understand Amberton University may immediately withdraw me from the University without my receiving any refund as a result of the withdrawal. I understand and acknowledge that Amberton University may freeze all of my academic records and maintain these records until I have made complete restitution of all my financial obligations to the University. I understand, if in requesting this agreement, I suggested to the University that my company was to assist me in making payment, the University may inform my employer that I am in default. I understand Amberton University has the right to report my account to any major credit-reporting agency or bureau as a “Collect Account.”

NON-WAIVER - The University can accept late payment(s) or partial payment(s) or check(s) or money order(s) marked “payment in full” without losing any of its rights under this agreement. The University can also delay enforcing any of its rights under this agreement without losing them.

TERMINATION AND/OR CANCELLATION OF AGREEMENT - The University can cancel or temporarily suspend this agreement by written notice sent to me at the last address shown in University records and such notice shall not affect transactions made before the notice is actually received. If the University should do so, I will pay the balance of my account in full when requested to do so.

ADDITIONAL PROVISIONS - Each provision of the agreement must be considered as part of the total agreement and cannot, in any way, be severed from it; however, I agree that should any part of the agreement be found invalid, it will in no way affect the remainder of the agreement. I also agree that the validity, construction, and enforcement of this agreement shall be governed by the laws of the State of Texas. I agree to all of the terms and conditions of this agreement; I promise to perform all of the obligations, requirements, and duties contained in this agreement, and I acknowledge receipt of a copy of this agreement.
Federal Student Aid

FREE APPLICATION for FEDERAL STUDENT AID

Use this form to apply free for federal and state student grants, work-study, and loans.

Or apply free online at www.fafsa.gov.

Applying by the Deadlines

For federal aid, submit your application as early as possible, but no earlier than October 1, 2016. We must receive your application no later than June 30, 2018. Your college must have your correct, complete information by your last day of enrollment in the 2017-2018 school year.

For state or college aid, the deadline may be as early as October 2016. See the table to the right for state deadlines. You may also need to complete additional forms.

Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid and deadlines.

If you are filing close to one of these deadlines, we recommend you file online at www.fafsa.gov. This is the fastest and easiest way to apply for aid.

Using Your Tax Return

We recommend that you complete and submit your FAFSA as soon as possible on or after October 1, 2016. The easiest way to complete or correct your FAFSA with accurate tax information is by using the IRS Data Retrieval Tool through www.fafsa.gov. In a few simple steps, most students and parents who filed a 2015 tax return can view and transfer their tax return information directly into their FAFSA.

If you (or your parents) have missed the 2015 tax filing deadline of April 2016, and still need to file a 2015 income tax return with the Internal Revenue Service (IRS), you should submit your FAFSA now using estimated tax information, and then you must correct that information after you file your return.

Note: Both parents or both the student and spouse may need to report income information on the FAFSA if they did not file a joint tax return for 2015. For assistance with answering the income information questions in this situation, call 1-800-4-FED-AID (1-800-433-3243).

Filling Out the FAFSA®

If you or your family experienced significant changes to your financial situation (such as loss of employment, or other unusual circumstances (such as high unreimbursed medical or dental expenses), complete this form to the extent you can and submit it as instructed. Consult with the financial aid office at the college(s) you applied to or plan to attend.

For help in filling out the FAFSA, go to www.StudentAid.gov/completesfafa or call 1-800-433-3243. TTY users (for the hearing impaired) may call 1-800-730-8913. Fill the answer fields directly on your screen or print the form and complete it by hand. Your answers will be read electronically; therefore if you complete the form by hand:

- use black ink and fill in circles completely:
  - print clearly in CAPITAL letters and skip a box between words:
  - report dollar amounts (such as $12,356.41) like this:

Green is for student information and purple is for parent information.

Mailing Your FAFSA®

After you complete this application, make a copy of pages 3 through 8 for your records. Then mail the original of pages 3 through 8 to:

Federal Student Aid Programs, P.O. Box 7654, London, KY 40742-7654.

After your application is processed, you will receive a summary of your information in your Student Aid Report (SAR). If you provide an e-mail address, your SAR will be sent by e-mail within three to five days. If you do not provide an e-mail address, your SAR will be mailed to you within three weeks. If you would like to check the status of your FAFSA, go to www.fafsa.gov or call 1-800-433-3243.

Let’s Get Started!

Now go to page 3 of the application form and begin filling it out. Refer to the notes on pages 9 and 10 as instructed.

Check with your financial aid administrator for these states and territories:

AL, AK, AZ, CO, FL, GA, GU, HI, IL, IN, IA, KS, KY, LA, ME, MI, MN, MS, MT, NE, NH, NJ, NM, NY, NV, NC, ND, OH, OK, OR, PA, PR, RI, SD, UT, VA, VI, WA, WY.

Pay attention to any symbols listed after your state deadline.

State Deadline

AK - Academic Challenge - June 1, 2017 (date received)
AR - Workforce Grant - Contact your financial aid administrator.
CA - For additional community college Cal Grants - September 2, 2017 (date received)
CT - Higher Education Opportunity Grant - June 1, 2017 (date received)
DE - Higher Education Opportunity Grant - June 30, 2017 (date received)
FL - Higher Education Opportunity Grant - June 1, 2017 (date received)
GA - Higher Education Opportunity Grant - June 30, 2017 (date received)
HI - Higher Education Opportunity Grant - June 1, 2017 (date received)
ID - Higher Education Opportunity Grant - June 30, 2017 (date received)
IL - Higher Education Opportunity Grant - June 1, 2017 (date received)
IN - Higher Education Opportunity Grant - June 30, 2017 (date received)
IA - Higher Education Opportunity Grant - June 30, 2017 (date received)
KS - Higher Education Opportunity Grant - June 1, 2017 (date received)
KY - Higher Education Opportunity Grant - June 30, 2017 (date received)
LA - Higher Education Opportunity Grant - June 1, 2017 (date received)
ME - Higher Education Opportunity Grant - June 1, 2017 (date received)
MD - Higher Education Opportunity Grant - June 30, 2017 (date received)
MA - Higher Education Opportunity Grant - June 30, 2017 (date received)
MI - Higher Education Opportunity Grant - June 30, 2017 (date received)
MN - Higher Education Opportunity Grant - June 30, 2017 (date received)
MS - Higher Education Opportunity Grant - June 30, 2017 (date received)
MO - Higher Education Opportunity Grant - June 30, 2017 (date received)
MT - Higher Education Opportunity Grant - June 30, 2017 (date received)
NE - Higher Education Opportunity Grant - June 30, 2017 (date received)
NH - Higher Education Opportunity Grant - June 30, 2017 (date received)
NJ - Higher Education Opportunity Grant - June 30, 2017 (date received)
NM - Higher Education Opportunity Grant - June 30, 2017 (date received)
NY - Higher Education Opportunity Grant - June 30, 2017 (date received)
NC - Higher Education Opportunity Grant - June 30, 2017 (date received)
ND - Higher Education Opportunity Grant - June 30, 2017 (date received)
OH - Higher Education Opportunity Grant - June 30, 2017 (date received)
OK - Higher Education Opportunity Grant - June 30, 2017 (date received)
OR - Higher Education Opportunity Grant - June 30, 2017 (date received)
PA - Higher Education Opportunity Grant - June 30, 2017 (date received)
RI - Higher Education Opportunity Grant - June 30, 2017 (date received)
SC - Higher Education Opportunity Grant - June 30, 2017 (date received)
SD - Higher Education Opportunity Grant - June 30, 2017 (date received)
TN - Higher Education Opportunity Grant - June 30, 2017 (date received)
TX - Higher Education Opportunity Grant - June 30, 2017 (date received)
UT - Higher Education Opportunity Grant - June 30, 2017 (date received)
VT - Higher Education Opportunity Grant - June 30, 2017 (date received)
WA - Higher Education Opportunity Grant - June 30, 2017 (date received)
WV - Higher Education Opportunity Grant - June 30, 2017 (date received)
WI - Higher Education Opportunity Grant - June 30, 2017 (date received)
WY - Higher Education Opportunity Grant - June 30, 2017 (date received)

