

**Pending Financial Assistance Note and Agreement**

Name (Print) \_\_\_\_\_

SSN \_\_\_\_\_

Semester: **Spring 2010**

Due Date: **March 1, 2010**

I understand that if my financial assistance file is not complete and/or my loan funds are not received by the *Due Date*, I must use personal funds to pay the balance due the University for the amount of the credit immediately upon notification. If I do not pay my balance, I understand that I may be officially withdrawn from the University this semester.

I understand that if my enrollment status changes during the semester, whether by voluntary or compulsory means, I will be financially accountable for any charges that are not refundable under the refund policy stated in the University *Catalog*. I will also be financially accountable for any charges associated with the collection of money that I owe the University.

I understand that this Note is an estimate of my financial assistance eligibility. If, upon the completion of my file, it is determined that my eligibility was overestimated, I understand that I am responsible for the balance due the University.

I understand that processing my file could take up to 4 – 6 weeks. I can check the status of my award online by going to the Financial Assistance section under *quick links* at [www.fmarion.edu](http://www.fmarion.edu).

I understand that when I check my award online, if there is a 'C' status for any or all types of aid then either my file is not complete or my loan funds have not been received by the University.

I understand that, if I am due a change check, one will not print until my file is complete and the 'C' status no longer shows on the online award screen.

I understand that I am being charged a **non-refundable \$50 fee** for the processing and execution of this Note. **I understand that the \$50 fee will added to my balance and does not have to be paid separately.** If my entire balance is not paid by the *Due Date*, additional charges of \$1 per working day will be added until my balance is paid in full by personal funds and/or financial assistance. The maximum charge for execution of this note is \$100.

By signing below, I am stating that I have read, understand, and agree to the terms listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If you fax the credit note and required documentation:**

- **If you are a new freshman or transfer student**, go to Financial Assistance under *quick links* at [www.fmarion.edu](http://www.fmarion.edu) immediately to complete loan entrance counseling and also 'Stafford Lender Options' and choose a lender. This is a federal requirement and must be met before our office can key credit in the system for you.
- Monitor for changes in your follow-up messages or award status by selecting Financial Assistance under *quick links* at [www.fmarion.edu](http://www.fmarion.edu) and selecting 'Check on My Financial Aid'. Changes will occur within 1 week of receipt of your fax.
- **The amount of your credit may or may not cover your entire balance (see credit amounts at the bottom of the page)**, so you must monitor the amount awarded to you by selecting Financial Assistance under *quick links* at [www.fmarion.edu](http://www.fmarion.edu) and selecting 'Check on My Financial Aid'.
- Once your credit shows under 'View Your Financial Aid Award' on our FA website, you can go to Accounting at [www.fmarion.edu](http://www.fmarion.edu) to apply your aid, pay your balance, and confirm your schedule.

**If you turn in the required documentation in person**, you will be provided with the amount of your credit while you are in the office and it will be keyed so that you can apply the aid to your bill immediately.

**NOTE:** You can read more about credit notes and download all required forms by selecting Financial Assistance under *quick links* at [www.fmarion.edu](http://www.fmarion.edu) under 'What Is A Credit Note?' and 'Download Financial Aid Forms'.

**How much credit can I typically expect to have available to apply toward my balance?**

Freshman (0 - 21 hours) -- \$2750

Sophomore (22 - 53 hours) -- \$3250

Junior/Senior (54 or more hours) -- \$3750

**What if I need additional funds?** Go to our FA website under *quick links* at [www.fmarion.edu](http://www.fmarion.edu) and click on 'PLUS Info & Application'.