

FINANCIAL AID GUIDE

2019 - 2020

LAKELAND.EDU/MYFINAID



LAKELAND
UNIVERSITY

LAKELAND.EDU

UNDERGRADUATE AND GRADUATE

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PRIORITY DATES

Each year students must file FAFSA and complete Lakeland's Financial Aid Application

- **OCT. 1:** The FAFSA can be completed any time after October 1st 2018.
- **FEB. 1:** Lakeland University's priority date for filing the FAFSA to ensure timely processing of your financial aid award.
- Priority Date for FALL 2019 is June 15, 2019, SPRING 2020 is Dec 15, 2019 and SUMMER 2020 is April 15, 2020.

MAJOR DISBURSEMENT DATES FOR 2019-2020

Fall 2019	Sept. 19, 2019	Refund checks mailed on: Sept. 27, 2019
Fall (2nd)*	Nov. 7, 2019	Refund checks mailed on: Nov. 15, 2019
Spring 2020	Feb. 6, 2020	Refund checks mailed on: Feb. 14, 2020
Spring (2nd)*	March 24, 2020	Refund checks mailed on: March 27, 2020
Summer 2020	June 11, 2020	Refund checks mailed on: June 19, 2020
Summer (2nd)*	July 8, 2020	Refund checks mailed on: July 17, 2020

**There are two disbursement dates (1st and 2nd). Students enrolled in only 7-week 2 courses will have their aid disbursed on or after the 2nd disbursement date.*

WHY FINANCIAL AID & EDUCATIONAL FUNDING?

The Financial Aid & Educational Funding Office has expanded its efforts at a time when more students need help understanding the sometimes-complicated world of paying for school. The Financial Aid & Educational Funding Office wants students to know that we can help with all of their educational funding needs.

Services offered

- Access to tools to help students understand how to finance their education, including a loan tracker so students can track how much they are borrowing and understand the long-term impact.
- Helping Lakeland alumni understand repayment options
- Making students aware of any new scholarship opportunities
- Work with the Department of Vocational Rehabilitation and the tribal community for grant opportunities and the Veterans Educational benefits

PURPOSE

The purpose of this Financial Aid Guide is to inform students of important federal, state and institutional policies, rules and procedures regulating financial aid. It is not a comprehensive guide to all federal, state and institutional guidelines.

- Applicable federal regulations, students and parents: studentaid.ed.gov
- The state of Wisconsin's regulations pertaining to financial aid: heab.state.wi.us
- Additional Lakeland University Financial Aid regulations: catalog.lakeland.edu
- Students are responsible for knowing and understanding the information contained in this guide
- Please keep this with your financial aid records for future reference



HELPFUL TOOLS

Financial Aid Student Access (NetPartner)

NetPartner is the student financial aid portal. View financial aid awards, accept or decline awards, view documents that are missing/received for financial aid, view loan history, etc.

Students access NetPartner by logging into my.lakeland.edu

Personal Finance Tools

Designed to help students understand real-life costs associated with the educational journey through their college years. Use this tool to plan for expenses, visualize how savings make an impact, track student loan debt, etc.

Available to download at lakeland.edu/Tuition-and-Financial-Aid/personal-finance-tools

Out of Pocket Calculator

Students can quickly see what they owe Lakeland University for tuition, fees room and board for the upcoming year with this helpful calculator!

Available to download at lakeland.edu/pocketcalc

APPLY FOR FINANCIAL AID

Obtain official acceptance to Lakeland University

- Apply online at lakeland.edu/apply

Complete the 2019-2020 FAFSA (Free Application for Federal Student Aid)

- www.FAFSA.gov
- Lakeland University's School Code is 003854

Complete the 1920 LU Financial Aid Application

- Login to my.lakeland.edu
- Under Quick Links – select Financial Aid Student Access (NetPartner)
- On top of page - choose 2019-2020 as Current Award Year
- Click on 'Menu' and select 'Applications' then complete and submit

COMPLETE YOUR FINANCIAL AID FILE AND AWARD LETTER EMAIL

- 1 If selected for verification, **SUBMIT VERIFICATION DOCUMENTS** via NetPartner on my.lakeland.edu.
- 2 You will receive an email when your Financial Aid Award is complete.
- 3 **ACCEPT OR DECLINE FINANCIAL AID AWARD** by accepting/declining online via NetPartner on my.lakeland.edu
- 4 If accepting loans, first-time borrowers need to **COMPLETE THE MASTER PROMISSORY NOTE (MPN) AND ENTRANCE COUNSELING** prior to the beginning of classes. Complete at studentloans.gov and login using FSA ID.
- 5 **APPLY FOR OUTSIDE SCHOLARSHIPS.**
- 6 **REPORT ANY OUTSIDE SCHOLARSHIPS** received to the Financial Aid & Educational Funding Office.

