GUIDELINES FOR THE AWARDING OF FINANCIAL AID

TIMING
Early aid offers to new students are critical. In the award letter, we request a response from awardees within four weeks of the offer. The nationally accepted date when schools can begin requesting commitments is April 15.

Awards to continuing students should be made by April if at all possible. Institutional aid made after federal aid has been awarded may decrease the loan amount for the academic year. In addition, any award reporting form received after disbursement day in any given semester (usually two weeks before the start of the semester) is subject to revision for students receiving federal loans since students are only eligible for funds totaling the established cost of attendance. Please feel free to contact the Office of Student Financing about how a proposed late award might affect a particular student.

ELIGIBILITY
Recipients of institutional aid must be admitted to a degree program, with preference given to those with full graduate standing. Recipients must be enrolled for each semester in which they receive aid. Additionally, recipients of tuition fellowships must be unit-taking students; fellowship awards cannot be given to cover doctoral study or continuous registration fees. However, research and teaching assistantships may be given to students registered for doctoral study and continuous registration. Continuing students must be making satisfactory progress. They may not have below a "B" average or have more than two incompletes on their transcripts. For more information, refer to the Student Financing section of the CGU Bulletin, available in the Financial Aid Office.

TYPES OF AWARDS AND RESTRICTIONS
Tuition Awards. Programs are urged to give first priority to tuition awards. These awards are credited directly to a student's account. All tuition awards are to be adjustable.

Research/Teaching/Administrative Assistantships. Any award for which service is required must be designated as an assistantship and paid through payroll. Assistantships are paid biweekly. The fringe benefit rate is 5%.

Stipends. Stipends may be awarded after a student's full tuition need has been met. The maximum stipend is $6,000 for the academic year unless approval is granted. Stipends are paid in equal installments at Fall and Spring registration. Note: Stipends awarded with full tuition for full-time students (12 or more units) may be adjusted downward if the student's unit load drops below 12 units. Use an Institutional Award Reporting Form to report individual awards. Awards are made annually, though students are told that continued financial assistance can be expected contingent upon academic performance. Requests for exceptions to any of the award policies should be addressed to the Associate Dean.

(Revised 2/98)