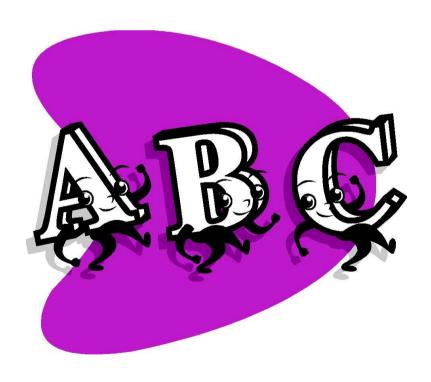
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Published by the Office of Services Visit our website at Fall 2010



Financial Aid Guide for the Intensive English Program



Welcome to the Brooklyn Campus of Long Island University and the Intensive English Program. This brochure provides basic information on the financial aid available to students interested in enrolling in this program.

The Intensive English Program (IEP) is offered by the campus' English Language Institute, and students with questions about the program or who want to enroll, should contact that Department at (718) 788-1323. Eligible students may apply for the Federal Pell Grant Program, which is a non-repayable federal grant for undergraduate students demonstrating financial need. It is the only form of federal financial aid available for this non-credit program.



To apply for a Federal Pell Grant, students should electronically complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. They must secure a federal PIN (Personal Identification Number, to assist with electronic signing of the FAFSA and available at www.PIN.ed.gov.) Once they have a PIN (and for dependent students a PIN for a parent), students may proceed to complete the FAFSA on-line. It takes the federal processor approximately a week to respond to an electronically completed FAFSA.

Students will be sent a Student Aid Report (SAR) by the federal government in response to their FAFSA. If an e-mail address is provided when completing the FAFSA, the federal processor will send the SAR via e-mail or regular mail. This document has multiple parts and it provides students with the information they indicated on the FAFSA. It also notifies them of any comments or issues that must be resolved before eligibility is determined for federal financial aid, including the Federal Pell Grant.

Students should read all comments made on the SAR, and visit the Integrated Student Financial Services Office to confirm eligibility for a Federal Pell Grant. They should also visit if they need help resolving the issues indicated by the federal government on the SAR.

All issues must be resolved before a Federal Pell Grant becomes available. Some of the issues might require proof of permanent resident status, proof of complying with selective service requirements, resolving social security number/date of birth conflicts, etc.

The Integrated Student Financial Services Office will be glad to assist students to secure PINs and to electronically complete the FAFSA. There are computer stations available in the lounge outside the Integrated Student Financial Services Office, and peer counselors are available during office hours (see back of





brochure).

What Kind of Additional Information is Needed?

When the information on the FAFSA is matched to the federal databases, special messages often appear on the SAR. Students may have to provide documents to L.I.U. and they should check with the Integrated Student Financial Services to find out about the documents needed.

A Valid SAR Must Have:

- An Expected Family Contribution (EFC)
- Information that is accurate and complete
- If applicable, "verification" performed and completed
- All comment codes resolved
- © L.I.U.'s school code (002751) Students without a prior baccalaureate degree must also indicate on their FAFSA:
- A 'No' in the "Prior Bachelors Degree" field
- A 'No' in the "Enrolled in Graduate Program" field

What is Verification?

Students can determine if they are selected for "verification" by looking on Part I of the SAR. If an "*" (asterisk) appears next to the number in the upper right-hand corner of the SAR, they have been selected for verification. This means that, before the school can process any payment, they must verify all the information on the SAR. To do this:

- The student must submit a completed "Verification Supplement" available in the
- Integrated Student Financial Services, or electronically from our website (www.liu.edu/brooklyn/financial-services -Brochures, Forms, & Other Links see Forms).
- For students whose income was taxable, submit a signed copy of the federal income tax returns for the student and/or parent for the prior year, with all tax schedules and W2s.

If student and or parents are separated, the student **must provide documentation to support the separation status**. This documentation must be a copy of the separation agreement (with stamp/sticker from family court) or a letter from a lawyer, counselor, family doctor, minister, or other family agency on official letterhead.

No Match to the Federal Government's Database?

