



WELCOME KNIGHTS!

Dear Student,

Welcome back to another year! The Office of Student Financial Assistance (SFA) provides your financial aid summary on the <u>myUCF Portal</u>. The financial aid summary for eligible graduate students may include the Federal Unsubsidized Direct Loan.

This Financial Aid Guide is designed to assist you with the financial aid process and answer questions you may have regarding your aid eligibility as a graduate student. We suggest you read this guide carefully and use it as a reference during the academic year.

GRAD PLUS loans are available to graduate students and can be used to help pay for educational expenses not covered by other financial aid. Students who wish to apply for a GRAD PLUS loan may do so no earlier than July 1 for the fall 2022 term.

Please visit our website for additional information about graduate student assistance. If you have questions after reviewing your financial aid award notification and the information provided in this guide, you may contact us at 407-823-2827 or via email at finaid@ucf.edu.

IMPORTANT

Students are automatically provided with a University of Central Florida Network ID, called the "NID." It is used to sign on to myUCF as well as access many other university systems and resources. All students admitted to the University of Central Florida are provided access to and instructions on how to establish their UCF Knights e-mail account. Students are strongly encouraged to check their UCF Knights e-mail account frequently, as the majority of University correspondence is via this email.

For help with the NID or an email account, please contact the UCF IT Support at 407-823-5117.

In addition, UCF students receive a UCFID. For more information regarding the difference between the NID and UCFID, please visit the What are my NID and my UCFID? website.

UNDERSTANDING

UNDERSTANDING YOUR FINANCIAL AID SUMMARY

The financial aid summary is based on several factors. Using information from the Free Application for Federal Student Aid (FAFSA), the University of Central Florida's Cost of Attendance (COA), and funding from various resources, students are offered the maximum amounts available at the time awards are processed. The key factors in determining awards are:

COST OF ATTENDANCE:

The COA is an estimate of the expenses students can expect to incur while attending UCF. There are five elements included in a COA: tuition and fees, room and board, books and supplies, miscellaneous costs, and transportation. Each student's actual expenses will differ depending on personal choices, residency, and/or enrollment.

EXPECTED FAMILY CONTRIBUTION:

(student and/or family)

The Expected Family Contribution (EFC) is calculated according to a federal methodology/ formula based on information reported on the FAFSA. This number (EFC) is used to determine federal student aid eligibility and eligibility for other financial aid awards.

OTHER RESOURCES:

Students who receive any outside assistance are responsible for notifying the Office of Student Financial Assistance. Common resources are outside scholarships, ROTC, AmeriCorps proceeds, tuition and/or fee waivers, athletic grants, Vocational Rehab, Resident Assistant programs, etc. Failure to notify our office of these resources can result in a reversal of federal and/or institutional aid later in the year.

FINANCIAL NEED:

The EFC and other resources are subtracted from the COA in order to determine "financial need". The Office of Student Financial Assistance provides a financial aid package consisting of aid based upon students' eligibility and availability of funds. Financial aid cannot exceed the cost of attendance; however, certain aid programs may assist with the EFC, such as Federal Direct Graduate PLUS Loans and Federal Direct Unsubsidized Loans.









SCHOOL COSTS

The estimated COA serves as a guide to help students anticipate their costs at UCF. The COA varies depending on residency, enrollment, and housing status. The Office of Student Financial Assistance uses these costs to develop standard student budgets for awarding aid.