# - Priority consideration, submit application by date specified.
* - Applicants encouraged to obtain proof of mailing.
$ - Awards made until funds are depleted.
* - Additional forms may be required.

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The questions on the FAFSA are required to calculate your Expected Family Contribution (EFC). The EFC measures your family's financial strength and is used to determine your eligibility for federal student aid. Your state and the colleges you list may also use some of your responses. They will determine if you may be eligible for school or state aid, in addition to federal aid.

How do I find out what my Expected Family Contribution (EFC) is?
Your EFC will be listed on your Student Aid Report (SAR). Your SAR summarizes the information you submitted on your FAFSA. It is important to review your SAR to make sure all of your information is correct and complete. Make corrections or provide additional information, as necessary.

How much student financial aid will I receive?
Using the information on your FAFSA and your EFC, the financial aid office at your college will determine the amount of aid you will receive. The college will use your EFC to prepare a financial aid package to help you meet your financial need. Financial need is the difference between the cost of attendance (which can include living expenses), as determined by your college, and your EFC. If you are eligible for a Federal Pell Grant, you may receive it from only one college for the same period of enrollment. If you or your family has unusual circumstances that should be taken into account, contact your college's financial aid office. Some examples of unusual circumstances are: unusual medical or dental expenses or a large change in income from 2015 to this year.

When will I receive the student financial aid?
Any financial aid you are eligible to receive will be paid to you through your college. Typically, your college will first use the aid to pay tuition, fees and room and board (if provided by the college). Any remaining aid is paid to you for your other educational expenses.

How can I have more colleges receive my FAFSA information?
If you are completing a paper FAFSA, you can only list four colleges in the school code step. You may add more colleges by doing one of the following:
- After your FAFSA has been processed, go to FAFSA on the Web at www.fafsa.gov. Click the "Login" button on the home page to log in to FAFSA on the Web, then click “Make FAFSA Corrections.”
- Use the Student Aid Report (SAR), which will be mailed to you after your FAFSA is processed. Your Data Release Number (DRN) verifies your identity and will be listed on the first page of your SAR. You can call 1-800-433-3243 and provide your DRN to a customer service representative, who will add more school codes for you.
- Provide your DRN to the financial aid administrator at the college you want to add, and he or she can add their school code to your FAFSA.

Note: Your FAFSA record can only list up to ten school codes. If there are ten school codes on your record, each new code will need to replace one of the school codes listed.

Where can I receive more information on student financial aid?
The best place for information about student financial aid is the financial aid office at the college you plan to attend. The financial aid administrator can tell you about student aid available from your state, the college itself and other sources.
- You can also visit our web site StudentAid.gov.
- For information by phone you can call our Federal Student Aid Information Center at 1-800-433-3243. (TTY users for the hearing impaired) may call 1-800-730-8913.
- You can also check with your high school counselor, your state aid agency or your local library's reference section.

Information about other nonfederal assistance may be available from foundations, faith-based organizations, community organizations and civic groups, as well as organizations related to your field of interest, such as the American Medical Association or American Bar Association. Check with your parents' employers or unions to see if they award scholarships or have tuition payment plans.
Step One (Student): For questions 1-31, leave any questions that do not apply to you (the student) blank.

Your full name (exactly as it appears on your Social Security card). If your name has a suffix, such as Jr. or Sr., include a space between your last name and suffix.

1. Last name
2. First name
3. Middle initial

Your permanent mailing address
4. Number and street (include apt. number)
5. City and country if not U.S.

9. Your date of birth MONTH DAY YEAR
10. Your telephone number

Your driver's license number and driver's license state (If you have one)
11. Driver's license number
12. Driver's license state

Your e-mail address. If you provide your e-mail address, we communicate with you electronically. For example, when your FAFSA has been processed, you will be notified by e-mail. Your e-mail address will also be shared with your state and the colleges listed on your FAFSA to allow them to communicate with you. If you do not have an e-mail address, leave this field blank.

13. Your e-mail address

15. Alien Registration Number


17. Month and year you were married, remarried, separated, divorced or widowed. See Notes page 9.

18. What is your state of legal residence?

19. Did you become a legal resident of this state before January 1, 2012?

20. If the answer to question 19 is "No," give month and year you became a legal resident of that state.


22. If female, skip to question 23. Most male students must register with the Selective Service System to receive federal aid. If you are male, age 18-25 and not registered, fill in the circle and we will register you. See Notes page 9.

23. Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans)? Answer "No" if you have never received federal student aid or if you have never had a drug conviction for an offense that occurred while receiving federal student aid. If you have a drug conviction for an offense that occurred while you were receiving federal student aid, answer "Yes," but complete and submit this application, and we will mail you a worksheet to help you determine your conviction affects your eligibility for aid. If you are unsure how to answer this question, call 1-800-433-3243 for help.

Some states and colleges offer aid based on the level of schooling your parents completed.

24. Highest school completed by Parent 1
25. Highest school completed by Parent 2

26. What will your high school completion status be when you begin college in the 2017-2018 school year?

High school diploma. Answer question 27. 
General Educational Development (GED) certificate or state certificate. 
Homeschooled. Skip to question 28.
None of the above. Skip to question 28.

For Help — www.studentaid.gov/completesafasa
Page 3
Step One CONTINUES on Page 4
27. What is the name of the high school where you received or will receive your high school diploma? Enter the complete high school name, and the city and state where the high school is located.