CORRECTIONS AND APPEALS

If you make a mistake on the FAFSA

Please contact the Financial Aid & Educational Funding Office detailing the error. We can make most changes for you electronically.

Special Circumstances

If you and/or spouse (or parent) have unusual circumstances which could affect your ability to contribute to college expenses, you may qualify for a re-evaluation of financial aid eligibility. Unusual circumstances include, but are not limited to the following:

- Death in the family
- Involuntary loss of a job
- Separation/Divorce
- Retirement of a wage earner
- Medical expenses paid and not covered by insurance

A special circumstance form and verification worksheet can be obtained from the Financial Aid & Educational Funding Office or on the financial aid website. You will receive a written response to your request when the re-analysis is complete. The decision of the Financial Aid & Educational Funding Office is final and cannot be appealed to the U.S. Department of Education.

DIRECT LOAN REQUIREMENTS

If you accepted a loan on your award letter, there are some federal requirements that need to be completed prior to your loan(s) being disbursed from the government to your Lakeland University account. These requirements include completing entrance counseling (for first-time borrowers) and completing the Master Promissory Note (MPN). The instructions are below:

1 Entrance Counseling

Entrance Counseling is designed to inform you of important information you should know before you borrow a loan. As a first-time borrower, the government requires you to participate in Entrance Counseling prior to Lakeland University receiving your loan funds.

1. Go to studentloans.gov.
2. Click on the blue “Log In” button.
3. Fill in your FSA ID username and password
4. Click on the “Complete Loan Counseling” link.
5. In the Entrance Counseling row, click on the “Start” button to begin.

Our office will receive electronic notification (in approximately 2-3 business days) upon successful completion of this federal requirement.

2 Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated and what deferment and cancellation provisions are available to you. The government requires you to complete the MPN prior to Lakeland University receiving your loan funds

1. Go to studentloans.gov.
2. Click on the blue “Log In” button.
3. Fill in your FSA ID username and password
4. Click on the “Complete Loan Agreement (Master Promissory Note)” link.
5. In the “MPN for Subsidized/Unsubsidized Loans” row, click on the “Start” button to begin.

The master promissory note will get marked as “received” in your Lakeland University financial aid record (NetPartner) upon the successful link of the origination of your federal loan(s) to the master promissory note as on file with the U.S. Department of Education. Therefore, there may be a delay for the status of the master promissory note to be marked as received in your Lakeland University financial aid record.

LOAN ASSISTANCE

Unlike grants and scholarships, loans must be repaid. Most loans do not require payment while the student is enrolled at least half-time. Most student loans also have a one-time “grace period” after graduating, withdrawing or dropping below half-time status to give a student time to find a job. The grace period is six months for Federal Direct Stafford loans. Interest accrues on all Federal loans during the grace period.

Subsidized loans are based on need. The government will pay the interest on this loan while the student is in school. The interest rate on this loan is tied to the 10-year Treasury Note Index and is determined in June prior to each award year.

Unsubsidized loans are non-need based. Student are responsible for all interest on this loan. Most students let the interest accrue while they are in school but students can opt to pay the interest while in school. The interest rate on this lona is tied to the 10-year Treasury Note Index and is determined in June prior to each award year.

You can find more information on the federal loan interest rates on the Department of Education’s website studentaid.gov.

The federal government deducts an origination fee between 1% and 2% from the gross amount of the loan at the time of disbursement.

FEDERAL LOAN LIMITS PER ACADEMIC YEAR ARE UNDERGRAUATE

GRADE LEVEL	DEPENDENT STUDENT	INDEPENDENT STUDENTS (Additional unsubsidized loan)
Freshman	\$5,500	\$9,500
Sophomore	\$6,500	\$10,500
Junior	\$7,500	\$12,500
Senior	\$7,500	\$12,500
Total Lifetime Loan Limit	\$31,000*	\$57,500*

GRADUATE

Annual Direct unsubsidized loan.....\$20,500

Aggregate Lifetime Direct loan limit.....\$138,500^

**Of the lifetime limit, a maximum of 23,000 can be subsidized loan.*

^ Includes undergraduate loans

Other Loan Options

In addition to Federal Direct Loans included in your financial aid award letter, students may pursue additional loan options, such as the Parent PLUS, Grad PLUS or [Alternative loans](#).