ESTIMATED ANNUAL COST OF ATTENDANCE FOR 2022-2023

GRADUATE STUDENTS — FALL/SPRING BASED ON 9 HOURS PER TERM								
	MAIN/REGIONAL CAMPUSES — GRADUATE STUDENTS			UCF ONLINE PROGRAMS ONLY — GRADUATE STUDENTS				
Residency	Florida Res	rida Residents Non-Florida Residents		Florida Residents		Non-Florida Residents		
Living Arrangements	On/Off Campus	With Parent Relatives	On/Off Campus	With Parent Relatives	On/Off Campus	With Parent Relatives	On/Off Campus	With Parent Relatives
Tuition & Fees	\$6,660	\$6,660	\$21,504	\$21,504	\$5,892	\$5,892	\$20,731	\$20,731
Books & Supplies	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Room	\$7,318	\$3,659	\$7,318	\$3,659	\$7,318	\$3,659	\$7,318	\$3,659
Board	\$4,180	\$2,236	\$4,180	\$2,236	\$4,180	\$2,236	\$4,180	\$2,236
Transportation	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866
Miscellaneous	\$3,104	\$3,104	\$ 3,104	\$3,104	\$3,104	\$3,104	\$3,104	\$3,104
Total	\$24,328	\$18,725	\$39,172	\$33,569	\$23,560	\$17,954	\$38,399	\$32,796

MARKET RATE PROGRAMS

Market rate programs have unique tuition rates. Students in market rate programs will have their cost of attendance automatically adjusted to reflect any additional tuition costs after the Drop/Swap/Add period.

ADDITIONAL COST CREDIT HOURS

Students who are enrolled in more hours than average full-time credit hour standards, a Loan Adjustment Request form may be submitted for a budget review if additional loan funds are needed. Loan Adjustment Request forms are available on the Forms page of our website a week before the semester begins. To ensure accurate enrollment and budget increases, Loan Adjustment Request forms will be reviewed after the Drop/Swap/Add period.

FINANCIAL AID NOTIFICATION

Financial aid summaries will be sent via email to newly admitted students starting early March. The award notification email will be sent to the preferred email address on myUCF. The Unsubsidized Loan amounts listed on the financial aid summaries are estimates based on full-time enrollment.

Continuing students will receive an email notification alerting them to view their Award File on myUCF beginning late March.

Awards are contingent upon funding from federal and institutional sources. Awards are subject to change and may be rescinded or reduced if funding levels change and/or if financial aid eligibility changes.

SFA awards financial aid to students throughout the year based on student's eligibility and availability of funding. Students are strongly encouraged to submit all requested documents in a timely manner, as a delay in submitting requested documents can prevent financial aid from being either awarded and/or disbursed.

FINANCIAL AID

FINANCIAL AID PROGRAMS

Graduate students may be eligible for Federal Work Study, Unsubsidized Federal Stafford, Federal Grad PLUS, and some scholarships. Graduate students are not eligible to receive grants, such as Pell, FSEOG, FSAG, and UCF Grant.

WORK-STUDY:

This award is available to qualifying students who demonstrate financial need as determined by EFC. Work-study funds are limited. For more information, please contact the Federal Work-Study department at workstudy@ucf.edu.

DIRECT STAFFORD LOAN (WILLIAM D. FORD FEDERAL DIRECT LOANS):

Graduate students who are enrolled at least half-time are eligible to receive a Direct Unsubsidized loan. Interest begins accruing while the student is in school; choosing to repay interest while attending school results in savings to the student. A six month grace period begins when the student is no longer enrolled at least half-time or graduates. Loan repayment begins at the end of the six months. Additional information is available on the Federal Direct Stafford Loan website.

Graduate Enrollment	Fall or Spring Hours	Summer Hours
Half-time	4.5	3
Full-time	9	6

GRADUATE PLUS (WILLIAM D. FORD FEDERAL DIRECT LOANS):

Available to degree-seeking graduate students enrolled at least half-time who have exhausted their annual Direct Unsubsidized Loan eligibility. Students must take action on the Federal Direct Unsubsidized loan offer before GRAD PLUS loan eligibility can be determined. The student must pass a credit check conducted by the U.S. Department of Education. There are no annual or aggregate limits for a Graduate PLUS loan, but the loan amount cannot exceed the remaining COA after subtracting resources and Unsubsidized Loan funds.