High School Name: 
High School City: 

28. Will you have your first bachelor's degree before you begin the 2017-2018 school year?

Yes 1  No 2

29. What will your college grade level be when you begin the 2017-2018 school year?

Never attended college and 1st year undergraduate ... 9
Attended college before and 1st year undergraduate ... 1
2nd year undergraduate/sophomore ... 2
3rd year undergraduate/junior ... 3
4th year undergraduate/senior ... 4
5th year/other undergraduate ... 5
1st year graduate/professional ... 6
Continuing graduate/professional or beyond ... 7

30. What degree or certificate will you be working on when you begin the 2017-2018 school year?

1st bachelor's degree ... 1
2nd bachelor's degree ... 2
Associate degree (occupational or technical program) ... 3
Associate degree (general education or transfer program) ... 4
Certificate or diploma (occupational, technical or education program of less than two years) ... 5
Certificate or diploma (occupational, technical or education program of two or more years) ... 6
Teaching credential (nondegree program) ... 7
Graduate or professional degree ... 8
Other/undecided ... 9

31. Are you interested in being considered for work-study?

Yes 1  No 2  Don't know 3

Step Two (Student): Answer questions 32–58 about yourself (the student). If you were never married, or are separated, divorced or widowed and are not remarried, answer only about yourself. If you are married or remarried as of today, include information about your spouse.

32. For 2015, have you (the student) completed your IRS income tax return or another tax return listed in question 33?

I have already completed my return ... 1
I will file but have not yet completed my return ... 2
I'm not going to file. Skip to question 39 ... 3

33. What income tax return did you file or will you file for 2015?

IRS 1040 ... 1
IRS 1040A or 1040EZ ... 2
A foreign tax return. See Notes page 9 ... 3
A tax return with Puerto Rico, another U.S. territory, or Freely Associated State. See Notes page 9 ... 4

34. For 2015, what is or will be your tax filing status according to your tax return?

Single ... 1
Head of household ... 4
Married—filed joint return ... 2
Married—filed separate return ... 3
Qualifying widow(er) ... 5
Don't know ... 6

35. If you have filed or will file a 1040, were you eligible to file a 1040A or 1040EZ?

See Notes page 9.

For questions 36–45, if the answer is zero or the question does not apply to you, enter 0. Report whole dollar amounts with no cents.

36. What was your (and spouse's) adjusted gross income for 2015? Adjusted gross income is on IRS Form 1040—line 37:

1040A—line 21; or 1040EZ—line 4

37. Enter your (and spouse's) income tax for 2015. Income tax amount is on IRS Form 1040—line 56 minus line 46:

1040A—line 28 minus line 36; or 1040EZ—line 10.

38. Enter your (and spouse's) exemptions for 2015. Exemptions are on IRS Form 1040—line 6d or Form 1040A—line 6d.

For Form 1040EZ, see Notes page 9.

Questions 39 and 40 ask about earnings (wages, salaries, tips, etc.) in 2015. Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms or on the tax return selected in question 33: IRS Form 1040—lines 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065); 1040A—line 7; or 1040EZ—line 1. If any individual earning item is negative, do not include that item in your calculation.

39. How much did you earn from working in 2015?

40. How much did your spouse earn from working in 2015?

41. As of today, what is your (and spouse's) total current balance of cash, savings, and checking accounts? Don't include student financial aid.

42. As of today, what is the net worth of your (and spouse's) investments, including real estate? Don't include the home you live in. See Notes page 9.

43. As of today, what is the net worth of your (and spouse's) current businesses and/or investment farms? Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees. See Notes page 9.
### Step Three (Student): Answer the questions in this step.

<table>
<thead>
<tr>
<th>Question</th>
<th>Option A</th>
<th>Option B</th>
<th>Option C</th>
<th>Option D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you received a college scholarship or grant?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Have you received educational benefits?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Have you received housing assistance?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Have you received military housing allowance?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Have you received non-military housing allowance?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Have you received cost of attendance allowances?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Have you received awards, stipends, or grants from federal, state, or local government agencies?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:** If you have any questions regarding the questions, please consult the FAQ section on the website. For help, visit www.studentaid.gov/completefafsa.
Step Four (Parent): Complete this step if you (the student) answered "No" to all questions in Step Three.

Answer all the questions in Step Four even if you do not live with your legal parents (biological, adoptive, or as determined by the state for example, if the parent is listed on the birth certificate). Grandparents, foster parents, legal guardians, widowed stepparents, aunts, uncles, and siblings are not considered parents on this form unless they have legally adopted you. If your legal parents are married to each other, or are not married to each other and live together, answer the questions about both of them. If your parent was never married or is remarried, divorced, separated or widowed, see StudentAid.gov/fafsa-parent and Notes page 10 for additional instructions.

59. As of today, what is the marital status of your legal parents?

- Never married: [ ]
- Married or remarried: [ ]
- Divorced or separated: [ ]
- Widowed: [ ]

60. Month and year they were married, remarried, separated, divorced or widowed.

[ ] [ ]

What are the Social Security Numbers, names and dates of birth of the parents reporting information on this form?

If your parent does not have a Social Security Number, you must enter 000-00-0000. If the name includes a suffix, such as Jr. or Sr., include a space between the last name and suffix. Enter two digits for each day and month (e.g., for May 31, enter 0531).

Questions 61-64 are for Parent 1 (father/mother/stepparent).

- SOCIAL SECURITY NUMBER: [ ] [ ] [ ] [ ]
- LAST NAME, AND:
  [ ] [ ] [ ] [ ]
- FIRST INITIAL: [ ]
- DATE OF BIRTH: [ ] [ ] [ ]

Questions 65-68 are for Parent 2 (father/mother/stepparent).

- SOCIAL SECURITY NUMBER: [ ] [ ] [ ] [ ]
- LAST NAME, AND:
  [ ] [ ] [ ] [ ]
- FIRST INITIAL: [ ]
- DATE OF BIRTH: [ ] [ ] [ ]

69. Your parents' email address. If you provide your parents' email address, we will let them know your FAFSA has been processed. This email address will also be shared with your state and the colleges listed on your FAFSA to allow them to electronically communicate with your parents.

[ ] [ ] [ ] [ ] [ ]

70. What is your parents' state of legal residence?

[ ] [ ]

71. Did your parents become legal residents of this state before January 1, 2012?

- Yes [ ]
- No [ ]

72. If the answer to question 71 is "No," give the month and year legal residency began for the parent who has lived in the state the longest.

[ ] [ ]

73. How many people are in your parents' household?

Include:
- yourself, even if you don't live with your parents,
- your parents,
- your parents' other children (even if they do not live with your parents) if (a) your parents will provide more than half of their support between July 1, 2017, and June 30, 2018, or (b) the children could answer "No" to every question in Step Three on page 5 of this form, and
- other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2017, and June 30, 2018.

