TERMS AND CONDITIONS

My UMAMI E-MAIL ACCOUNT

The University of Miami Office of Student Financial Assistance and Employment (OSFAE) will communicate with students and their parents by e-mail. Students are required to monitor their CaneLink account and will be responsible for checking their email account regularly. Failure to meet deadlines may result in a loss of aid eligibility.

ESTIMATED FINANCIAL AID AWARDS

Awards may be “ESTIMATED” due to a variety of issues that require resolution before financial aid can be disbursed. Students must monitor their outstanding requirements on CaneLink and submit the necessary documentation as soon as possible. Failure to complete the financial aid process by the priority deadline, may impact aid eligibility.

FINANCIAL AID OVER-AWARDS

Students' financial need is determined based on the difference between the cost of attendance (COA) and the amount of a family's expected family contribution (EFC) as calculated by the Institutional Methodology formula from data provided on the CSS Profile. Eligibility may change if students receive funds from another source that is not included on the initial financial aid award. OSFAE will communicate with students about award changes which can be viewed on CaneLink.

OUTSIDE SCHOLARSHIP

If a student receives an outside scholarship it may impact their aid award. Students are required to submit all information from the scholarship agency to the Office of Student Financial Assistance and Employment as soon as they are notified of the award. The Office of Financial Assistance Services will first fill any gap between the institutional EFC and federal EFC, and then reduce loans/work study, before reducing need-based grant eligibility. Students can request that the financial aid office reduce federal work study before reducing loan eligibility, however, requests must be made in writing to the Office of Financial Assistance Services.

FEDERAL AND INSTITUTIONAL WORK STUDY PROGRAMS

There are a variety of work study (federal and institutional) positions available on and off campus. It is the student's responsibility to find a suitable employment opportunity that fits their needs, areas of interest, and academic schedule. Once a position has been secured, students must complete a work study authorization form, I-9 form, W-4 form, and a direct deposit authorization before work can begin. If Federal Work Study is awarded as part of the financial aid package, the amount indicated is the maximum amount a student may earn during the academic year. The amount awarded is not a guarantee of employment and that if a student applies too late in the hiring season, a suitable position may not be available.

INSTITUTIONAL AID ENROLLMENT REQUIREMENTS

For all merit and need-based aid from the University of Miami, full-time enrollment is required. Full-time enrollment is defined as 12 credits or more each semester. The student must have the required full-time enrollment to qualify for institutional aid. Enrollment of less than 12 credits may result in the reduction or loss of some aid programs.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain Satisfactory Academic Progress to be eligible for federal, state, and institutional financial aid programs. The University of Miami standards of SAP measure a student's academic performance both qualitatively and quantitatively by reviewing the following three areas of performance: completion rate for coursework enrolled, cumulative grade point average earned, and the maximum time frame to complete a degree. The standards of SAP apply for all federal, state, and college funded financial assistance programs. Students that fail to meet the minimum requirements to be eligible for financial aid, will lose their eligibility at the end of the period of review. Students have the opportunity to appeal the loss of financial aid within 30 days of notification; and if the appeal is approved, they will be granted one semester of aid eligibility. If the appeal is denied, there is no further recourse to reinstatement of financial aid at that time.

REPEAT COURSE WORK

If a student chooses to retake a course for which they have already received a passing grade, financial aid may be affected. At the end of the add/drop period, any student not enrolled in full-time credits, will have their financial aid eligibility reviewed and adjusted as needed to reflect their enrollment level. This may result in a loss or reduction in aid. Full-time enrollment is defined as 12 credits or more for the fall and spring semesters.

WITHDRAWAL OR LEAVE OF ABSENCE

Financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students earn a percentage of funds with each day of class attendance. If a student decides to leave school before the end of the semester or designated period of enrollment, federal regulations require University of Miami to calculate the percentage and amount of "unearned" financial aid funds that must be returned.
Once a student has completed more than 60% of the enrollment period, federal aid is considered fully earned for that period. This calculation and the subsequent return of federal funds may result in a balance that is the responsibility of the student to pay.

**ENROLLMENT FREEZE/CENSUS DATE**

At the end of the add/drop period for each semester each student's enrollment level is determined. Any and all adjustments to a student's course schedule should be made before the end of the add/drop period to avoid any problems with repeat courses or being under-enrolled. Once a student's enrollment level has been determined, and any necessary adjustments have been made to the student's award, Federal Pell Grants will not adjust regardless of any changes to enrollment. If a student makes adjustments to their course load that results in additional tuition and fee charges they may be eligible to receive additional loan funds. Full-time enrollment is defined as 12 credits or more.

Some federal financial aid programs require at least half-time enrollment (six credits per semester) specifically, Federal Direct Loans. Most institutional and state financial aid requires full-time enrollment including need-based UM grants and merit scholarships. Adjustments to financial aid for enrollment changes after the Census Date will not be done except for Florida Bright Futures and in the case of a complete withdrawal from the University. There are no exceptions to this policy.

**RECONSIDERATION OF FINANCIAL AID AWARDS**

Students have the opportunity to appeal some financial aid decisions. If a student wishes to request a reconsideration of financial aid, a Request for Review (https://finaid.miami.edu/request-for-review/) with supporting documentation should be submitted to the Office of Student Financial Assistance and Employment. Only certain circumstances can be evaluated such as loss of income, unusual medical expenses (not premiums), separation/divorce of parent's, death of a family member, non-discretionary expenses incurred by the family.

**SUMMER LEAVE TERM EXPECTATION**

A portion of the family's contribution is the responsibility of the student. UM expects the student to contribute a minimum of $2,000 from income (summer and leave term employment opportunities) and any savings or other resources that may be available to the student. University of Miami follows this policy with the following exception: In an effort to encourage participation in summer internships, UM will provide need-based financial aid to replace the summer savings expectation for all students who are unable to earn and save all or a portion of their student contribution. In order to qualify for additional financial aid, students must meet posted deadlines for participation in a summer internship. **NOTE: The additional financial aid may take the form of increased work-study employment, student loan and/or grant (if applicable) as determined in conjunction with the student's financial aid eligibility and University of Miami's awarding policies.**

**SUMMER ENROLLMENT AND DISBURSEMENT**

Summer aid is processed once the student is enrolled for the summer term and completes the Summer Financial Aid Request Form (https://finaid.miami.edu/resources/forms/). Only undergraduate students enrolled at least half-time (6 credits or more) will be eligible to receive federal student loans. Financial aid for summer will not disburse until the first day of the term in which the student meets the minimum required enrollment for the aid program. Students who are not enrolled for summer but wish to request Federal Work Study for the summer term must submit a Summer Financial Aid Request Form on the OSFAE website (http://finaid.miami.edu/resources/forms/).