Interest will begin accruing while the student is still in school. The loan will be placed into deferment while the student is enrolled at least half-time and for six months following a drop below half-time status. Interested students should begin the application process at Studentaid.gov. Graduate students who wish to apply for a Grad PLUS loan may do so no earlier than July 1 for the fall 2022 term. Additional information is available on the Federal Direct Grad PLUS Loan section of our website.

SCHOLARSHIPS:

For a listing of scholarships, please visit our <u>Scholarship</u> website. Colleges may offer additional funding opportunities to graduate students. Please review your college website for awards specifically for graduate students. Also, ask your graduate program coordinator if there are other opportunities for which you may be eligible.

LOANS

OPTIONAL/ PRIVATE LOAN:

Private loans are credit-based loans for students who are seeking additional financial assistance. These loans can vary in terms, conditions, interest rates, and eligibility requirements. We strongly encourage students to exhaust all other financial aid options before applying for optional/private loans. More information regarding Optional/ Private loans is available on our website.

LOAN BORROWING LIMITS PER ACADEMIC YEAR FALL & SPRING					
DEPENDENT	MAXIMUM SUBSIDIZED	ADDITIONAL UNSUBSIDIZED	COMBINED SUBSIDIZED & UNSUBSIDIZED		
Freshman	\$3,500	\$2,000 =	\$5,500		
Sophomore	\$4,500	\$2,000 =	\$6,500		
Junior/ Senior	\$5,500	\$2,000 =	\$7,500		

INDEPENDENT	MAXIMUM SUBSIDIZED	ADDITIONAL UNSUBSIDIZED	COMBINED SUBSIDIZED & UNSUBSIDIZED
Freshman	\$3,500	\$6,000 =	\$9,500
Sophomore	\$4,500	\$6,000 =	\$10,500
Junior/ Senior	\$5,500	\$7,000 =	\$12,500
Graduate	\$0	\$20,500 =	\$20,500

AGGREGATE LOAN LIMITS:

The total amount that a student may borrow for the academic career (i.e. bachelors, master's, doctoral/professional) is called an aggregate limit. More information can be found on our Aggregate Loan Limits website.





OTHER LOAN REQUIREMENTS

DIRECT LOAN ENTRANCE COUNSELING:

First time Direct Stafford or GRAD PLUS Loan borrowers are required to complete entrance counseling prior to the disbursement of their funds. Students will have this item added to their "To Do List" 48 hours after accepting their loan(s).

MASTER PROMISSORY NOTE:

First time Direct Loan borrowers are required to complete a Master Promissory Note (MPN) prior to the disbursement of their funds. This MPN is valid for ten years; a student who pursues a loan after the expiration will be required to complete a new one. Students will have this item added to their "To Do List" 48 hours after accepting their loan(s).

SCHOLARSHIPS

SCHOLARSHIPS

Scholarships are awarded based on academic criteria and/or any combination of academics, financial need, campus/community activities, leadership positions, and work experience. Scholarships are designed to reward, encourage, and assist students in pursuing academic success and leadership roles.

Scholarships awarded by SFA are listed on our online application known as Access 2 Opportunities (A2O). The A2O is a general application that matches students to over 200 scholarships and offers access to hundreds of external scholarships not affiliated with the university. More information regarding scholarships is available on the Scholarships website.







RECEIVING OUTSIDE SCHOLARSHIPS:

Federal regulations require students who receive financial assistance through additional sources to notify the financial aid office of their award. Prior to submitting checks, please complete the Self Report Private Scholarships tool via myUCF and endorse (i.e. sign the back of check) if the check is made out in the student's name. Students should include the following on the check: full name, social security number, and UCF ID.

When mailing scholarship checks to UCF, please use Office of Student Financial Assistance P.O. Box 160113 Orlando, FL 32816-0113

Please submit scholarship checks to the financial aid office within 5–10 business days of receiving the award for timely processing.

