

## Awarding Procedure

### Package Construction

Need-based aid, including grants, work-study, and subsidized loans, is awarded according to federal and state laws. Federal Pell Grants are awarded to all eligible undergraduate students. After Pell eligibility is assessed, undergraduates will be considered for Federal Supplemental Education Opportunity Grants, Federal College Work-Study, and Federal Direct Loans based on the student's preference and eligibility. Students who have already completed a bachelor's degree cannot be awarded Pell or Supplemental Education Opportunity Grants, but are eligible for Federal College Work-Study and Federal Direct loans, assuming they have not already borrowed to the federally established maximum.

Graduate students are eligible to apply for Federal Direct Loans, which include Unsubsidized Stafford and Graduate Plus Loans, as well as, Federal College Work-Study. Graduate students wishing to apply for federal financial aid must be enrolled in at least 6 credits, per term.

Aid is awarded using the following criteria:

For undergraduate students, full-time is defined as 12 or more credits; three-quarter time is defined as 9-11 credits; half-time is defined as 6-8 credits; and less-than-half-time is 5 credits or fewer, per term.

For graduate students; full-time is defined as 9 credits; half-time is defined as 6 credits, and less-than-half-time is defined as 5 credits or fewer, per term.

Students must complete the *Free Application for Federal Student Aid (FAFSA)*, be admitted to an eligible program, meet all standards of the satisfactory academic progress policy, and enrolled in courses before financial aid eligibility can be determined. Students should read the information provided on the TUN website ([www.tun.touro.edu](http://www.tun.touro.edu) – Financial Aid – Application Process) for complete details on how to apply for financial aid at TUN.

### Budgets and Cost of Attendance

Touro University Nevada recognizes each program and class separately for determining cost of attendance. The costs of attendance for each program for the current year can be found online at [www.tun.touro.edu](http://www.tun.touro.edu) within the Current Students tab under Financial Aid.

The Budget Components (cost of attendance factors) are:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Transportation
- Personal Expenses
- Special Fees as determined by program and class
- Loan Origination Fees (if a student loan is requested)

All budget components can be modified by professional judgment if a student can demonstrate extenuating need, which must be documented in the student's financial aid file.

### **Award Adjustments**

Adjustments may be made to financial aid awards subsequent to the initial offer if:

1. the student requests an adjustment and they have eligibility for the adjustment requested; or
2. changes in the student's circumstances (such as receipt of aid from other sources or failure to maintain satisfactory academic progress) would result in an overaward if adjustments are not made. Students are required to notify the Office of Financial Aid of any outside scholarships that they plan to receive to prevent an over award situation.

The person making an award adjustment will:

1. clearly document the adjustment;
2. notify the recipient; and
3. notify any other party with a vested interest in the award (scholarship donors, etc.)

### **Award Notification**

Students will be notified via email informing them to access their TouroOne account to review their current award offer. All subsequent awards or changes to award will generate an additional award notice directing students to access their current award offer/status.

Students may refuse part or their entire award when accepting their aid via their TouroOne account. Loans will not be certified for an amount larger than that authorized by the student on the award offer. If the student is eligible, he/she may request additional loan funds by notifying the Office of Financial Aid Office in writing, using the Revision Request Form, the Graduate Plus Loan Request Form, or the Parent Plus Request Form. The student must provide their TUN student identification number when making their request.

### **Overawards**

Federal regulations prohibit students from being awarded beyond the cost of attendance established for their program. An overaward occurs when a student receives resources (such as scholarships or grants) in addition to federal funding and the combined award exceeds the student's financial need established by the cost of attendance. Federal regulations require that overawards be eliminated as they are discovered. Overawards that are found before financial aid has been disbursed must be eliminated prior to any disbursement by reducing one or more of your federal awards; the federal Pell grant is never reduced due to overaward.

Overawards may be eliminated by:

- professional judgment (the student may demonstrate and document increased financial need);
- future disbursements can be reduced or eliminated; or
- unearned work-study may be reduced.

Students will be notified if the Office of Financial Aid makes any adjustments to their aid package due to an overaward.