1. When to Apply

The Free Application for Federal Student Aid (FAFSA) and related documents should be completed by February 1st to meet the priority deadline for the following academic year. OSFA will begin emailing notifications of awards in late spring. All emails are sent to students' LU email accounts. The university will continue to award student assistance if funds are available. The most desirable types of assistance are normally expended early; therefore, students should make every effort to meet the February 1st deadline.

2. How to Apply

Step 1

Complete and submit the Free Application for Federal Student Aid (FAFSA) by applying online at [www.fafsa.gov](http://www.fafsa.gov). Using prior-prior year income tax information, students need to complete a new FAFSA the first year and a renewal FAFSA in subsequent years. The student and one of his/her biological parents can speed up the process by obtaining an FSA ID to be able to sign the application. An FSA ID can be obtained at [https://fsaid.ed.gov/](https://fsaid.ed.gov/). Make sure to list Lamar University, school code 003581, when completing the FAFSA. The student will receive an acknowledgment from the U.S. Department of Education upon receipt.

Step 2

Once a student’s electronic information is received by Lamar University, SA may request additional documentation before the student is awarded. Once the student has been admitted to Lamar University, he/she can log into his/her self-service banner account online and view what documents SA is requesting. Often the request will include the student’s and, if applicable, parent’s tax return information from the tax year requested on the FAFSA. Students are encouraged to use the IRS data retrieval tool on the FAFSA. Additional documentation may be requested to complete the verification process. For faster processing, students are encouraged to upload required documents through their Self-Service Banner account.

Step 3

Once SA has received, reviewed and verified all the requested paperwork, students will be awarded grants (if available and applicable) and loans for which they are eligible. During this process, SA will also re-evaluate the student’s academic progress. If a student is not meeting Lamar University’s Satisfactory Academic Progress Standards, then financial assistance will be put on hold and the student will be notified. Students will have an opportunity to appeal, if they are not meeting the Satisfactory Academic Progress Standards, by submitting documentation to SA. Students should make sure that all necessary documentation is submitted and fully explains why academic standards were not met.

Step 4

Once financial aid has been awarded, grants (if applicable), will automatically be accepted on behalf of the student. If the student was awarded loans and would like to receive these funds, he/she will need to accept them on Self-Service Banner. Students who accept loans will need to complete Entrance Counseling and a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov). Students must completely follow all instructions to receive all awarded financial assistance.

Parents wishing to request a PLUS loan will complete the PLUS application and PLUS Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) by logging in with parent information. Once the Office of Student Aid receives approval for the PLUS loan the funds will be awarded to the student and he/she must accept the award on Self-Service Banner.

Graduate students requesting a Graduate PLUS loan must complete the PLUS application and PLUS Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov). If approved and awarded, the loan must be accepted on the self-service banner account.

Step 5

Provided a student has registered during the priority registration time frame and all processing is complete, the money will be disbursed to the student’s account no sooner than 10 days before classes begin. Any residual money (refund) will be disbursed to students through the Cardinal One Card by the Cashiers’ Office. Note: Students are initially awarded grants, work-study, and loans based on full-time enrollment (undergraduates—12 hours, graduates—9 hours) If enrolled less than full-time, financial aid may be reduced. If grant money has been reduced, a student may not be able to receive additional grant money if he adds classes after loans have been reduced due to enrollment status an class schedule. If a student adds classes after loans have been reduced due to enrollment status an class schedule, financial aid may be reduced. If grant money has been reduced, a student may not be able to receive additional grant money if he adds classes after financial aid has already been reduced. If a student adds classes after loans have been reduced due to enrollment status an Additional Loan Worksheet may be required if the student wishes to have the loan amount increased based on his/her new enrollment status. Enrollment in at least 6 hours as an undergraduate and 5 hours as a graduate is required for loans and most grants. Prior to Lamar University releasing funds, SA will check the number of class hours in which a student is enrolled, satisfactory academic progress, default status, and if a student has completed the entrance counseling and MPN requirement. Any student who withdraws during the first 60 percent of the semester may have grant/loan funds returned to the DOE. This return may leave the student with a balance owed to Lamar University. Also, the student may be required to pay grant funds back to the Department of Education.

There is no exception to this rule, and students cannot appeal this decision to Lamar University.
Deferred Payments
Lamar University's Cashier's Office provides a Deferment Payment program for students in need. Those interested in deferred payments should contact (409) 880-8390.

Employment
Employment opportunities under the Federal College Work-Study Program and other employment programs of the university are available to LU students. The university, local businesses, and industry partners provide a number of part-time jobs that enable students to earn part or all of their expenses while attending the university. Students may visit lamar.edu/jobs [http://lamar.edu/jobs/] for information on job opportunities.