NAVIGATING THE PROCESS

CHANGES TO YOUR AWARDS

Certain situations can cause changes to a student's financial aid award during the academic year. These situations include, but are not limited to, the following:

- A student-initiated correction to the FAFSA that changes the EFC
- A school-initiated change to the FAFSA as a result of documentation received
- Student residency status changes
- Grade level reported on the FAFSA differs from that shown by the Registrar's Office, resulting in a change in a student's eligible loan amount
- Enrollment changes from the originally reported credit load (i.e., full-time to parttime)
- Not meeting Satisfactory Academic Progress or receiving an academic disqualification
- Changes in financial aid resources
- An approved Professional Judgement Appeal on file that changes certain data elements of the FAFSA resulting in changes to the EFC.
- Enrollment in a course that was previously repeated after receiving a passing grade
- Graduate student enrolled in undergraduate course(s) not required for degree, major, and/or program completion.

MYUCF AND TO DO LIST:

The myUCF portal (my.UCF.edu) is an online resource for all personal records, academic history, and financial aid information. Accessible from anywhere, the myUCF portal allows students to do the following:

- Search for and enroll in courses
- Update contact information
- · Review financial aid
- Pay tuition
- Track progress toward graduation with myKnight Audit
- · Check final grades at the end of each semester
- Manage account Holds and To Dos
- Request official transcripts

The "To Do List" may contain items that students need to complete for Student Financial Assistance (SFA) or other offices within the UCF community. Students receiving financial aid should regularly check the "To Do List." Failure to submit the items requested will delay financial aid from being processed.

Click on the individual item found on the "To Do List" for more details. The item details provide information about the item being requested, the due date (if applicable), the office requesting the action, and an in depth description on how the requirement can be fulfilled. Completed "To Do" items are processed by the office(s) requesting the information. Items that have been received/ processed will be removed from the "To Do List." Students should check "To Do List" frequently for status updates.





VERIFICATION

Students selected for verification will be requested to supply copies of certain official documentation (e.g. income tax return transcripts, non-tax filer statements, W-2 statements, or 1099 forms) to ensure the accuracy of data submitted on the FAFSA. Financial aid administrators are required to ask for any documentation they feel is necessary to complete this process. If a student refuses to supply the requested documentation, the student's eligibility for any federal student aid and/or need-based aid awarded may be forfeited. Some verification documents will be available electronically via Dynamic Forms.

Please submit all requested official documents by the May 30th document submission priority date but, no later than 60 days prior to the start of the semester for which federal aid is being requested. Students whose verification is incomplete will not receive disbursement of federal or institutional need-based aid.

ACCEPTING/DECLINING AID

Log onto myUCF to view the Award File. Students can only accept/decline workstudy (if awarded) and Federal Unsubsidized Stafford loans. Fellowships and scholarships are considered "gift aid" and are posted in an accepted status by the Office of Student Financial Assistance.

Students will not be given access to accept/decline work-study or Stafford loans until the student's financial aid file is complete. A student must have no outstanding financial aid items on the "To Do List" in order to have a complete financial aid file.

Step-by-step instructions on how to Accept/Decline Awards.

FUNDS FOR BOOKS

Financial aid disbursements typically begin the 2nd Thursday of each semester. Students with financial aid that exceed their debt to the University should anticipate receipt of a refund no earlier than the third week of classes. For this reason, there are two programs to assist students with purchasing their textbooks — the Textbook Opt-In Purchase Program and the Short Term Advance for Books. Students can select one of the two programs, not both, during any given semester. These programs are made available to students three weeks before the start of each semester.

Students who apply late for financial aid or have incomplete files should be prepared to cover their textbook expenses out-of-pocket.

PROGRAM ELIGIBILITY CHART

Students must be enrolled in a required number of hours to receive their aid. Students should refer to the Program Eligibility Charts to ensure enrollment in the minimum required hours in order to receive their award(s). If not enrolled in the minimum required hours, the aid will not be disbursed. More detailed information regarding the Program Eligibility Chart can be found on our website.

RESIDENCY

The College of Graduate Studies determines Florida residency incoming graduate students and for all continuing students. Please see the back of the Award Guide for each office's contact information.

