

AWARD ACCEPTANCE CONDITIONS

The Office of Financial Aid, Scholarships and Student Employment is pleased to offer you this financial aid award package. You may review your award package on BisonWeb. In addition to your award package, you may also view your Satisfactory Academic Progress (SAP) status, the estimated Cost-of-Attendance and financial aid holds. Your package is designed to help you meet your direct and indirect expenses to attend Howard University.

To be eligible to receive this award package, I understand and accept the following conditions (review the current *Financial Aid Handbook* at www.howard.edu/financialaid for more details):

1. **ELIGIBILITY:** Your eligibility for the financial aid detailed on BisonWeb is based on the information the Office of Financial Aid received at the time your award package was prepared. You must notify the Office of Financial Aid if you:
 - Change your expected enrollment status (e.g. full-time to half- or part-time)
 - Have a change in your academic status or classification
 - Receive financial aid (e.g. private loan, scholarship/grant, third-party payment) not listed in this award package
 - Complete a Total Withdrawal from the UniversityAny of the above changes may result in the cancellation or adjustment of your financial aid package.
2. **FUNDING:** This financial aid offer assumes a level of federal or institutional appropriations which may not have been finalized at the time your financial aid package was prepared. If funds fail to be appropriated as anticipated, **financial aid offers may have to be reduced or cancelled without prior notice.**
3. **DISBURSEMENT:** By **NOT OFFICIALLY DECLINING** any award, you authorize the funds to be credited to your student account and applied toward any applicable charges in accordance with the Office of Student Financial Services' policies. All awards, with the exception of Alternative Loans, Federal Work-Study, Howard University Student Employment Program (HUSEP) and Assistantship stipends, are directly credited to your student account which is handled by the Office of Student Financial Services/Student Accounts. Any funds disbursed in excess of your charges will be refunded.
4. **VERIFICATION:** If you are selected to undergo the Federal Verification process, you must submit all required documents before any aid may be applied to your account. Please note that if you are selected to undergo the Federal Verification process after funds have been awarded or disbursed to your student account, the Office of Financial Aid reserves the right to reduce or cancel your awards in accordance with federal student aid guidelines.
5. **SATISFACTORY ACADEMIC PROGRESS (SAP):** Students receiving any form of aid must maintain SAP. Students who have been SAP suspended may not receive any form of aid and any aid awarded and/or disbursed to the student within the award year will be cancelled and reversed. Students may check their SAP status online via BisonWeb, which is the first and official notification of SAP status. The University's federally mandated [SAP policy](#) is available online at www.howard.edu/financialaid.
6. **LIMITATION OF AID RECEIVED:** Most scholarships, grants, merit awards and remission of tuition awards, by themselves, or in combination, may not exceed the actual charge in any given semester. Students may not receive two awards for the same specified charge in excess of the actual charge (e.g. a student may not receive two scholarships for full tuition). Additionally, no student may receive any form of aid, including third-party payments, in excess of the student's estimated Cost-of-Attendance. **The Office of Financial Aid reserves the right to reduce, cancel and/or reverse excess aid at any time, without notice.**
7. **ACADEMIC YEAR:** Financial aid awards are granted for one academic year only. Financial Aid award packages do not include awards for Summer Session financial aid. If a student wishes to have a portion of their unused aid applied for Summer Sessions, he/she must complete and submit the Summer Financial Aid application once it is made available.
8. **FEDERAL LOANS:** All federal loans are packaged for the maximum eligible amount with the exception of the Federal Direct PLUS Loan which may be increased to meet the student's total unmet need. All loans also require an Entrance Interview (to be completed online at www.dlserver.ed.gov) and require a Master Promissory Note which may be completed online at www.dlnote.ed.gov. Students wishing to accept any loan must ensure that these two processes have been completed before any disbursements are made. **Any student wishing to cancel an accepted loan award must complete and submit the *Financial Aid Award Adjustment Form* within 14 days of the loan's first disbursement.**
 - Federal Direct Subsidized or Unsubsidized Loan:** If this loan is included in your financial aid package, you have been awarded the maximum amount based on your academic classification, your need (if applicable) and your federal loan limit.
 - Federal Direct PLUS Loan:** If this loan is included in your financial aid package and you wish to accept the offer, you (or the loan applicant) must complete and submit the Federal Direct PLUS Request Form. For undergraduate dependent students, the approved parent must complete and submit a Master Promissory Note (MPN) for this loan available online at (https://dlnote.ed.gov/empn/completeneu_plus.jsp) before the loan funds are made available. Approved Graduate/Professional students will not need to sign a separate promissory note if they have a valid MPN on file.
 - Federal Perkins Loan:** If this loan is included in your financial aid package and you wish to accept it, **you must complete a separate Federal Perkins Loan Promissory Note, in person, with the Office of Student Financial Services** (Suite 218 of the Johnson Administration Building).
 - Title VII Loans:** Title VII loans include the Nursing Student Loan (NSL), Primary Care Loan (PCL), Loans for Disadvantaged Students (SDS) and Health Professional Loans (HPSL). If one or more of these loans are included in your award package, and you wish to accept it, **you must complete a separate Promissory Note, in person, with the Office of Student Financial Services** (Suite 218 of the Johnson Administration Building).
9. **FEDERAL WORK STUDY/HOWARD UNIVERSITY STUDENT EMPLOYMENT PROGRAM (HUSEP):** Federal Work-Study and HUSEP awards represent reasonable maximum earning potential- not guaranteed earnings. Awarded students must complete the interview and placement process as well as any required orientations prior to their first day of employment. The University does not guarantee employment placement for any awarded student. Federal Work-Study and HUSEP funds are paid bi-weekly, directly to the student via the University's Payroll Office.
10. **VETERAN'S BENEFITS:** If you expect to receive Veteran's Benefits, please note that your anticipated benefits must be reported to the Office of Financial Aid. Once your benefits have been received and posted to your account, please note that your financial aid package may need to be adjusted (including the possibility of cancellation or reversal of previously awarded/dispensed aid).

Please review all award information and notify the Office of Financial Aid if you will not attend Howard University.