To check the progress of your student loans/grants online
a. Go to Self Service Banner and Log In.
b. Look under the "Financial Aid" tab. Under this title, you will see various links that provide information concerning your financial aid account.

To download student financial aid forms
b. Click on "Forms"

Things to remember
• Students must first be accepted to Lamar University before Financial Aid can be reviewed and awarded
• The priority date for submitting all documents required for financial aid awards is February 1st.
• Satisfactory Academic Progress must be maintained in order to continue to receive financial aid.
• Lamar University will not automatically award or process any loans for individuals who have defaulted on their student loans. Students submitting documentation that the defaulted loan has been repaid or satisfactory repayment arrangements have been made may be considered for grants and work-study. The letter (from the respective guaranty agency) must also state that the student is now eligible for further financial aid.

3. Scholarships
Lamar University scholarship programs dedicate substantial financial resources to assisting students in achieving their educational goals. Scholarships are awarded competitively, based upon such criteria as; academic achievement, standardized test scores, class rank and grade point averages. Other factors such as academic major, demonstrated leadership ability and specialized skills (athletics, marching band, art, music, dance) also may be considered in awarding scholarships. The review process begins in October for the following academic year. Entering freshmen and transferring college students are encouraged to apply early. For priority consideration for most Lamar University scholarships, apply no later than February 1 each year although some scholarship opportunities require earlier deadlines. Deadlines for application as well as information on individual scholarships is available online at www.lamar.edu/myscholarships [http://www.lamar.edu/myscholarships].
a. class ranking and/or grade point averages
b. standardized test scores such as SAT, ACT, or GRE
c. previous high school and/or college academic transcripts
d. academic awards, honors, or achievements; and
e. academic major

Displayed leadership abilities and participation in extracurricular activities are used as secondary factors.

Competitive scholarships are also awarded by university programs for students showing demonstrated abilities and prior successful participation in such areas as music, writing, art, dance, or athletics. Factors in the awarding of competitive skill-based scholarships include an evaluation by faculty and/or staff in each specific area. Evaluations may be based on, but are not limited to, video, film, audiotape, auditions, student-created works, or personal observations of student performance by university faculty or staff.

4. Waiver of Non-Resident Fees
Students receiving competitive academic scholarships of $1,000 or more may be exempt from the payment of nonresident tuition rates. To be eligible for this waiver the scholarship must meet all institutional requirements of competitive awards and comply with all rules governing tuition rates and waivers as established by the State of Texas.

5. Valedictorians
Valedictorians from accredited high schools of Texas are entitled to an exemption from payment of tuition and laboratory fees for the two regular semesters immediately following graduation. Other fees are not exempt. Upon registration, valedictorians should submit the “Highest Ranking Graduate Certificate” to the Student Financial Aid Office so that the appropriate fee adjustment can be made.

6. Students with Physical Disabilities (Vocational Rehabilitation)
The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain types of disabilities, provided their vocational objectives have been approved by a TRC counselor. Examples of such conditions are orthopedic disabilities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services also are available to assist students with disabilities to become employable. Application for such service should be made at:

Texas Rehabilitation Commission
Beaumont District Office
5550 Eastex Freeway
Beaumont, Texas, 77701
(409) 898-3988.

7. Hazlewood Exemption
The purpose of the Hazlewood Exemption is to provide an education benefit to Texas veterans who received an honorable or general under honorable conditions discharge and to eligible dependent children and spouses of Texas veterans.

Eligibility is for Veterans who
a. were, at the time of entry into the U.S. Armed Forces, Texas residents
b. designated Texas as Home of Record or entered the service in Texas
c. served at least 181 days of active military duty; and
d. have no federal benefits dedicated to the semester enrolled that do not exceed the value of Hazlewood benefits (such as Ch 33 Post 9/11 or Ch 31 Voc Rehab).

These veterans must be
a. current Texas residents
b. not in default on a student loan made or guaranteed by the State of Texas, and
c. enrolled in classes for which the college receives tax support.

Qualifying Veterans may transfer their unused Hazlewood benefits to their biological child, stepchild, adopted child, or dependent in the current or previous tax year. The child must be a Texas resident and 25 years or younger on the first day of the semester.

The children and/or spouse of qualifying Texas Veterans (who were members of the U.S. Armed Forces, Texas National Guard or Texas Air National Guard) are entitled to Hazlewood if the parent or spouse died as a result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness. The children and/or spouses must be current Texas residents.

