B.A. LIBERAL STUDIES
SELF-PACED PROGRAM
2011-2012 FACT SHEET

Self-paced students whose academic year begins after Jan. 1, 2011, and before Jan. 1, 2012, should complete a 2011-2012 FAFSA. Students whose academic year starts after Jan. 1, 2012, should complete 2012-2013 FAFSA. Students should contact Financial Aid Services if they have questions about which year’s FAFSA to complete.

Enrollment:
Students must submit a B.A. Liberal Studies Certification Statement AND Declaration of Progress Expectations Form to the Office of Financial Aid. The progress form lists a planned enrollment for the 12-month academic year and is used to determine your eligibility for financial aid. At the time of the first disbursement, at least one half of the planned enrollment and charges must be posted to the university system. After six months, the other half of the planned enrollment and charges must be posted. 24 hours of enrollment in a 12-month academic year is considered to be full-time. Enrollment status for students enrolled in less than 24 hours during their academic year will be determined by using the calculation for non-term based programs provided by the U.S. Department of Education.

Academic Progress:
Unlike traditional degree programs, the self-paced program is not based on traditional academic terms (semesters). As a student in a non-term based program, your academic year, for financial aid purposes, will last 12 months from the time you begin your studies. Your financial aid awards and disbursements are based on the planned enrollment as listed in the BALS Progress Report. Any deviation from the enrollments listed on the Progress Report could cause you to be ineligible for future aid. You must notify Financial Aid Services immediately if your enrollment plans change.

You are allowed 12 months to complete the academic requirements of your program. You earn eligibility for another year of financial aid when (a) 12 months have passed from the beginning of your academic year and (b) you have completed the academic requirements as outlined in the BALS Progress Report.

You will not be eligible to receive financial aid after your current academic year until 12 months have passed from the time you began your year. If you complete the academic requirements in less than 12 months, you cannot receive financial aid for your “new” year until 12 months from the beginning of your original academic year have passed. If you fail to complete the academic requirements in 12 months, you will not be eligible for another year of aid until you have completed the academic requirements for your grade level.
**Disbursement:**

Disbursement of financial aid funds is handled through the University of Oklahoma’s Office of the Bursar (Buchanan Hall). Available funds will be applied first to all applicable university charges. Any remaining funds will be disbursed to the student. Students who have not submitted a Disbursement Information Form to the Office of the Bursar will have their disbursements mailed to them. Checks that are not picked up within 30 days of arrival will be returned to the lender. It is the student’s responsibility to know their expected disbursement dates of their loan as indicated by the Notice of Guarantee from your lender. The Financial Aid Services Office will not notify you when your loan check is received. You must contact the Bursar’s Office at (405) 325-3121.

Federal regulations require aid to be divided into two disbursements. For self-paced students, your first disbursement can be no earlier than the first day of your academic year. The second disbursement can be made no earlier than six months into your academic year AND you must have completed coursework totaling at least one-half of the credit hours in your whole academic year and be enrolled in the remaining hours in your academic year. Additional information about your disbursement schedule will be provided with your award letter.

If you have not completed at least one half of the credit hours within the first six months of your academic year, you must do so within 60 days of your second disbursement date, or your will lose eligibility for your second disbursement. Grades must be posted to the university permanent record system for the course to be considered complete.

**Note:** Availability of funds as described above is based on your submission of complete and correct financial aid application materials to this office by the timeline required and, in the case of Stafford Loans, submission of your loan application to your lender. Your lender determines the exact date of disbursement of Stafford funds. All other eligibility requirements must also be met, e.g., minimum enrollment, etc.

**Deferment Status:**

As a student loan borrower, you are responsible for the terms of your student loan(s) as described in the promissory note. All financial aid funds in the form of loans must be repaid. Repayment begins at different times for different types of loans. Deferment (delaying) of repayment can usually be achieved by providing a deferment form to the lender(s) or servicer(s) holding your loan(s). Deferment forms may be obtained from your lender, but must be completed by the OCCE Records and Registration Office: 1700 Asp Ave., Norman, OK 73072, or by phone at (405) 325-1021.

The lender will then make a decision regarding whether loan repayment must begin while you are still in school. Crucial to this decision is your enrollment status – if it is “half-time” or “less than half-time,” your lender may require loan repayment while you are still in school. If you are awarded a loan, you should check with your lender for their deferment requirements.

**CANCELLATION OF ANY ENROLLMENTS AFTER AID HAS BEEN DISBURSED WILL IMPACT YOUR AID ELIGIBILITY AND MAY CAUSE A REPAYMENT OF ALL OR PART OF YOUR DISBURSEMENT.**
CERTIFICATION STATEMENT

Before you will be processed for financial aid, this form must be signed and returned to Financial Aid: Non-Traditional Programs, Attention: Rachel Meyer at rmeyer@ou.edu or fax to (405) 325-5337.

By signing the certification statement below I certify that I understand the information contained in the Financial Aid Fact Sheet For Liberal Studies Students and I agree to all of the following as a condition of my application for financial aid.

I am responsible for completing the financial aid application process according to the timelines required by FAS.

I must respond immediately to all requests for information from FAS.

I assume final responsibility for all charges incurred by me at the University of Oklahoma, regardless of financial aid eligibility.

I must comply with all enrollment and academic eligibility requirements stated on the Financial Aid Fact Sheet for Liberal Studies Students and in subsequent publications or correspondence distributed to me.

I must notify FAS in writing if my address, admission status and/or enrollment status changes.

I am fully responsible for all student loan repayment obligations which I incur.

______________________________
Student Signature  Date

Current Address

Street: ________________________________________________________________

______________________________________________________________
City: ________________________________________________________________

State: ________________________________________________________________

Zip: ________________________________________________________________

Home Phone Number: ________________________________________________

Work Phone Number: ________________________________________________

OU e-mail address: (print legibly) ________________________________________

CANCELLATION OF ANY ENROLLMENTS AFTER AID HAS BEEN DISBURSED WILL IMPACT YOUR AID ELIGIBILITY AND MAY CAUSE A REPAYMENT OF ALL OR PART OF YOUR DISBURSEMENT.
BALS Student’s Declaration of Progress Expectations

Before you will be processed for financial aid, this form must be signed and returned to Financial Aid: Non-Traditional Programs, Attention: Rachel Meyer at rmeyer@ou.edu or fax to (405) 325-5337.

Student Name _____________________________________________ OUID _______________________
Last               First        MI

This statement outlines the enrollments and completions in the BALS program that I expect to meet for full-time or half-time progress.

For Financial Aid purposes, 24 credit-hours is considered full-time.

I expect to enroll in and complete the following BALS enrollments within the calendar dates:

(12-month period): _______________ to _______________

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<th>BLS Course:</th>
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Expected total credits within 12-month period: ___________

(Check all) I understand that:

☐ The OU Office of Financial Aid will provide services and outline financial aid assistance in respect to fees and all other costs related to my enrollment.

☐ If I do not meet this progress, the College of Liberal Studies will make appropriate reports to the OU Office of Financial Aid or other parties of authority to request the information and my status will be subject to change.

☐ If I exceed this pace of enrollment, I may request that Financial Aid Services reevaluate my eligibility for financial assistance.

Date: __________________ Student Signature: _____________________________________________
CLS Verification: ____________________________________ Date: __________________________