Graduate PLUS Loan

- The Federal Direct Graduate PLUS loan provides loans to graduate students.
- Graduate students must complete the ‘Graduate PLUS online application’ and a ‘Graduate PLUS Loan Master Promissory Note’ (MPN).

Parent PLUS Loan

- The Federal Direct Parent PLUS loan provides loans to parents of dependent students attending post-secondary schools.
- Parents must complete the ‘Federal PLUS loan online application’ and a ‘Federal PLUS Master Promissory Note’ (MPN).

OUTSIDE GRANTS / SCHOLARSHIPS

Outside scholarships are any scholarships that are granted to a student attending Lakeland University that are not awarded by Lakeland University.

- **Lakeland University is often notified by outside agencies of available scholarships.** You can access a listing through your my.lakeland.edu account under the financial aid page.
- To help you with your scholarship search, the following websites are good sources to lead you to scholarship opportunities:

fastweb.com

gocollege.com

collegelight.com

moneygeek.com

collegescholarships.org

scholarships.com

supercollege.com

Download the Scholly app (\$2.99/month)

- **Many scholarship opportunities are available in local communities.** You should contact your high school and/or local organizations to see if there are any opportunities for which you can apply.
- **Students are required to notify the Financial Aid & Educational Funding Office of all outside grant/scholarship assistance.** Students should check with the Financial Aid & Educational Funding Office if and how the outside assistance will impact other financial aid eligibility. If the total of your aid awarded by Lakeland University plus the outside award exceeds your calculated financial need, a portion of the aid awarded must be reduced. We will reduce student loan aid first, work study awards second and in rare cases (when mandated), grant/scholarship awards last. You will be notified via email of any adjustments to your financial aid award as a result of outside assistance you are awarded.

ALTERNATIVE OR PRIVATE LOANS

Alternative or private loans are offered by private lenders to assist with educational and living expenses not covered by other financial aid. These loans are generally more expensive and should not be considered until all student federal loan options have been exhausted. Alternative loans are considered as part of your financial aid package. These loans are credit based, often require a co-signer, and cannot be consolidated with your federal loans. Lakeland University offers a list of alternative loan programs that students can use to start their search for an alternative loan. Students are not required to use a loan program on the list provided by the Financial Aid & Educational Funding Office and can search for other alternative loan programs on their own. For more information, refer to Alternative Loans found at lakeland.edu/payment-options.

For more information, refer to Alternative Loans found at
lakeland.edu/Tuition-and-Financial-Aid/ewo-forms

2019-2020 TUITION COSTS

lakeland.edu/Evening-Weekend-and-Online/tuition-and-costs

Fall 2019, Spring 2020, Summer 2020

Undergraduate

- \$520/credit
- \$1,560/three-credit course

Graduate

(M.Ed., M.A.C.)

- \$627/credit
- \$1,881/three-credit course

(MBA and MS-LOD)

- \$648/credit
- \$1,944/three-credit course

Evening/Lakeland University Online Audit
67% charge

BOOKS

All textbooks are available for purchase, and select books are available through the textbook rental program from the campus bookstore. The approximate cost for books is \$600-\$800 per year. Students are expected to pay for books as an out-of-pocket expense. Students receiving excess financial aid over the cost of billable expenses (tuition, room, board, etc.) may be eligible to complete a book agreement to charge all or a portion of their book costs to their student account to be deducted from financial aid funds. Approximately 30 days prior to the start of each term, students with excess financial aid may print a book agreement from their student account page on my.lakeland.edu.

WI ACT 284

WI passed legislation that requires institutions to notify students each year with information about their loans and financial literacy resources. It also requires the institution to list the estimated total cost of attendance and the cumulative amount of state, Federal, and institutional grants. The goal is to help students make better decisions about their financial future. Students should look for this information each year that they are enrolled.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

The NSLDS is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of Ed programs. NSLDS student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. This is where students will find information on who is servicing their loans as their loan servicer is who they will make student loan payments to after they graduate or withdraw from the University.