74. How many people in your parents' household (from question 73) will be college students between July 1, 2017, and June 30, 2018? Always count yourself as a college student. Do not include your parents. Do not include siblings who are in U.S. military service academies. You may include others only if they will attend, at least half-time in 2017-2018, a program that leads to a college degree or certificate.

[ ]

At any time during 2015 or 2016, did you, your parents, or anyone in your parents' household (from question 73) receive benefits from any of the federal programs listed?

Mark all that apply. Answering these questions will NOT reduce eligibility for student aid or these programs. TANF has different names in many states. Call 1-800-433-3243 to find out the name of your state's program. If you, your parents, or anyone in your household receives any of these benefits after filing the FAFSA but before December 31, 2016, you must update your response by logging in to www.fafsa.gov and selecting "Make FAFSA Corrections."

75. Medicaid or Supplemental Security Income (SSI) [ ]
76. Supplemental Nutrition Assistance Program (SNAP) [ ]
77. Free or Reduced Price School Lunch [ ]
78. Temporary Assistance for Needy Families (TANF) [ ]
79. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) [ ]

If your answer to question 59 was "Unmarried and both parents living together," contact 1-800-433-3243 for assistance with answering questions 80-94.

80. For 2015, have your parents completed their IRS income tax return or another tax return listed in question 81?

- My parents have already completed their return. [ ]
- My parents will file but have not yet completed their return. [ ]
- My parents are not going to file. [ ]

Skip to question 88.

81. What income tax return did your parents file or will they file for 2015?

- IRS 1040 [ ]
- IRS 1040A or 1040EZ [ ]
- A foreign tax return. See Notes page 9 [ ]
- A tax return with Puerto Rico, another U.S. territory or Freely Associated State. See Notes page 9 [ ]

82. For 2015, what is or will be your parents' tax filing status according to their tax return?

- Single [ ]
- Head of household [ ]
- Married—filed joint return [ ]
- Married—filed separate return [ ]
- Qualifying widow(er) [ ]
- Don't know [ ]

83. If your parents have filed or will file a 1040, were they eligible to file a 1040A or 1040EZ? See Notes page 9.

84. As of today, is either of your parents a dislocated worker? See Notes page 10.

- Yes [ ]
- No [ ]
- Don't know [ ]
For questions 85–94, if the answer is zero or the question does not apply, enter 0. Report whole dollar amounts with no cents.

85. What was your parents' adjusted gross income for 2015? Adjusted gross income is on IRS Form 1040—line 37; 1040A—line 21; or 1040EZ—line 4.

86. Enter your parents' income tax for 2015. Income tax amount is on IRS Form 1040—line 56 minus line 46; 1040A—line 28 minus line 36; or 1040EZ—line 10.

87. Enter your parents' exemptions for 2015. Exemptions are on IRS Form 1040—line 6d or on Form 1040A—line 6d. For Form 1040EZ, see Notes page 9.

Questions 88 and 89 ask about earnings (wages, salaries, tips, etc.) in 2015. Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms or on the tax return selected in question 81: IRS Form 1040—lines 7 + 12 + 18 + Box 14 (Code A) or IRS Schedule K-1 (Form 1065); 1040A—line 7; or 1040EZ—line 1. If any individual earning item is negative, do not include that item in your calculation. Report the information for the parent listed in questions 61-64 in question 88 and the information for the parent listed in questions 65-68 in question 89.

88. How much did Parent 1 (father/mother/stepparent) earn from working in 2015?

89. How much did Parent 2 (father/mother/stepparent) earn from working in 2015?

90. As of today, what is your parents' total current balance of cash, savings, and checking accounts? Don't include student financial aid.

91. As of today, what is the net worth of your parents' investments, including real estate? Don't include the home in which your parents live. See Notes page 9.

92. As of today, what is the net worth of your parents' current businesses and/or investment farms? Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees. See Notes page 9.

93. Parents' 2015 Additional Financial Information (Enter the amounts for your parent(s).)
   a. Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit) from IRS Form 1040—line 50 or 1040A—line 33.
   b. Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your parents' household, as reported in question 73.
   c. Your parents' taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.
   d. Your parents' taxable college grant and scholarship aid reported to the IRS in your parents' adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grants and scholarship portions of fellowships and assistantships.
   e. Combat pay or special combat pay. Only enter the amount that was taxable and included in your parents' adjusted gross income. Don't include untaxed combat pay.
   f. Earnings from work under a cooperative education program offered by a college.

94. Parents' 2015 Untaxed Income (Enter the amounts for your parent(s).)
   a. Payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 1a through 12d, codes D, E, F, G, H and S. Don't include amounts reported in code DD (employer contributions toward employee health benefits).
   b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040—line 28 + line 32 or 1040A—line 17.
   c. Child support received for any of your parents' children. Don't include foster care or adoption payments.
   d. Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.
   e. Untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.
   f. Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.
   g. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.
   h. Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.
   i. Other untaxed income not reported in items 94a through 94h, such as workers' compensation, disability benefits, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040—line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuel...
**Step Five (Student):** Complete this step only if you (the student) answered "Yes" to any questions in Step Three.

95. How many people are in your household?
   Include:
   - yourself (and your spouse).
   - your children, if you will provide more than half of their support between July 1, 2017 and June 30, 2018, even if they do not live with you, and
   - other people if they live with you, you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2017 and June 30, 2018.

96. How many people in your (and your spouse’s) household (from question 95) will be college students between July 1, 2017 and June 30, 2018? Always count yourself as a college student. Do not include family members who are in U.S. military service academies. Include others only if they will attend, at least half-time in 2017-2018, a program that leads to a college degree or certificate.

At any time during 2015 or 2016, did you (or your spouse) or anyone in your household (from question 95) receive benefits from any of the federal programs listed? Mark all that apply. Answering these questions will NOT reduce eligibility for student aid or these programs if you make your FAFSA on or after January 1, 2016. If you received benefits, you must update your response by logging in to www.fafsa.gov and selecting “Make FAFSA Corrections.”

100. Temporary Assistance for Needy Families (TANF) ○
101. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) ○

120. **As of today, are you (or your spouse) a foster child?** See Notes page 10. Yes [ ] No [ ] Don’t know [ ]

**Step Six (Student):** Indicate which colleges you want to receive your FAFSA information.

Enter the six-digit federal school code and your housing plans for each college or school you wish to receive your FAFSA information. You can find the school codes at www.fafsa.gov or by calling 1-800-433-3243. If you cannot obtain a code, write in the complete name, address, city and state of the college. All of the information you included on your FAFSA, with the exception of the list of colleges, will be sent to each of the colleges you listed. In addition, all of your FAFSA information, including the list of colleges, will be sent to your state student grant agency. For federal student aid purposes, it does not matter in what order you list your selected schools. However, the order in which you list schools may affect your eligibility for state aid. Check with your state grant agency for more information. To find out how to have more colleges receive your FAFSA information, read What is the FAFSA1? on page 2.