Further information and applications may be found at http://www.tvc.texas.gov or through the Lamar University Veterans Affairs Office at (409) 880-8998 or https://www.lamar.edu/financial-aid/veterans-affairs/index.html (https://www.lamar.edu/financial-aid/veterans-affairs/).

8. Release of Records
All records (applications and need analysis documents) submitted by a third party become the property of Lamar University and cannot be released to another institution or the student. Prior to processing, items submitted by the student may be returned upon the student’s written request. Parental income tax information may be returned upon the written request of the parent. A minimum of five days may be required to complete the return of the requested items. Once the application has been processed, all items must be maintained for audit purposes and cannot be released.

9. Tuition Rebates for Certain Undergraduates
Certain students entering higher education for the first time in fall 1997 or later may be eligible for a $1,000 tuition rebate granted at the time of graduation. Specific details of this program are available from the Registrar, at Registrar@lamar.edu (registrar@lamar.edu). To be eligible to apply for this rebate, students must meet all the following conditions:

a. Enroll in higher education for the first time in the fall of 1997 or later.
b. Work toward a first baccalaureate degree.
c. Attempt all courses at a Texas state institution and have been entitled to pay resident tuition rates at all times of enrollment.
d. Graduate within four calendar years for a four-year degree or five calendar years for a five-year degree, if enrolled for the first time in fall 2005 or later.
e. Attempt no more than three hours more than the minimum number of semester credit hours to complete the degree under the Lamar University General Catalog from which they graduated. Hours attempted include transfer credits, course credit earned by
examination (the first nine hours do not apply), courses dropped after
the official census date, for-credit college readiness courses, optional
internship and cooperative education courses, and passed, failed or
repeated courses. Co-enrolled courses taken as a high school student
do not count toward these total hours.

f. Apply to the Office of the Registrar during the semester in which the
student applies for graduation.

Dispute Resolution

A student must write a request that they are appealing a Tuition Rebate
decision to the Registrar’s Office, within 30 days after commencement
or 30 days following the date of notification that they were ineligible
(whichever comes first). A Tuition Rebate Committee (composed of
representation from the Offices of the Registrar, the Bursar, Financial
Aid and Scholarships and the Dean of the relevant college) will review
all appeals within five working days of the request. The committee will
notify the student in writing of their decision. Students may appeal all
decisions made by the tuition Rebate committee to the Associate Provost
for Academic Affairs.

10. Refunds

For those students withdrawing from the university and who are receiving
or have received financial aid(grants, loans, scholarships), all or a portion
of the refund will be returned to the appropriate financial assistance
source. Recipients in attendance at Lamar University for the first time
and who withdraw prior to the 60% point in the semester will have refunds
calculated according to the Pro-Rata Refund Schedule listed below. All
other applicable refunds will be calculated according to the Refund Policy
as outlined in the Fees and Expenses section of this catalog.

Pro-Rata Refund Schedule

Fall, Spring or Summer Full Term Semesters

a. Prior to the first class day, 100%
b. During the first week, 80%
c. During the second week, 70%
d. During the third week, 50%
e. During the fourth week, 25%
f. During the fifth week, 0%

Summer Session and Half Term Semesters

a. Prior to the first class day, 100%
b. During class days 1-3, 80%
c. During class days 4-6, 50%
d. After the 6th class day, 0%

For dates relevant to refunds during accelerated online courses, see the
LU Online Calendar (https://www.lamar.edu/onlinecalendar/).

In allocating the refund to specific programs, Lamar University will
practice a “Fixed Priority Allocation.” The listing below indicates the
priority in which programs will be refunded. The full amount received
under each program is returned in priority order until the refund amount
is exhausted. The amount returned to a specific program cannot exceed
the amount the student received from that program. Refunds due to the
Department of Education (DOE) for Stafford Loans and PLUS Loans will
be refunded directly to the DOE. The Director of Student Financial Aid
may exercise professional judgment in exceptions to the distribution
hierarchy policy.

Refund Priority

• Federal Pell Grant
• Federal SEOG
• Federal Perkins Loan
• Subsidized Federal Stafford Loan
• Unsubsidized Federal Stafford Loan
• Federal PLUS Loan

Policy Regarding Referrals of Suspected Fraud or
Criminal Misconduct

If an applicant is suspected of participating in fraud or other criminal
misconduct in connection with the application for Title IV, HEA program
assistance, the information will be referred to the appropriate university,
state, and/or federal authorities. These authorities may include but
are not limited to, the following: University Discipline Officer, University
Police, Beaumont Police and the Office of the Inspector General of the
U.S. Department of Education.