CHANGE IN STUDENT STATUS

- If a student withdraws from one or more courses, financial aid will be adjusted based on federal, state and institutional policies.
- If a student withdraws from the university completely, the student must be re-admitted to the University through the Office of Admissions. If a student attended elsewhere and wishes to return to Lakeland University, their financial aid is determined by averaging the student's Lakeland GPA and transfer GPA. If a student did not attend elsewhere, their financial aid will return to the original financial aid award the student was awarded previously.

CONDITIONS OF FINANCIAL AID

General Eligibility

- **All students interested in receiving financial aid must file the FAFSA and returning students complete the Lakeland University Financial Aid Application each year.**
- **A student must be at least half-time (6 or more credits per term) to be considered for eligibility of federal, state and other institutional funds.** (*1 or more credits to be considered for eligibility of Federal Pell Grant.*)
- **Financial aid is determined based on enrollment as of the census date.** Enrollment activity after the census date will not be considered for financial aid. *Please refer to the catalog and my.lakeland.edu for more information.*
- **Funds (grants/scholarships) received from Lakeland University programs are only available to students taking 6 or more credits in the Traditional Undergraduate Program.**
- **Students completing a second bachelor's degree are not eligible for any federal or state grant programs.**
- **Students who have already earned a bachelor's degree from Lakeland University are not eligible for any federal, state or institutional aid.** The only exception to this policy is for students seeking a teacher's certification. They may be eligible for federal loans only.
- **A student's financial aid can and will be withdrawn in the event that inaccurate or misleading information is discovered** on any materials submitted by the student, student's parent(s) and/or student's spouse.
- **Financial aid offered for a particular semester is applicable only for that term and cannot be used to pay past year's balances.** For example, funds awarded for the Fall term cannot be used to pay outstanding charges from the prior financial aid academic year.
- **The total of all financial aid received (including all loans) may not exceed the cost of attendance for a term.** Cost of attendance includes tuition, room, board, books, transportation, personal expenses and loan fees. (*See your budget by logging into Financial Aid Student Access –NetPartner.*)
- Students must adhere to all federal, state and Lakeland University policies and regulations to be eligible to receive grant, scholarship, and loan funds from federal, state and Lakeland University aid programs.

Federal and State Fund Eligibility

- **Students are encouraged to complete the FAFSA beginning October 1st, 2018.**
- **Students should complete their 1920 LU Financial Aid Application and submit required financial aid documents by Priority Dates.**
- **Lakeland University is not responsible for programs sponsored by the state or federal government,** particularly in relation to the available funds. Lakeland cannot make up for lost grants resulting from late applications or program changes that are out of the College's direct control.
- Federal and state funds cannot be used to help pay for courses on an Audit basis.
- State funds are limited to 10 semesters of eligibility.
- Federal Pell Grant funds are limited to 12 semesters of eligibility.
- **Federal Direct Subsidized Loan funds are limited to 12 full-time semesters of eligibility or the total lifetime loan limit of \$23,000,** whichever comes first.

WHAT IF I DON'T MEET SATISFACTORY ACADEMIC PROGRESS?

Financial Aid Academic Good Standing and Satisfactory Progress is measured by:

UNDERGRADUATE

Cumulative Grade Point Average. Students must maintain a minimum GPA of 1.75 for first-time first-semester freshman, 2.0 for freshman in second semester or subsequent term, and 2.0 for sophomore, junior, and senior.

- 1. Total number of credits attempted (registered).** Students must complete 67% of the credits attempted with a 'D' or greater, not including those dropped within the first week of classes. All withdrawals, incompletes and audits are considered unsatisfactory and must be included in the calculation. If a grade of incomplete is changed, it is the student's responsibility to notify the financial aid & educational funding office of the grade change. Repeated withdrawals, therefore, can lead to loss of financial aid eligibility for a student meeting the required minimum GPA.
- 2. Total academic credit and terms enrolled.** Students cannot have earned more than 150% of the academic credits necessary for graduation. This rule includes transfer credits. Students also cannot have attended more than 150% of the terms necessary for graduation.

GRADUATE

- 1. Cumulative Grade Point Average.** Student must meet the minimum cumulative GPA requirement of a 3.0. Only the highest grade of all repeated courses is used in the cumulative GPA calculation.
- 2. Total Number of Credits Attempted.** Students must complete their program within the time frame described in the Graduate Academic Progress Policy.