**Step Seven (Student and Parent):** Read, sign and date.

If you are the student, by signing this application you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

If you are the parent or the student, by signing this application you certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. If you sign any document related to the federal student aid programs electronically using a personal identification number (PIN), username and password, and/or any other credential, you certify that you are the person identified by that PIN, username and password, and/or other credential, and have not disclosed that PIN, username and password, and/or other credential to anyone else. If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both.

If a fee was paid to someone for advice or for completing this form, that person must complete this section.

Preparer’s Social Security Number (or 107) Extract 4
Preparer’s Employer ID number (or 106) Extract 4
Preparer’s signature and date

**For Help — 1-800-433-3243**

**Page 8**
Notes for question 8 (page 3)
Enter your Social Security Number (SSN) as it appears on your Social Security card. If you are a resident of the Freely Associated States (i.e., the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia) and were issued an identification number beginning with "666" when submitting a FAFSA previously, enter that number here. If you are a first-time applicant from the Freely Associated States, enter "666" in the first three boxes of the SSN field and leave the remaining six positions blank and we will create an identification number to be used for federal student aid purposes.

Notes for questions 14 and 15 (page 3)
If you are an eligible noncitizen, write in your eight- or nine-digit Alien Registration Number. Generally, you are an eligible noncitizen if you are (1) a permanent U.S. resident with a Permanent Resident Card (I-551); (2) a conditional permanent resident with a Conditional Green Card (I-518); (3) the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms that you were paroled for a minimum of one year and status has not expired); or Cuban/Haitian Entrant; or (4) the holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "VICTIM of human trafficking." If you are in the U.S. and have been granted Deferred Action for Childhood Arrivals (DACA), an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), select "No, I am not a citizen or eligible noncitizen." You will not be eligible for federal student aid if you are not a citizen or an eligible noncitizen, including if you have been granted DACA, you should still complete the FAFSA because you may be eligible for state or college aid.

Notes for questions 16 and 17 (page 3)
Report your marital status as of the date you sign your FAFSA. If your marital status changes after you sign your FAFSA, check with the financial aid office at the college.

Notes for questions 21 and 22 (page 3)
To be eligible for federal student aid, male citizens and male immigrants to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit is required to file Schedule D for capital gains. If you filed a 1040 only on the 1040EZ, if a person didn’t check either box on line 5, enter 01 if he or she is single or has never been married, or 02 if he or she is married. If a person checked either the "you" or "spouse" box on line 5, use 1040EZ worksheet line F to determine the number of exemptions ($4,000 equals one exemption).

Notes for questions 35 (page 4)
and 83 (page 6)
In general, a person is eligible to file a 1040A or 1040EZ if he or she makes less than $100,000, does not itemize deductions, does not receive income from his or her own business or farm and does not receive alimony. A person is not eligible to file a 1040A or 1040EZ if he or she makes $100,000 or more. Itemizes deductions. receives income from his or her own business or farm, is self-employed, receives alimony or is required to file Schedule D for capital gains. If you filed a 1040 only to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit, and you would have otherwise been eligible to file a 1040A or 1040EZ, answer "Yes" to this question. If you filed a 1040 and were not required to file a tax return, answer "Yes" to this question.

Notes for questions 38 (page 4)
and 87 (page 7) — Notes for those who filed a 1040EZ
On the 1040EZ, if a person didn’t check either box on line 5, enter 01 if he or she is single or has never been married, or 02 if he or she is married. If a person checked either the "you" or "spouse" box on line 5, use 1040EZ worksheet line F to determine the number of exemptions ($4,000 equals one exemption).

Notes for questions 42 and 43 (page 4), 45j (page 5), and 91 and 92 (page 7)
Net worth means the current value, as of today, of investments, businesses, and/or investment farms, minus debts related to those same investments, businesses, and/or investment farms. When calculating net worth, use 0 for investments or properties with a negative value.

Investments include real estate (do not include the home in which you live), rental property (includes a unit within a family home that has its own entrance, kitchen, and bath rented to someone other than a family member), trust funds, UGMA and UTMA accounts, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other investments, installment and land sale contracts (including mortgages held), commodities, etc.

Investments also include qualified educational benefits or education savings accounts (e.g., Coverdell savings accounts, 529 college savings plans and the refund value of 529 prepaid tuition plans). For a student who does not report parental information, the accounts owned by the student (and/or the student’s spouse) are reported as student investments in question 42. For a student who must report parental information, the accounts are reported as parental investments in question 91, including all accounts owned by the student and all accounts owned by the parents for any member of the household.

Money received, or paid on your behalf, also includes distributions to you (the student beneficiary) from a 529 plan that is owned by someone other than you or your parents (such as your grandparents, aunts, uncles, and non-custodial parents). You must include these distribution amounts in question 45j.

Investments do not include the home you live in, the value of life insurance, retirement plans (401k plans, pension funds, annuities, non­education IRAs, Keogh plans, etc.) or cash, savings and checking accounts already reported in questions 41 and 90.

Investments also do not include UGMA and UTMA accounts for which you are the custodian, but not the owner.

Investment value means the current balance or market value of these investments as of today. Investment debt means only those debts that are related to the investments.

Business and/or investment farm value includes the market value of land, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.

Business value does not include the value of a small business if your family owns and controls more than 50 percent of the business and the business has 100 or fewer full-time or full-time equivalent employees. For the business value, your family includes (1) persons directly related to you, such as a parent, sister or cousin, or (2) persons who are or were related to you by marriage, such as a spouse, step-parent or sister-in-law.

Investment farm value does not include the value of a family farm that you (your spouse and/or your parents) live on and operate.

Notes for question 49 (page 5)
Answer "Yes" if you are currently serving in the U.S. Armed Forces or are a National Guard or Reserve enlistee who is on active duty for other than state or training purposes.

Answer "No" if you are a National Guard or Reserve enlistee who is on active duty for state or training purposes.

Notes for question 50 (page 5)
Answer "Yes" (you are a veteran) if you (1) have engaged in active duty (including basic training) in the U.S. Armed Forces, or are a National Guard or Reserves enlistee who was called to active duty for other than state or training purposes, or were a cadet or midshipman at one of the service academies, and (2) were released under a condition other than dishonorable. Also answer "Yes" if you are not a veteran now but will be one by June 30, 2018.