BILLING/FEE INVOICE

Student Accounts Services handles billing and thirdparty payments. A student's fee invoice will show all tuition and fee charges, payments, and deferments associated with the term and courses in which the student is currently enrolled. The fee invoice will not show non-tuition related fees such as housing, meal plans, library, parking, and books. The fee invoice is available online and is not mailed to students.

More information regarding the Fee Invoice is available online on the Student Accounts website.

STUDENT ACCOUNT

The Fee Invoice is NOT the same as the Student Account. All students are assigned a student account. The Student Account is where charges are created. Tuition and fees, on-Campus housing, meal plans, parking, tickets, late fees, and other miscellaneous fees are set up on the Student Account. Financial Aid award(s) will be credited to the Student Account for students who receive financial aid. Student Accounts will reflect all charges and payments made to the account.



TUITION AND FEE DEFERMENTS

The tuition and fee due date is the 2nd Friday of each term. Financial aid disbursements do not typically begin until the 2nd Thursday of each term. Deferments allow students to extend payment beyond the published due date for tuition & fees. Students can view the deferred tuition and fee due date on the Fee Invoice during the 2nd week of each term.

Deferments are available to students who have completed the application process prior to the payment deadline. Eligible students with grants, scholarships, or an accepted Federal Stafford Loan will automatically be given a deferment by Student Accounts Services. Students are advised to review the **Program Eligibility Chart** to ensure sufficient credit hour enrollment for disbursement of aid.

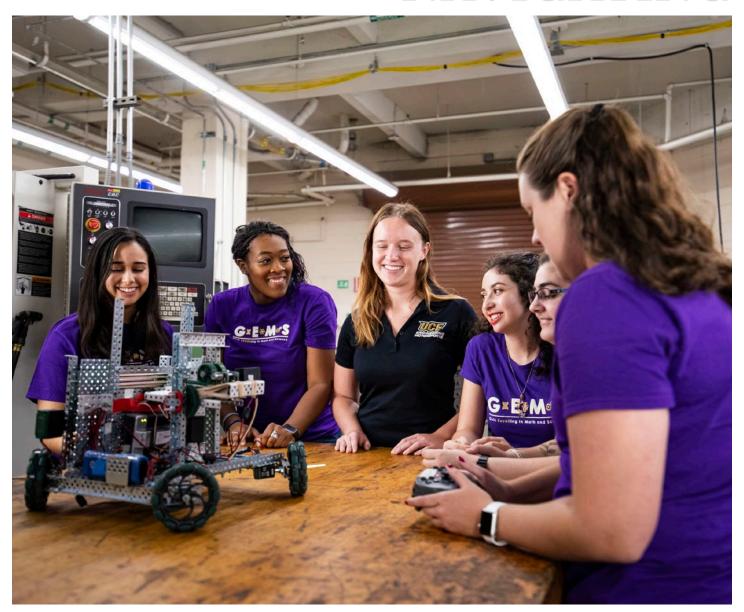
Students with an incomplete file will not be given access to accept their loans for the purpose of receiving a deferment.



DISBURSEMENTS

Disbursement of financial aid is the process in which financial aid awards (scholarships, grants, loans, etc.) are posted to the student's account. As this process takes place, students may see changes to anticipated aid, awards, and charges.