REVIEW PROCESS

Financial Aid Satisfactory Academic Progress Policy is reviewed after each term.

FINANCIAL AID WARNING

When a student does not meet the minimum cumulative GPA requirement noted above, then a Financial Aid Warning is imposed. Financial Aid will continue during the term the student is on Financial Aid Warning.

FINANCIAL AID SUSPENSION

The student's financial aid will be terminated for all future semesters until the student can return their academic record to good standing for Satisfactory Academic Progress, if one or more of the following conditions occur:

- The student does not meet the criteria for Satisfactory Academic Progress while on Financial Aid Warning
- The student has a conditional acceptance to the University and does not meet the criteria for Satisfactory Academic Progress
- The student fails all courses in a single term
- The student fails to meet the conditions of a Financial Aid Probation

Federal Financial aid regulations require all students maintain satisfactory academic progress towards their degree to be eligible to receive federal assistance. In a financial aid context, failure to make satisfactory academic progress in the courses taken at Lakeland University can result in a loss of eligibility for federal, state and institutional aid.

APPEAL PROCESS

For students who have their financial aid terminated

- The form and instructions are included with the email communication to the student at the time of the termination
- The time allowed for completing the appeal will be communicated in the email
- The appeal committee will notify the student of the decision within two weeks of receiving the appeal

FINANCIAL AID PROBATION

This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student must return to good standing for Satisfactory Academic Progress.

This is the summary of the policy and the policy is subject to change. Any changes will be posted on the Lakeland University website.

The entire policy is available on my.lakeland.edu on the financial aid page.

WITHDRAWAL

Students considering withdrawing from Lakeland University must follow the university's official withdrawal policy. The student is responsible to notify all other offices, including the Financial Aid & Educational funding office.

FEDERAL FINANCIAL AID

During the first 60% of a period of enrollment, a student "earns" Title IV (federal financial aid) funds in direct proportion to the length of time he or she remains enrolled. Students withdrawing from Lakeland University may be required to repay some of the federal, state, and Lakeland grants and/or loans. The federal formula requires a return of Title IV calculation if the student withdrew on or before completing 60% of the semester and received federal financial assistance in the form of Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Tip Grant, Federal Stafford student loans or PLUS loan. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If any funds remain after the return of Title IV aid, they will be used to repay Lakeland University funds, state funds, other private sources and the student in proportion to the amount received from each non-federal source as long as there is no unpaid balance, at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

The order of return of funds is: Unsubsidized Direct Loans (other than the Direct PLUS loans), Subsidized Direct Loans, Federal Perkins Loans, Direct PLUS Loans, Federal Pell grants for which a return is required, FSEOG for which a return of funds is required, TEACH Grants for which a return is required, Iraq and Afghanistan Service Grant, for which a return is required.

FINANCIAL AID AND EDUCATIONAL FUNDING OFFICE

VISIT William A. Krueger Building, W3718 South Drive, Plymouth, WI 53073

OFFICE HOURS Monday-Friday, 8 a.m.-4:30 p.m.

CALL 920-565-1032

FAX 920-565-1070

EMAIL financialaid@lakeland.edu

WEBSITE lakeland.edu/ewo

SCHOOL CODE 003854

WHO TO CALL WITH QUESTIONS ABOUT...

Award Letters
Loan Options
Types or Sources of Aid

Financial Aid & Educational Funding
920-565-1032

Account Balances
Tuition Payments
Refunds
Finance Charges

Business Office
920-565-1027 ext. 2223

Payment plans/options

Bursar
920-565-1027 ext. 2378

INFORMATIONAL WEBSITES

Lakeland University Financial Aid
lakeland.edu/ewofinaid
my.lakeland.edu

Student Loans
studentloans.gov
nslsds.ed.gov

Money Management
lakeland.edu/finance-tools

FAFSA on the Web
fafsa.gov

Alternative Loans
lakeland.edu/payment-options

Scholarship Search
fastweb.com
collegeboard.com
finaid.org
gocollege.com

State of Wisconsin Programs
heab.state.wi.us

Student & Parent Financial Aid
studentaid.ed.gov

Military
finaid.org/military
va.org

Net Partner
lakeland.edu/netpartner



Lakeland University provides equal educational and employment opportunity without regard to sex, race, age, religion, national origin, marital/parental status, or handicap.