Answer "No" (you are not a veteran) if you (1) have never engaged in active duty (including basic training) in the U.S. Armed Forces, or are currently an ROTC student or a cadet or midshipman at a service academy, (2) are a National Guard or Reserves enlistee activated only for state or training purposes, or (4) were engaged in active duty in the U.S. Armed Forces but released under dishonorable conditions.

Also answer "No" if you are currently serving in the U.S. Armed Forces and will continue to serve through June 30, 2018.
Notes for question 53 (page 5)

Answer “Yes” if at any time since you turned age 13:
- You had no living parent, even if you are now adopted; or
- You were in foster care, even if you are no longer in foster care today; or
- You were a dependent or ward of the court, even if you are no longer a dependent or ward of the court today. For federal student aid purposes, someone who is incarcerated is not considered a ward of the court.

If you are not sure if you were in foster care, check with your state child welfare agency. You can find that agency’s contact information at childwelfare.gov/nfcad.

The financial aid administrator at your school may require you to provide proof that you were in foster care or a dependent or ward of the court.

Notes for questions 54 and 55 (page 5)
The definition of legal guardianship does not include your parents, even if they were appointed by a court to be your guardians. You are also not considered a legal guardian of yourself.

Answer “Yes” if you can provide a copy of a court’s decision that as of today you are an emancipated minor or are in legal guardianship. Also answer “Yes” if you can provide a copy of a court’s decision that you were an emancipated minor or were in legal guardianship immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence at the time the court’s decision was issued.

Answer “No” if you are still a minor and the court decision is no longer in effect or the court decision was not in effect at the time you became an adult. Also answer “No” and contact your school if custody was awarded by the courts and the court papers say “custody” (not “guardianship”).

The financial aid administrator at your college may require you to provide proof that you were an emancipated minor or in legal guardianship.

Notes for questions 56–58 (page 5)

Answer “Yes” if you received a determination at any time on or after July 1, 2016, that you were an unaccompanied youth who was homeless or at risk of being homeless.

- “Homeless” means lacking fixed, regular and adequate housing. You may be homeless if you are living in shelters, parks, motels, hotels, public spaces, camping grounds, cars, abandoned buildings, or temporarily living with other people because you have nowhere else to go. Also, if you are living in any of these situations and fleeing an abusive parent, you may be considered homeless even if your parent would otherwise provide a place to live.

- “Unaccompanied” means you are not living in the physical custody of your parent or guardian.

- “Youth” means you are 21 years of age or younger or you are still enrolled in high school as of the day you sign this application.

Answer “No” if you are not homeless or at risk of being homeless, or do not have a determination. However, even if you answer “No” to each of questions 56, 57, and 58, you should contact the financial aid administrator at the college you plan to attend if you are under 24 years of age and are either (1) homeless and unaccompanied or (2) at risk of being homeless, unaccompanied, and providing for your own living expenses as your college financial aid office can determine that you are “homeless” and are not required to provide parental information.

The financial aid administrator at your college may require you to provide a copy of the determination if you answered “Yes” to any of these questions.

Notes for students unable to provide parental information on pages 6 and 7

Under very limited circumstances (for example, your parents are incarcerated; you have left home due to an abusive family environment; or you do not know where your parents are and are unable to contact them), you may be able to submit your FAFSA without parental information. If you are unable to provide parental information, skip Steps Four and Five, and go to Step Six. Once you submit your FAFSA without parental data, you must follow up with the financial aid office at the college you plan to attend, in order to complete your FAFSA.

Notes for Step Four, questions 59–94 (pages 6 and 7)

Review all instructions below to determine who is considered a parent on this form:

- If your parent was never married and does not live with your other legal parent, or if your parent is widowed and not remarried, answer the questions about that parent.

- If your legal parents (biological, adoptive, or as determined by the state [for example, if the parent is listed on the birth certificate]) are not married to each other and live together, select “Unmarried and both parents living together” and provide information about both of them regardless of their gender. Do not include any person who is not married to your parent and who is not a legal or biological parent. Contact 1-800-433-3243 for assistance in completing questions 80-94, or visit StudentAid.gov/ffasaparent.

- If your legal parents are married, select “Married or remarried.” If your legal parents are divorced but living together, select “Unmarried and both parents living together.” If your legal parents are separated but living together, select “Married or remarried,” not “Divorced or separated.”

- If your parents are divorced or separated, answer the questions about the parent you lived with more during the past 12 months. (If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent.) If this parent is remarried as of today, answer the questions about that parent and your stepparent.

- If your widowed parent is remarried as of today, answer the questions about that parent and your stepparent.

Notes for questions 84 (page 6) and 102 (page 8)

In general, a person may be considered a dislocated worker if he or she:

- is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation;

- has been laid off or received a lay-off notice from a job;

- was self-employed but is now unemployed due to economic conditions or natural disaster; or

- is the spouse of an active duty member of the Armed Forces and has experienced a loss of employment because of relocating due to permanent change in duty station; or

- is the spouse of an active duty member of the Armed Forces and is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment; or

- is a displaced homemaker. A displaced homemaker is generally a person who previously provided unpaid services to the family (e.g., a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment.

Except for the spouse of an active duty member of the Armed Forces, if a person quits work, generally he or she is not considered a dislocated worker even if, for example, the person is receiving unemployment benefits.

Answer “Yes” to question 84 if your parent is a dislocated worker. Answer “Yes” to question 102 if you or your spouse is a dislocated worker.

Answer “No” to question 84 if your parent is not a dislocated worker. Answer “No” to question 102 if neither you nor your spouse is a dislocated worker.

Answer “Don’t know” to question 84 if you are not sure whether your parent is a dislocated worker. Answer “Don’t know” to question 102 if you are not sure whether you or your spouse is a dislocated worker. You can contact your financial aid office for assistance in answering these questions.

The financial aid administrator at your college may require you to provide proof that your parent is a dislocated worker, if you answered “Yes” to question 84, or that you or your spouse is a dislocated worker, if you answered “Yes” to question 102.
Problem Notification/Resolution Form

Please give your full name and mailing address. Print legibly, this label will be used for mailing.

Fax#: (972) 279-9773

Instructions: Fill out the form completely with your name, ss#, mailing address, and a phone number where you can be reached during the day. If you wish to receive a response by mail, please indicate. State the nature of the problem or request clearly. Be sure to write or print legibly so we may respond to your inquiry without delay.

AUD/SSN _______ - _______ - _______ Daytime Phone _______ - _______ - _______

I am inquiring about the following problem. You may reach me by: ______ phone ______ mail (indicate your choice)

PROBLEM:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Signed: ___________________________ Date filed: ___________________________

RESPONSE:

From: ___________________________ Date: ___________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________
Satisfactory Academic Progress Appeal

Federal regulations require schools, colleges, and universities that administer federal student financial aid funds to have and enforce standards of academic progress. Amberton University’s standards can be found on the University’s website, www.Amberton.edu. Students who do not meet the established standards may appeal to have their eligibility extended for another term. Appeals are granted under limited circumstances.

