

Quick facts about **ENROLLMENT CHANGES AND FINANCIAL AID**

More info online at www.finaid.msu.edu/enrlchrt.asp (effect of enrollment credits on **specific aid programs**) and <http://finaid.msu.edu/dropping.asp> (dropping credits or withdrawing). Please note that disbursement rules may differ for summer semester.

Dropping courses, adding courses, or withdrawing from the university can have an impact on a student's financial aid. Effects depend upon when the student makes the change during the academic term (before or after the Quarter of Term date) as well as the old and new credits.

It is important to understand enrollment levels at MSU before calculating the effect of a change.

Enrollment Level by Number of Credits	Full Time Enrollment	Three Quarter Time Enrollment	Half Time Enrollment	Less than Half Time Enrollment
Undergraduate	12	9-11	6-8	1-5
Graduate Certificate	9	7-8	5-6	1-4
Master's Degree	9	7-8	5-6	1-4
Doctoral Degree	6	4-5	3	1-2
Medical	12	9-11	6-8	1-5

Some awards require half time or more enrollment, others require full time, and some awards will pay 100% at full time, 75% at three quarter time, 50% at half time, and 25% at less than half time.

Adding or Dropping Courses:

Dropping credits before the quarter of term date of the course will result in a full refund of tuition, but also may result in an adjustment in financial aid if the student changes enrollment levels.

Dropping credits effective after the quarter of term will forfeit tuition. Most award programs will not be changed if already paid. A few awards, however, adjust based on enrollment changes throughout the term.

Adding courses will result in tuition charges, and may result in additional aid if added before the *quarter of term date*. **Courses added after the quarter of term date** of the course will not count for aid purposes.

Federal Stafford loans pay 100% if the student is half time or more and will not increase if a student adds credits to become three-quarter or full time.

If the student is contemplating dropping or adding courses, it is always wise to consult the enrollment chart (above) or contact the Office of Financial Aid to determine how aid will be affected.

Summer Enrollment Changes

Summer aid has special disbursement rules and the disbursement date may change depending upon when your *first* summer course begins. If you drop a course that begins early in the summer and add one that begins later, your summer aid may not pay out until later in the term.

-- see page 2 for information on Withdrawing from MSU --

Withdrawing from MSU:

Students who withdraw from MSU during a semester may or may not receive a refund. A student who formally withdraws (works with academic adviser or Registrar's Office), informally withdraws (drops classes on-line), or walks away (does not complete any courses and receives failing grades) is subject to a review and calculation of the amount of aid that the student and/or the university may retain. Unearned funds must be returned to the federal government. In some cases the student will be billed for the returned funds. Students should be encouraged to formally withdraw as this will result in the most timely calculation of earned federal aid and debt to MSU, if applicable.

Effects on Current Aid:

In addition to billing for the dropping of credits associated with withdrawal, there may be additional billing, particularly if a student has received Federal financial aid funds (including Federal Stafford Loan) which were to have covered the entire semester's educational costs.

Withdrawal through the first quarter for the semester will result in 100 percent billing of federal grant aid (Federal Supplemental Educational Opportunity Grant, Federal Pell Grant) and may also result in a partial or complete billing of loan aid (Federal Perkins Loan and Federal Stafford Loan) and other financial aid.

The bill calculated as a result of withdrawal will depend on the official date of withdrawal and/or the last date of attendance and the percentage and amount of institutional refund to be received.

Effects on Future Aid:

Withdrawal for any semester during the fall or spring semesters may result in cancellation of a student's financial aid award for the remainder of the year. If a student wishes to reapply for funds for spring semester, a written request must be submitted to the Office of Financial Aid within 30 days of withdrawing from the University.

Timeliness of reporting withdrawal:

It is extremely important that the Registrar's Office is notified of a student's withdrawal as soon as possible. If a student has received federal financial aid, the university is required to perform a calculation to return any unearned federal aid within 30 days of the date the withdrawal was initiated.

Check out from Residence Hall:

Remind students to follow the appropriate check out procedures from their residence hall in order to receive credit for the unused room and board previously charged for the semester.