

CORRESPONDENCE COURSE(S)

ATTENTION FINANCIAL AID RECIPIENTS:

If you are receiving federal financial aid (Pell Grant, SEOG, TEACH, work-study, Perkins Loan, Subsidized/Unsubsidized Stafford Loan, and/or PLUS Loan) and are enrolling in a correspondence course, there are important rules you must be aware of. **These rules apply even if you are already enrolled full-time and the correspondence course does not change your enrollment level.**

1. In order for your correspondence course to count toward financial aid for the term, **you must be enrolled in the class by the end of the add/drop period for that term.** Financial aid eligibility is determined as of enrollment on that date. You may enroll in correspondence courses after that date, but your financial aid eligibility will not increase as a result of the enrollment.
2. A correspondence course that has been used to calculate financial aid is counted the same as a regular course when calculating Financial Aid Satisfactory Academic Progress. **You must complete the course within the term in which you enrolled in the class.**
3. If you are enrolling in **correspondence courses** and are eligible for a Pell Grant, SEOG, TEACH, work-study, Perkins Loan, Subsidized/Unsubsidized Stafford Loan, and/or PLUS Loan, **you must submit the first lesson for each correspondence course before your aid can be disbursed.** It is up to you to notify the Financial Aid Office when your first lessons are done.
4. Whether or not you are receiving financial aid, your bill is your responsibility; late fees may be assessed if the bill is not paid by the day after census.
5. If you are enrolling in **correspondence courses only*** and are eligible for Pell, SEOG, TEACH, work-study, Perkins Loan, Subsidized/Unsubsidized Stafford Loan, and/or PLUS Loan, your cost of attendance for calculating your financial need will include only tuition, fees, and books (excluded are room and board, personal, and transportation expenses). **You must submit the first lesson for each course before your aid can be disbursed.**
6. You may need a deferment from Student Financial Services if your bill is not paid in full from other aid, please make sure you contact them prior to the due date of your semester's bill (day after census).
7. If you have any questions in regard to any of these policies, please contact the Financial Aid Office, Woodburn Hall Room 115, or call (605) 642-6113.

*Also, if you are enrolling in correspondence courses only, you are never considered more than a ½-time student. If you are enrolled with a combination of correspondence and regular coursework, contact the Financial Aid Office, there is a possibility you may not be considered more than a ½-time student.