Return this completed form and supporting documentation to:

Financial Aid Department
Amberton University
1700 Eastgate Drive
Garland, TX 75041
Email: FinAid@Amberton.edu

Student Information

Name:___________________________________________  AUID#:_________________
Address:_____________________________________________________________________
City:__________________________  State:________ Zip:____________________
Telephone (best contact number):_________________________________________________
Amberton email address:_________________________________________________________

Appeal Requirements

- State clearly and concisely your reason for requesting an exception to the SAP policy.
- Explain any anticipated grade changes that might change your status.
- Be specific in explaining why courses were dropped (if applicable).
- Attach documentation of unusual circumstances that may have affected your performance (i.e., physician’s letter explaining the nature and date of an illness).
- State what you have done or what you will do to ensure Satisfactory Academic Progress in the future.
- Sign and date your letter confirming that the information presented in appeal is true and conforms to the conditions agreed to when you signed the FAFSA.

Once the Financial Aid Office has reviewed the appeal and documentation, a written decision will be mailed and emailed. If you have any questions about completing this form and submitting your appeal, you may contact the Financial Aid Office at (972) 279-6511 ext. 168 or at FinAid@Amberton.edu.

****Financial Aid Office Use Only****

Date Received:_______________  Date Reviewed/Processed:________________
University Personnel:__________  University Personnel:____________________
**STEP 1: Student's Title IV Aid Information**

<table>
<thead>
<tr>
<th>Title IV Grant Programs</th>
<th>Amount Disbursed</th>
<th>Amount That Could Have Been Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pell Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Academic Competitiveness Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. National SMART Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. FSEOG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. TEACH Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Iraq Afghanistan Service Grant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** A.  

**Title IV Loan Programs**

<table>
<thead>
<tr>
<th></th>
<th>Net Amount Disbursed</th>
<th>Net Amount That Could Have Been Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Unsubsidized FFEL/Direct Stafford Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Subsidized FFEL/Direct Stafford Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Perkins Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. FFEL/PLUS (Graduate Student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. FFEL/PLUS (Parent)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** B.  

**E. Total Title IV aid disbursed for the period.**

\[
E = A + B
\]

**F. Total Title IV aid grant disbursed and that could have been disbursed for the period.**

\[
F = E + C = A + B + C
\]

**G. Total Title IV aid disbursed and that could have been disbursed for the period.**

\[
G = F + D = A + B + C + D
\]

**STEP 2: Percentage of Title IV Aid Earned**

- **Start date / /**  
- **Scheduled end date / /**  
- **Date of withdrawal / /**

A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the “withdrawal date,” and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

**H. Percentage of payment period or period of enrollment completed**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).

\[
\text{Completed days} \div \text{Total days} = . \%
\]

**STEP 3: Amount of Title IV Aid Earned by the Student**

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

\[
\% \times \frac{G}{H} = \frac{I}{.} \times \$
\]

**STEP 4: Title IV Aid to be Disbursed or Returned**

- If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- If the amounts in Box I and Box E are equal, STOP. No further action is necessary.

**J. Post-withdrawal disbursement**

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

\[
\frac{I}{J} - \frac{E}{.} = \frac{J}{.} \times $
\]

Stop here, and enter the amount in “J” in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).
Student’s Name

Social Security Number

STEP 4: Aid to be Disbursed or Returned CONTINUED

K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

| Box E | Box I | = K.$ |

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period

| Tuition | Room | Board | Other | Other | Other |

Total Institutional Charges

(Add all the charges together) = L.$

M. Percentage of unearned Title IV aid

100% - % = M. %

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

| X | % | = N.$ |

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount. O.$

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)

Total loans the school must return = P.$

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

| Box K | Box O | = Q. |

If Box Q is ≤ zero, STOP. If greater than zero, go to Step 8.

STEP 8: Repayment of the Student’s loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower’s promissory note.

| Box B | Box P | = R.$ |

If Box Q is less than or equal to Box R, STOP.
The only action a school must take is to notify the holders of the loans of the student’s withdrawal date.

If Box Q is greater than Box R, proceed to Step 9.

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

| Box Q | Box R | = S.$ |

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

| Box F | 50% | = T. $ |

U. Title IV grant funds for student to return

From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

| Box S | Box T | = U. $ |

If Box U is less than or equal to zero, STOP. If not, go to Step 10.

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes $50.00 or less.

Title IV Grant Programs

1. Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant
6. Iraq Afghanistan Service Grant

Amount To Return
### POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

**Student's Name**

**Social Security Number**

**Date of school's determination that student withdrew**

/ / /

#### I. Amount of Post-withdrawal Disbursement (PWD)

Amount from “Box J” of the Treatment of Title IV Funds When a Student withdraws worksheet

<table>
<thead>
<tr>
<th>Box 1</th>
<th>$</th>
<th>.</th>
</tr>
</thead>
</table>

#### II. Outstanding Charges For Educationally Related Expenses Remaining On Student’s Account

Total Outstanding Charges Scheduled to be Paid from PWD
*(Note: Prior-year charges cannot exceed $200.)*

<table>
<thead>
<tr>
<th>Box 2</th>
<th>$</th>
<th>.</th>
</tr>
</thead>
</table>

#### III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student’s account (Box 2) . This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.

\[
\text{Box 1} - \text{Box 2} = \text{Box 3}
\]

<table>
<thead>
<tr>
<th>Box 1</th>
<th>$</th>
<th>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 2</td>
<td>$</td>
<td>.</td>
</tr>
<tr>
<td>Box 3</td>
<td>$</td>
<td>.</td>
</tr>
</tbody>
</table>

#### IV. Allocation of Post-withdrawal Disbursement

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Loan Amount School Seeks to Credit to Account</th>
<th>Loan Amount Authorized to Credit to Account</th>
<th>Title IV Aid Credited to Account</th>
<th>Loan Amount Offered as Direct Disbursement</th>
<th>Loan Amount Accepted as Direct Disbursement</th>
<th>Title IV Aid Disbursed Directly to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>ACG</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>National SMART Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>FSEOG</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TEACH Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Iraq Afghanistan Svc. Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Perkins</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Subsidized FFEL / Direct</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Unsubsidized FFEL / Direct</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>FFEL / Direct Grad Plus</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>FFEL / Direct Parent Plus</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on

/ / /

Deadline for student and/or parent to respond

/ / /

☐ Response received from student and/or parent on

/ / /

☐ Response not received

☐ School does not accept late response

#### VI. Date Funds Sent

Date Direct Disbursement mailed or transferred

Grant / / 

Loan / / /

*You should use this form when the withdrawal date is on or after 7/1/2010*
PRIVATE EDUCATION LOAN WORKSHEET

Amberton University is committed to keeping tuition costs affordable so students can pay as they go and not incur long-term or excessive debt. However, we realize that unforeseen financial crises do occur that may disrupt students’ educational plans. For this reason, Amberton University has agreement(s) with loan providers who offer private loans for educational expenses. These loans are not federally-funded and assist approved students with payment of tuition, fees and textbooks. They are not designed to provide extra income for living expenses normally covered by the working adult’s employment income.