- Timing of disbursements is contingent upon students meeting all conditions for receiving aid and confirmation of an academic activity or attendance. See Confirming an Academic Activity for additional information.
- Disbursement of financial aid funds typically begin the 2nd Thursday of the term and continue each week throughout the semester as students complete and meet all eligibility requirements.
- Prior to disbursements occurring, awards are adjusted based on the student's final enrollment for the term. Students who are less than full-time may have their financial aid award(s) reduced and/or cancelled due to not enrolling in the minimum required hours for the aid program. See the financial aid Program Eligibility Chart for more information.
- The disbursement process is initiated by posting financial aid funds to the student's account. Charges appearing on the student's account will be deducted at that time. Once the process is finalized, students will be able to confirm their disbursement on the myUCF portal "View My Account." Students are also notified of the disbursement on their Knights email account.
- If charges remain on the student's account after disbursements, or if subsequent charges are made to the student's account, it is the student's responsibility to pay them. To track the awards that have not disbursed, students may view the information on the myUCF portal "Student Self Service."
- A **refund** is the term used to describe any excess award amount remaining after tuition and fees and other charges are deducted from the disbursement. Students who have not set up direct deposit through the myUCF portal will have their refund check mailed to their address on myUCF within 5 to 7 business days. Questions regarding refunds should be directed to Student Account Services at (407) 823-2433.



FERPA

The FERPA regulations extend to all forms of communication including email, phone calls, and in person communications. Students who wish to speak to a representative about their accounts can contact Student Account Services through any of these means. Identity verification will be required. Students have the ability to grant authorized access to parents, guardians, or other parties through their myUCF account. Visit the Registrar's Office for more information regarding FERPA at the University of Central Florida.

STUDENT RECORDS RELEASE AUTHORIZATION

The record release authorization allows a student to log into their myUCF account and grant authorization for the university to release specified academic and financial records to a specified person or organization. This is the only way for a student to allow a parent, guardian, or other party to be able to discuss information about the student account with a representative. Students wishing to authorize a records release must complete the authorization process, which can be found on the myUCF Student Center portal, prior to the release of any records.



TIMELINE

Important dates students should be aware of during the financial aid process at the Univeristy of Central Florida.

Complete the 2022-2023 FAFSA for Fall 2022, Spring 2023 and Summer 2023 Financial Aid.

JANUARY

- 2022-2023 FAFSA available from October 1, 2021–June 30, 2023
- Spring Financial aid disbursements typically begin the 2nd Thursday of each semester

- · Summer admits should complete the 2021-2022 FAFSA application for summer aid
- Complete the FAFSA at www.FAFSA.gov using the UCF school code: 003954

- Financial Aid Summaries will be emailed to newly admitted students
- Financial aid can be viewed on students' myUCF for the upcoming academic school
- Monitor myUCF "To Do List" and submit/complete all required financial aid items

- Summer aid will be awarded to eligible students registered for summer courses
- Summer Short Term Advance Application & Textbook Purchase Program Opt-In will become

MAY

- Summer aid will begin disbursing at the end of the 2nd week of summer classes (based on Summer A, C, D term enrollment)
- Monitor myUCF "To Do List" and submit/complete all required financial aid items
- The verification priority date to submit all required financial aid items for the myUCF "To Do List" is *May 30th* for the upcoming fall semester.

JUNE

- June 30th is the last day to complete the FAFSA for summer aid
- · If the student has not submitted all required verification documents by the May 30th priority date, documents should be submitted no later than 60 days prior to the beginning of the fall semester
- Notify the financial aid office of any private scholarships for the upcoming fall & spring semesters

JULY

- Monitor myUCF "To Do List"
- · Disbursment of aid begins for Summer B term
- Summer Short Term Advance repayment due
- Students can begin accepting federal direct loans for upcoming fall & spring semesters
- New Students should sign up for Direct Deposit on myUCF
- Fall Short Term Advance application available

AUGUST

- · If the student has not submitted all required verification documents by the May 30th priority date or if new documentation is being requested, documents should be submitted as soon as possible for continued processing of financial aid.
- Financial aid disbursements typically begin the 2nd Thursday of each semester

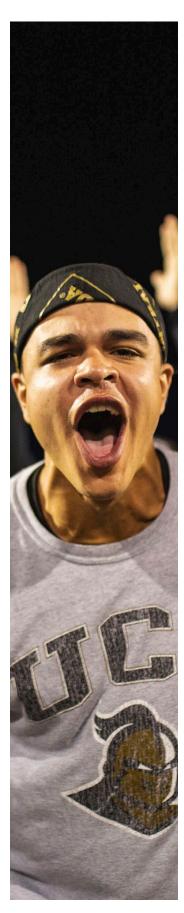
OCTOBER

2023-2024 FAFSA available from October 1, 2022–June 30, 2024

DECEMBER

Spring Short Term Advance application available





CHECKLIST

Essential items that must be completed to ensure timely financial aid processing:

• COMPLETE THE FAFSA

- Complete the 2021–2022 FAFSA for Summer 2022 Financial Aid
- Complete the 2022–2023 FAFSA for Fall 2022, Spring 2023, and Summer 2023 Financial Aid.

COMPLETE THE TO DO LIST

- Submit all outstanding documents to the appropriate department.
- Official transcripts must be submitted to Graduate Studies to avoid delay in financial aid processing.
- Complete Verification process if selected. For more information, please visit the Verification website.

→ BE DEGREE SEEKING

- Be classified as degree seeking at UCF in an eligible program.
- For eligible Professional Certificate programs, please visit the <u>Certificate Programs</u> website

BE ENROLLED FOR AT LEAST HALF-TIME

- · Half-time enrollment during Summer is 3 credit hours
- Half-time enrollment during Fall or Spring is 4.5 credit hours
- Enrollment must count towards degree completion

- CONFIRM ACADEMIC ACTIVITY

- Students and faculty will use Webcourses@UCF (Canvas) to confirm academic activity during the first week of classes.
- For more information, please visit, the <u>Confirming Academic Activity for Federal Financial Aid</u> website

ACCEPT/DECLINE OFFERED FEDERAL DIRECT STAFFORD LOANS

- Students must take action on the Stafford Loan offer before the GRAD PLUS loan eligibility can be determined.
- · Accept loan offer by the fee payment deadline.

MASTER PROMISSORY NOTE

- Complete the online Master Promissory Note (MPN) if this is your first time borrowing a Federal Direct loan.
- For instructions on completing the MPN, please visit <u>Federal Direct Master Promissory Note</u> website.

ENTRANCE COUNSELING

- Complete the online Entrance Counseling if this is your first time borrowing a Direct Loan.
- For instructions on completing the Entrance Counseling, please visit www.ucf.edu/financial-aid/receive/entrance-exit-counseling/

UCF DEPARTMENT CONTACT INFORMATION:

STUDENT FINANCIAL ASSISTANCE

Millican Hall, Room 107 Orlando, FL 32816

Mailing Address: P.O. Box 160113 Orlando, FL 32816-0113

407-823-2827 finaid@ucf.edu

COLLEGE OF GRADUATE STUDIES

Millican Hall, Suite 230 4000 Central Florida Blvd. Orlando, FL 32816

Mailing Address: P.O. Box 160112 Orlando, FL 32816-0112

407-823-2766

graduate@ucf.edu

REGISTRAR'S OFFICE

Millican Hall, Room 161 Orlando, FL 32816

Mailing Address: P.O. Box 160114 Orlando, FL 32816-0114

407-823-3100

registrar@ucf.edu

STUDENT ACCOUNT SERVICES

Millican Hall, Room 109 Orlando, FL 32816

Mailing Address: P. O. Box 160115 Orlando, FL 32816-0115

407-823-2433 stuaccts@ucf.edu

UCF HOUSING & RESIDENCE LIFE

12851 Gemini Blvd. S. Orlando, FL 32816

Mailing Address: P.O. Box 163222 Orlando, FL 32816-3222

407-823-4663

www.housing.ucf.edu/contact

DINING SERVICES

Ferrell Commons, Room 109 Orlando, FL 32816

407-823-2651

ucf dining@ucf.edu

UCF STUDENT HEALTH SERVICES

Health Center, Room 101 Orlando, FL 32816

407-823-2701

FIRST STOP DOWNTOWN CAMPUS

Union West Building — Suite 105 601 W. Livingston Street Orlando, FL 32801

407-235-3810

