



## Scholarship and Financial Aid Office Application Information 2009-2010

Scholarship and Financial Aid Office McNichols Campus	Law School Financial Aid Office Renaissance Campus	Dental School Financial Aid Office Corktown Campus
313-993-3350 Fax 313-993-3347	313-596-0214 Fax 313-596-9837	313-494-6617 Fax 313-494-6912
8:30 a.m. – 5:00 p.m. Monday – Friday	8:30 a.m. – 6:00 p.m. Monday – Thursday 8:30 a.m. – 5:00 p.m. Friday	8:30 a.m. – 5:00 p.m. Monday – Friday
Administration Bldg. Rm. 70 e-mail <a href="mailto:finaid@udmercy.edu">finaid@udmercy.edu</a>	Dowling Hall Rm. 133 e-mail <a href="mailto:udmlawfa@udmercy.edu">udmlawfa@udmercy.edu</a>	Rm. 4-4444 e-mail <a href="mailto:taylorca2@udmercy.edu">taylorca2@udmercy.edu</a>

▪ **IMPORTANT THINGS TO KNOW BEFORE YOU BEGIN** ▪

<b>FYI</b>	<ul style="list-style-type: none"> <li>• READ ALL INSTRUCTIONS CAREFULLY!</li> <li>• To speed receipt of your award letter, answer all letters you receive immediately. The Scholarship and Financial Aid Office, Federal Student Aid Processor, or the Michigan Department of Treasury may contact you for more information. Make sure you respond to the correct department and include your name, address, and social security number.</li> </ul>						
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• <b>The University of Detroit Mercy's priority deadline date is April 1, 2009.</b> <i>Students whose files are complete by April 1 and who have registered for Fall classes will receive priority processing of their awards.</i> To ensure maximum consideration for aid, students must submit all applicable forms by April 1 and immediately answer any correspondence received. <b>Make sure your name and social security or student number appear on each document page you submit.</b></li> <li>• Priority deadline for consideration for State of Michigan Scholarships and Grants is <b>March 1, 2009</b>, final filing deadline is <b>July 1, 2009</b>. Don't delay State funding is limited.</li> </ul>						
<b>Free Application For Federal Student Aid (FAFSA)</b>	<ul style="list-style-type: none"> <li>• The Free Application for Federal Student Aid is <b>REQUIRED</b> for all financial aid applicants, including those interested in student loans. Returning students can file a Renewal Application for Federal Student Aid.</li> <li>• You can file as early as January 1, 2009. You don't have to wait for your tax forms to be complete. Use your W-2 forms, last pay check stubs, bank statements, etc. Estimate taxes paid, don't use what was withheld on your W-2.</li> <li>• File Online and File On Time <b><a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></b></li> <li>• Online filers can speed the processing by using a pin number. The pin number can be used as electronic signatures, to access records and make changes. If you don't remember your pin, or want to apply for one go to: <b><a href="http://www.pin.ed.gov">www.pin.ed.gov</a></b></li> <li>• <b>Federal School Codes:</b> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Undergraduates, Graduates, Dental Hygiene and Post-degree</b></td> <td style="text-align: center;"><b>Law</b></td> <td style="text-align: center;"><b>Dental</b> (Except Dental Hygiene)</td> </tr> <tr> <td style="text-align: center;"><b>002323</b></td> <td style="text-align: center;"><b>E00392</b></td> <td style="text-align: center;"><b>E01403</b></td> </tr> </table> </li> </ul> <p>• DO NOT LEAVE ANY QUESTIONS BLANK! This can result in processing delays and cause you to lose financial aid. <b>Note: Use a zero (0) as an answer where applicable.</b></p>	<b>Undergraduates, Graduates, Dental Hygiene and Post-degree</b>	<b>Law</b>	<b>Dental</b> (Except Dental Hygiene)	<b>002323</b>	<b>E00392</b>	<b>E01403</b>
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▪ **WHAT TO EXPECT AFTER YOU HAVE COMPLETED YOUR FAFSA** ▪