When information does not match a federal database, additional information/documentation is required from federal agencies such as the Social Security Administration, the Department of Homeland Security, the Selective Service or the National Student Loan Database, etc. To know if there is a non-match situation, students must read the SAR. Documentation required to resolve these non-matches may include:

- For Selective Service Status Confirmation: a) In some cases, a letter from the Selective Service System regarding student's registration status
- b) Personal statement from the student, explaining why he is not registered with Selective Service (If a student was over 26 years old when he first arrived to the United States, a copy of the Alien Registration Card, proof of date of birth and a personal statement is required)
 - For Notice of Loan Default: 1) A default clearance letter from the guaranty agencies involved



- For a Permanent Resident Issue: 1) Copy of the permanent resident card
- For Citizenship Questions: 1) Copy of a U.S. Birth Certificate or 2) Copy of Certificate of Naturalization or 3) Copy of U.S. Passport
- For Social Security Number Problem: 1) Copy of the Social Security Card
- © For Notice of Non-Match to National Student Loan Database (NSLDS) System: 1) Proof of Date of Birth (Copy of a Birth Certificate, Certificate of Naturalization
- or U.S. passport) 2) Copy of the Social Security Card
- For Proof of Name Change: 1) Copy of Marriage Certificate or Court Documents
- For Conviction of Drug Offenses: 1) A legal document indicating the nature of the offense and resolution 2) Worksheet for Drug Question 31



Making Changes to the SAR:

L.I.U. may be able to assist students to make electronic corrections to their SAR. However, we are unable to assist students who have a rejected SAR problem. There is so much information missing for this type of error, that the student must make the correction him/herself and will need a PIN to do so. The Integrated Student Financial Services Office can make all other types of corrections with the student.

A Rejected SAR EFC:

A rejected SAR occurs when the federal government needs the student/parent(s) to provide more information to determine eligibility for federal aid, or there is a signature page that is missing with the electronic record. A student must review the information on the SAR, and respond to each of the items in bold that are marked with a "H" or an "*". Making corrections electronically over the Internet is the most efficient way to provide missing or corrected information. If a signature is required, the Signature Page may be printed from www.fafsa.ed.gov, completed, and mailed to the federal processor.

Students who need help correcting a SAR should contact the Federal Student Aid Information Center at 1-800-433-3243 or the Integrated Student Financial Services Office.

Responsibility:

It is the student's responsibility to complete a FAFSA accurately, and to comply with all requests for information from all sources. The Federal Pell Grant must be valid before a student may use it for bill clearance, and this must be done within 30 days of the end of the term for which the student is enrolled.



While the Integrated Student Financial Services Office may remind students of missing information or issues to be resolved on their FAFSA, it is the student's responsibility to read the SAR he/she received from the federal government and provide the documentation or information required, within the stated deadline date.

Award Letter:

When the Integrated Student Financial Services Office has processed all information and the Federal Pell Grant is a valid one, the student will be sent a financial aid award notice which will indicate the terms of eligibility. This award notice will indicate the amount of the Federal Pell Grant, and will indicate which semester of attendance it represents.

Clearing Tuition Bills:

If the student is eligible for a Federal Pell Grant, it will appear in their My.LIU account, and also automatically in their Financials account. IEP students should visit our if their Federal Pell Grant Award is not enough to clear their billing for the semester and we will help create a payment plan.

We will use the Federal Pell Grant award as a down payment for bill clearance. Federal regulations limit a student to receiving only two full-time semesters of Federal Pell Grant funding for the same academic year in the IEP program. Federal Pell Grants may be used for up to two terms of the summer, fall, or spring semesters in the same academic year.

Deadline Dates:

The federal government sets deadline dates for ALL institutions of higher education to receive Title IV Federal Pell Grant funds. When the deadline date has passed, it is NO LONGER POSSIBLE for the student to request or receive the Federal Pell Grant for that academic period. The deadline for finalizing all Federal Pell Grant activity is within 30 days of the end of the term for which the student is enrolled.

Failure to follow up and respond to requests for information or documentation can result in the loss of a Federal Pell Grant award. When this happens, the student will be responsible for 100% of his/her tuition and fees for the semesters they have attended in the Intensive English Program.

We encourage all students to stay in touch with the Integrated Student Financial Services Office so that their Federal Pell Grant will be available to assist them to pay for their tuition.

Integrated Student Financial Services (718) 488-1037

English Language Institute

(718) 788-1323

Federal Student Aid Information Center

1(800) 433-3243

Integrated Student Financial Services

1 University Plaza
Room S310

Brooklyn, NY 11201

Office Hours: Mondays, Thursdays, Fridays 9 a.m. – 2 p.m. Tuesdays, Wednesdays 1:00 p.m. – 6:30 p.m.

10/2009