All students applying for a private loan must complete this form and return it to the University by fax (972-613-7598), mail, or in-person to either the Garland Campus or Frisco Center before applying for a loan.

Refer to the University’s website for more information or email FinAid@Amberton.edu with questions. Only students who are accepted for admission should complete and return this form. Submission of this form does not guarantee or imply loan approval. It is for Amberton University use only. Students should retain a copy for their reference during the loan process.

I. Student Information

Student ID (AU ID or SSN): __________________________________________________________

First Name: __________________________ Middle Initial: ________ Last Name: ______________________________ Suffix __

Address/City/State/Zip: ______________________________________________________________________________________

Phone: Daytime: ___________________________ Evening: ___________________________

Email Address: __________________________________________________Major: _____________________________________

New Student: ____Yes  ____No      Classification:  ___ Undergraduate ____Graduate

Anticipated Credit Hour Load per Session:    ____ Half-Time (6 hrs if Undergraduate  3 hrs if Graduate)

____ Full-Time (9 hrs if Undergraduate  6 hrs if Graduate)

Anticipated Graduation Date:  ____Summer ____Fall ____Winter ____ Spring   Year ________________

II. Estimated Costs of Tuition, Fees and Books for Loan Period:

Tuition for Academic Year (Each course is 3 credit hours.)

<table>
<thead>
<tr>
<th>Session</th>
<th>Credit Hour Enrollment</th>
<th>X $265.00</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>_____</td>
<td>X $265.00</td>
<td>$ _____________</td>
</tr>
<tr>
<td>Fall</td>
<td>_____</td>
<td>X $265.00</td>
<td>$ _____________</td>
</tr>
<tr>
<td>Winter</td>
<td>_____</td>
<td>X $265.00</td>
<td>$ _____________</td>
</tr>
<tr>
<td>Spring</td>
<td>_____</td>
<td>X $265.00</td>
<td>$ _____________</td>
</tr>
</tbody>
</table>

Estimated Tuition Total:  $ __________

Fees may include drop/add fees, graduation fee, etc. Estimated Fee Total:  $ __________

Refer to the Current Schedule of Classes for a List of Charges.

Cost of Textbooks for Loan Period

Textbook costs vary by course, condition (new/used) and where purchased. The average new textbook cost per course is approximately $150 - $160 (excluding taxes and any applicable shipping or handling charges.)

Estimated Textbook Total:  $ __________

Total Estimated Costs for Tuition, Fees, and Books for Loan Period:  $ __________

III. By submitting this information, I signify my intent to apply for a Private Education Loan to be used in attending Amberton University. I agree to abide by the University’s regulations in the administration of the loan proceeds if approved.

X Student Signature: ___________________________________________________________ Date________________

Students should retain a copy for their reference during the loan process.
GI/VETERANS INFORMATION FORM

Students seeking benefits using their Montgomery GI Bill (MGIB) must complete the information below for each session of attendance. The Enrollment Certification (Form 22-1999) will be processed upon verification of enrollment.

Name ____________________________________________  AUID/SSN __________-_________-__________

Address __________________________________________  Home # __________________________________

City/ST/ZIP ______________________________________  Work # __________________________________

New Student _____Yes     _____No  Chapter Benefit # __________________

Session Attending: _____ Fall   _____ Winter   _____Spring   _____Summer   Year __________

Indicate the degree plan you are pursuing:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>BS Applied Studies (34)</th>
<th>BS Human Relations and Business (35)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JBA Professional Development (14)</td>
<td>BBA General Business (31)</td>
<td></td>
</tr>
<tr>
<td>BBA Management (32)</td>
<td>BBA Management Accounting (33)</td>
<td></td>
</tr>
<tr>
<td>Undecided (19)</td>
<td>BBA Project Management (36)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate</th>
<th>MBA General Business (42)</th>
<th>MBA International Business (38)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Marriage &amp; Family Therapy (48)</td>
<td>MBA Project Management (39)</td>
<td></td>
</tr>
<tr>
<td>MA Professional Counseling (53)</td>
<td>MBA Strategic Leadership (44)</td>
<td></td>
</tr>
<tr>
<td>MA School Counseling (51)</td>
<td>MS Family Studies (45)</td>
<td></td>
</tr>
<tr>
<td>MBA Management (43)</td>
<td>MS Family Studies with a specialization in Christian Counseling (55)</td>
<td></td>
</tr>
<tr>
<td>MBA Professional Development (17)</td>
<td>MS Human Relations &amp; Business (11)</td>
<td></td>
</tr>
<tr>
<td>MA Professional Counseling (23)</td>
<td>MS Human Resource Training &amp; Dev (46)</td>
<td></td>
</tr>
<tr>
<td>Undecided (19)</td>
<td>MS Managerial Science (47)</td>
<td></td>
</tr>
<tr>
<td>Non-degree seeking (99)</td>
<td>MS Agile Project Management (49)</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL DEGREE CHOICES FOR FORMER AMBERTON STUDENTS ONLY: A student who selects one of the following "discontinued/replaced" degrees must (1) have been in attendance and enrolled for the degree prior to the Summer 2017 session, and, (2) must complete all degree requirements by the dates specified below for each degree. If all degree requirements cannot be completed by the given date, the student must select a degree from the list above.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Christian Counseling (40)</td>
<td>completed prior to June 1, 2019</td>
</tr>
<tr>
<td>MA School Counseling (41)</td>
<td>42 hour program completed prior to June 1, 2019</td>
</tr>
<tr>
<td>MA Professional Counseling (23)</td>
<td>48 hour program completed prior to June 1, 2020</td>
</tr>
</tbody>
</table>

Undergraduates: 3 hours = ¼ time  6 hours = ¼ time  9+ hours = full time
Graduates: 3 hours = ¼ time  6+ hours = full time

I understand that I am responsible for total payment of tuition and fees and for knowing and abiding by VA regulations in cases of overpayment. I authorize Amberton University to release my academic records, including grades, to the Department of Veterans Affairs as deemed appropriate for reporting and facilitation of payments.

Signature ________________________________________  Date ____________________

April 2017