<p><b>Verification</b></p>	<ul style="list-style-type: none"> <li>• Students who are selected for verification, as indicated on the SAR, must submit a Verification Worksheet and income documentation to UDM.</li> <li>• Obtain the 2009-10 verification worksheet at: <b><a href="http://www.udmercy.edu/apply/financial_aid/forms/index.htm">www.udmercy.edu/apply/financial_aid/forms/index.htm</a></b></li> <li>• Income documentation means a signed <u>complete</u> copy of the 2008 Federal Income Tax Return. Dependent students should submit a tax return for self and parents; independent students for self and, if married, spouse.</li> <li>• If your 2008 income was from Social Security, Unemployment, Child Support or other untaxed sources, or if you have untaxed income in addition to taxable income, <b>you must list sources and amounts on the verification worksheet.</b></li> </ul>
<p><b>Award Letters</b></p>	<ul style="list-style-type: none"> <li>• Expect to receive notification of your award in the mail when your file becomes complete.</li> <li>• Students may begin receiving award letters as early as April.</li> <li>• New students must be admitted before an award is made. For admission information, contact the Admissions Office (313-993-1245).</li> <li>• Note: If you will register for a different number of credit hours per term than what is listed on your original award letter, please complete a <b>Request for Re-evaluation form</b>, available on line at <b><a href="http://www.udmercy.edu/apply/financial_aid/forms/index.htm">www.udmercy.edu/apply/financial_aid/forms/index.htm</a></b></li> </ul>
<p><b>Special Circumstances</b></p>	<ul style="list-style-type: none"> <li>• If your family's financial situation undergoes a significant change from 2008 to 2009, due to a job loss, divorce, birth, death, or excessive medical expenses, complete and submit a Special Condition Form, available on line at <b><a href="http://www.udmercy.edu/apply/financial_aid/forms/index.htm">www.udmercy.edu/apply/financial_aid/forms/index.htm</a></b></li> <li>• Your Financial Aid Advisor can answer any questions you have.</li> </ul>
<p><b>Loans</b></p>	<ul style="list-style-type: none"> <li>• You must have a complete financial aid file (with FAFSA) before a loan can be processed.</li> <li>• Follow the instructions accompanying your financial aid award letter.</li> </ul>
<p><b>Parent PLUS, Grad PLUS &amp; Alternative Loans</b></p>	<ul style="list-style-type: none"> <li>• Applications are available upon request from the Scholarship and Financial Aid Office.</li> <li>• Students should complete a FAFSA before having their parent apply for a PLUS loan. In the case of the graduate student the student must complete a FAFSA before a Grad PLUS loan can be certified.</li> </ul>
<p><b>Books</b></p>	<ul style="list-style-type: none"> <li>• Students should be prepared to pay for books and supplies at the beginning of each term. The University of Detroit Mercy does not use book vouchers. Please plan ahead.</li> </ul>
<p><b>Refunds</b></p>	<ul style="list-style-type: none"> <li>• <b>REFUNDS</b> are made to students who have aid on their account in excess of their total charges. To receive a refund, the student must be enrolled for the number of credits specified on the award letter. If the student applies for aid on the basis of living on campus, the student must be charged for the dorm.</li> <li>• Refunds may be made as early as the first week of classes or 7-10 working days after your account is paid in full.</li> <li>• Please be advised that not all funds are available on your account by the first week of classes. <b>In this case, refunds are made after the funds are received.</b></li> <li>• <b>Refund</b> checks are printed each week and are available for pick up in the Student Accounting Office (FAC 40) on Friday; checks not picked up within one week will be mailed on the following Friday to the address listed with the Registrar's Office. Address changes should be forwarded to the Registrar.</li> </ul>
<p><b>Financial Aid Advisors</b></p>	<p>All students are assigned an advisor. You may obtain your Financial Aid Advisor's name and phone number at <b><a href="http://www.udmercy.edu/apply/financial_aid/">www.udmercy.edu/apply/financial_aid/</a></b>, or you may contact the Scholarship and Financial Aid Office if you have questions for your advisor or email us at: <b><a href="mailto:finaid@udmercy.edu">finaid@udmercy.edu</a></b></p>

